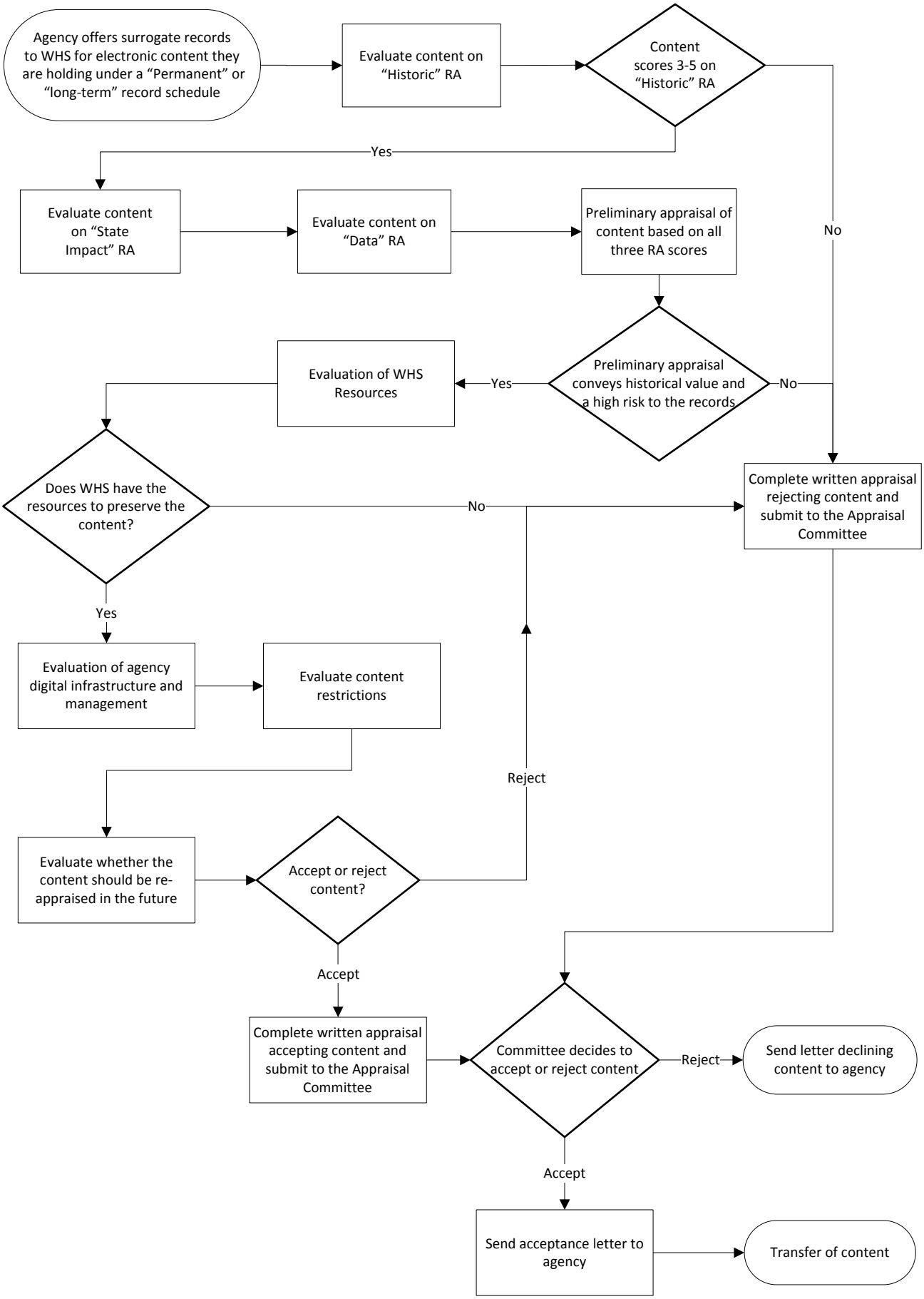
Agency offers surrogate records to WHS for electronic content they are holding under a "Permanent" or "long-term" record schedule
Evaluate content on "Historic" RA
Content scores 3-5 on "Historic" RA
Yes
No
Evaluate content on "State Impact" RA
Evaluate content on "Data" RA
Preliminary appraisal of content based on all three RA scores
Preliminary appraisal conveys historical value and a high risk to the records
Yes
No
Evaluation of WHS Resources
Does WHS have the resources to preserve the content?
No
Complete written appraisal rejecting content and submit to the Appraisal Committee
Yes
Evaluation of agency digital infrastructure and management
Evaluate content restrictions
Reject
Evaluate whether the content should be re-appraised in the future
Accept or reject content?
Accept
Complete written appraisal accepting content and submit to the Appraisal Committee
Committee decides to accept or reject content
Reject
Send letter declining content to agency
Accept
Send acceptance letter to agency
Transfer of content