**Amendments to application form November 2014**

The following question were amended following agreement by the Archive Service Accreditation Committee

**Requirement 3.2.1 The archive service understands its community it is established to service and has effective methods in place for gathering information about and consulting stakeholders, including existing and potential users**

Amended question (J)

Now: Please describe how you identify the needs and interests of the stakeholder groups which make up the community you serve.

*Previously : Please describe how you identify the stakeholder groups which make up the community you serve.*

**Requirement 3.2.2 The archive service has effective methods in place to analyse and evaluate existing and potential stakeholder needs and interests**

Amended question (K)

Now: Please describe the processes you use to analyse and evaluate your current operation in the light of the information gathered about stakeholder needs and interests.

*Previously: Please describe how you use the information gathered to analyse and evaluate your current operation*

Amended question (L)

Now: Please describe how knowledge of your stakeholder groups has influenced your priorities for access planning

*Previously: Please describe how knowledge of your stakeholder groups has influenced your access plans*

**Requirement 3.2.3 The archive service has documented plans to improve access and engagement in response to the identified needs and interests of its community. The plans are actively implemented and reviewed.**

Amended Question (P)

Now: Please describe your plans for improving access, in response to the needs and interests of your community (no more than 300 words)

Alternatively, please upload planning documentation on access improvements, if you have it.

*Previously: Please describe your plans for improving access, in response to the needs and interests of your community (no more than 300 words)*