

Pre-Archival Audit Documentation Checklist

Item	Description	Status	Comments
1. Record Inventory	Comprehensive list of records to be archived		
2. Retention Schedule Review	Verification of mandatory retention periods		
3. Access Controls	Documentation of user access rights and restrictions		
4. Metadata Accuracy	Review and validation of descriptive metadata		
5. Format Compatibility	Records stored in approved, sustainable formats		
6. Integrity Verification	Checksums or audit trails confirming record integrity		
7. Privacy & Confidentiality Review	Confirmation of data privacy and confidentiality compliance		
8. Disposal of Non-Archival Materials	Confirmation of removal/disposal of ineligible records		
9. Documentation of Exceptions	List any exceptions or unresolved issues		
10. Approval and Sign-off	Signatures of responsible parties		

Important Notes:

- This checklist should be completed prior to records being transferred for archival storage.
- Ensure all metadata and access control documentation is current and accurate.
- Exceptions or unresolved concerns must be documented and addressed before approval.
- Retention schedule compliance is essential for legal and regulatory requirements.
- Sign-off by responsible parties confirms the audit process is complete and accurate.