

RATING FORM FOR RECORDS COMMISSION ANNUAL AWARD NOMINEES

Checklist

All boxes must be checked for the nomination to be considered for an award.

- Nominated agency or individual is eligible under award guidelines
- Complete nomination form returned
- Narrative justification for award returned
- Supporting documentation for award returned
- Complete application received before nomination deadline

Rating

Rate the nominee from 1 (lowest) to 5 (highest) in the following categories:

- _____ 1. The nominee is fully compliant with the provisions of its RDA; utilizes it on a regular basis; and operates an efficient, well-coordinated records management program.
- _____ 2. Within the rating period, the nominee has made significant innovations, improvements, or increased resource commitments to its records or archival program, which are fully documented in the application.
- _____ 3. The nominee's accomplishments rise "above and beyond" those the Government Records Division staff expects in its work with state or local agencies or historical entities. These accomplishments are fully documented in the application.
- _____ 4. The nominee has demonstrated familiarity and compliance with national standards and best practices in the fields of archival preservation and/or records management.
- _____ 5. The nominee has demonstrated special leadership in extending archival/records management programs or principles beyond its immediate jurisdiction. Contributions in this area are fully documented in the application.
- _____ 6. Based on documentation in the application, this nominee's archival/records management program can serve as a "model" for similar agencies, historical entities, or staff.

_____ **Total Score for this Application**