

Intrinsic Value Checklist

Agency:		Component (if applicable):	
Schedule Number:		Item Number:	

Intrinsic value is the archival term that is applied to permanently valuable records that have qualities and characteristics that make the records in their original physical form the only archivally acceptable form for preservation. All record materials having intrinsic value possess one or more specific qualities or characteristics as defined in the [Appraisal Policy of the National Archives \(NARA 1441\) Appendix 3](#).

Please refer to the following checklist. If you answer “Yes” to any of the questions below, or if records were created prior to 1950, please consult your [appraisal archivist](#) prior to destroying the original source records.

Answering “Yes” does not necessarily mean that the records have intrinsic value, only that it warrants further conversation.

Question	Yes	No
Do these records have a unique physical form that may be the subject for study? <i>(Examples: Early press copies, glass plate negatives, wax-cylinder sound recordings)</i>		
Do these records have aesthetic or artistic quality? <i>(Examples: Photographs, sketches, maps, architectural drawings, posters, engraved and/or printed forms)</i>		
Do these records have unique or curious physical features? <i>(Examples: Quality and texture of paper, color, wax seals, imprints and watermarks, inks, photo albums, unique and/or informative housings, and unusual bindings)</i>		
Do the age of these records provide a quality of uniqueness? <i>(Examples: There is a scarcity of records from this era, these records reflect a change in recordkeeping practices, or a combination of these)</i>		

Do these records have value for use in exhibits? <i>(Examples: Records that convey the immediacy of an event, depict a significant issue, or impart a sense of the person who is the subject or originator of the record. In these cases, the impact of the original document cannot be equaled by a copy)</i>		
Do these records have questionable authenticity, date, author, or other characteristic that is significant and ascertainable by physical examination? <i>(Examples: Certain types of documents have the potential for controversy and, if the original records are extant, handwriting and signatures can be examined, paper age can be ascertained and other physical tests can be performed)</i>		