

RISK RATING AND FEASIBILITY IMPACT RATING KEY

Risk Rating Key*

The risk rating is a numerical score between 1 and 25. The risk rating score is calculated by multiplying the risk potential and the risk impact. The lower the risk rating the lesser the likelihood that risk will occur at the institution or have a significant impact on the collections. Risks that receive a higher numerical score in the risk rating system have been determined to be likelier to occur and would have greater impact on the collections.

Risk Potential	Risk Impact	Risk Rating
1 – Not Likely	1 – No damage would occur to the collections as a result of the risk	A score of 16 to 25 is considered a high risk and is noted in RED
2 – Possible	2 – Slight damage would occur to the collections as a result of the risk (minor damage, operations continue to function, small monetary investment)	A score of 6 to 15 is considered a moderate risk and is noted in BLUE
3 – Quite Possible	3 – Moderate damage would occur to the collections as a result of the risk (damage requiring extra labor, operations may need to be suspended, moderate monetary investment to return to regular operations)	A score of 1 to 5 is considered a minor risk and is noted in GREEN
4 – Likely	4 – Severe damage would occur to the collections as a result of the risk (damage requiring outside services and vendors, temporary suspension of operations, significant monetary investment)	
5 – Very Likely	5 – Very severe damage would occur to the collections as a result of the risk (damage resulting in total loss, indefinite closure of the institution)	

* The Risk Rating was adapted from Heritage Preservation’s Risk Evaluation and Planning Program’s Risk Prioritization Worksheet



Feasibility/Impact Rating

The **feasibility/impact rating** is a numerical rating on a scale of 1 to 25. The feasibility/impact score is calculated based on the achievability of mitigation strategies and the impact that those mitigation strategies would have on the long-term preservation of the collections. Strategies with a higher feasibility/impact rating score are determined to be more viable and greatly aid in caring for the collections. Those strategies with lower rating were determined to be financially/physically impractical and/or have limited impact on the preservation of the collections.

Feasibility	Preservation Impact	Feasibility/Impact Rating
1 – Strategy would require a drastic change in institution operations, funding, and/or staffing for implementation	1 – Strategy would have minor impact on the long-term preservation of collections	A strategy with a score of 1 to 5 is considered to require large financial/staff investment with limited long-term impact and is noted in RED
2 – Strategy would require outside funding support, outside consultants, and/or additional support staffing for implementation	2 – Implementation of strategy would have slight change in the long-term preservation of collections	A strategy with a score of 6 to 15 is considered to require a moderate financial/staff investment and have a moderate long-term impact and is noted in BLUE
3 – Strategy can be implemented with limited outside funding support and limited additional support staff	3 – Implementation of strategy would have moderate impact on the long-term preservation of the collections	A strategy with a score of 16 to 25 is considered to require minor financial/staff investment and provides a significant long-term impact and is noted in GREEN
4 – Strategy can be implemented with minor financial investment on the part of the institution and dedication of staff time	4 – Implementation of strategy would greatly impact the long-term preservation of the collections	
5 – Strategy can be implemented with little to no financial investment and limited staff time	5 – Implementation of the strategy would drastically improve the long-term preservation of the collections	

