In its appraisal policy and strategy NAS sets guidelines for NAS sets guidelines for appraisal. The general goal is that permanently preserved records should illuminate:
- core functions, competence, planning, leading and decision-making of authorities
- impact of decision-making upon citizens, groups and environment
- interaction between citizens and authorities
- historical, governmental, social, economical, demographic and cultural development of the nation
- circumstances and changes in the nature and cultural environment of the country.

The appraisal strategy provides methodology for the realisation of the policy. It also explores principles and criteria of selection and disposal. The methodology consists of combined macro- and micro-appraisal, proactive appraisal and cooperation with authorities. The approaches that should be considered are record creator, archives, use of information, operational environment and cost factors.

AMS – “archives formation plan”
AMS is an essential instrument in document appraisal. Based on guidelines set by the National Archives Service of Finland (NAS), the basic idea of AMS is that organisations create an “archives formation plan” for their documents. The plan covers all the documents in an organisation and sets a preservation period, functional classification and publicity class for them. AMS determines, that permanently preserved documents are first transferred to the organisation’s own archive and later on to National Archive or other archive determined by law.

Creating AMS
1. Defining the task and process
2. Publicity and confidentiality factors
3. Personal information
4. Preservation period
5. Preservation forms
6. Who is responsible for the preservation? Where are documents kept?
7. Creating the scheme
8. Verifying and initialization
9. Maintaining

Electronic record management
NAS’s decree for permanent electronic preservation sets requirements for electronic records management and guidelines to form eAMS (electronic AMS) and standardized transfer package for centralized permanent electronic preservation in National Archives. They take care of preservation and information services of the transferred records.

References: