

RESCUING THE MEMORY
OF OUR PEOPLES

ARCHIVES MANUAL

compiled by
Martha Lund Smalley
Rosemary Seton



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International Association for Mission Studies

2003

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Foreword

A draft of this manual was discussed at the Joint International Association of Catholic Missiologists – International Association for Mission Studies Documentation and Archives Conference, *Rescuing the Memory of our Peoples*, held in Rome, 29 September to 6 October, 2002. The help and advice provided by the conference participants and fellow-archivists from a number of different countries and Christian traditions is gratefully acknowledged.

We realize that the methods and procedures described in this manual may not be applicable to all situations throughout the world, but hope that this document will serve as an impetus for appropriate action.

Martha Lund Smalley
Yale University Divinity School, New Haven
Rosemary Seton
School of Oriental and African Studies, London

February, 2003

1. INTRODUCTION

History is not what happened in the past. It is, as the word itself suggests, a story, written by subsequent generations¹

Archives are the source materials that make it possible for future generations to tell the stories of institutions and individuals. These source materials are letters, minutes, reports, legal documents, publications, photographs, oral histories, conference records, and other materials that provide documentation of activities and events. If these records are lacking, the story that becomes our history will be incomplete and inaccurate.

We, as Christians, should understand the need for archives because our faith specifically engages us with the long history of God's interaction with the world. Appreciation for this grounding of our faith in the whole history of God's people can open our eyes to the need to preserve the record of our own part in an ongoing and interrelated story.

Saving records should not be seen as peripheral or burdensome, but rather as an exciting opportunity to both document our past and enrich our ongoing work.

Archives can:

- ***Help form our identity by reminding us of our past***
- ***Provide resources for publications, activities, and events***
- ***Save time and energy of staff who need to find information in order to fulfill their duties***
- ***Provide valuable research resources for interested members of the community, for academic scholars, and for historians of the organization.***

The word "archives" refers not only to records themselves, but also to the place where archival records are kept. Archives can be cared for in various ways -- 1) locally, in-house; 2) by a regional or national parent body or governmental institution; or 3) by an appropriate library, archives, or museum. Each organization will need to determine

^{1 1} From the web site of the Society of American Archivists (www.archivists.org) 9/2002

for itself which custodial model is most appropriate for its situation. It is hoped that this manual will provide the information necessary for an organization to establish and develop its archives, whether in-house, or in conjunction with another body.



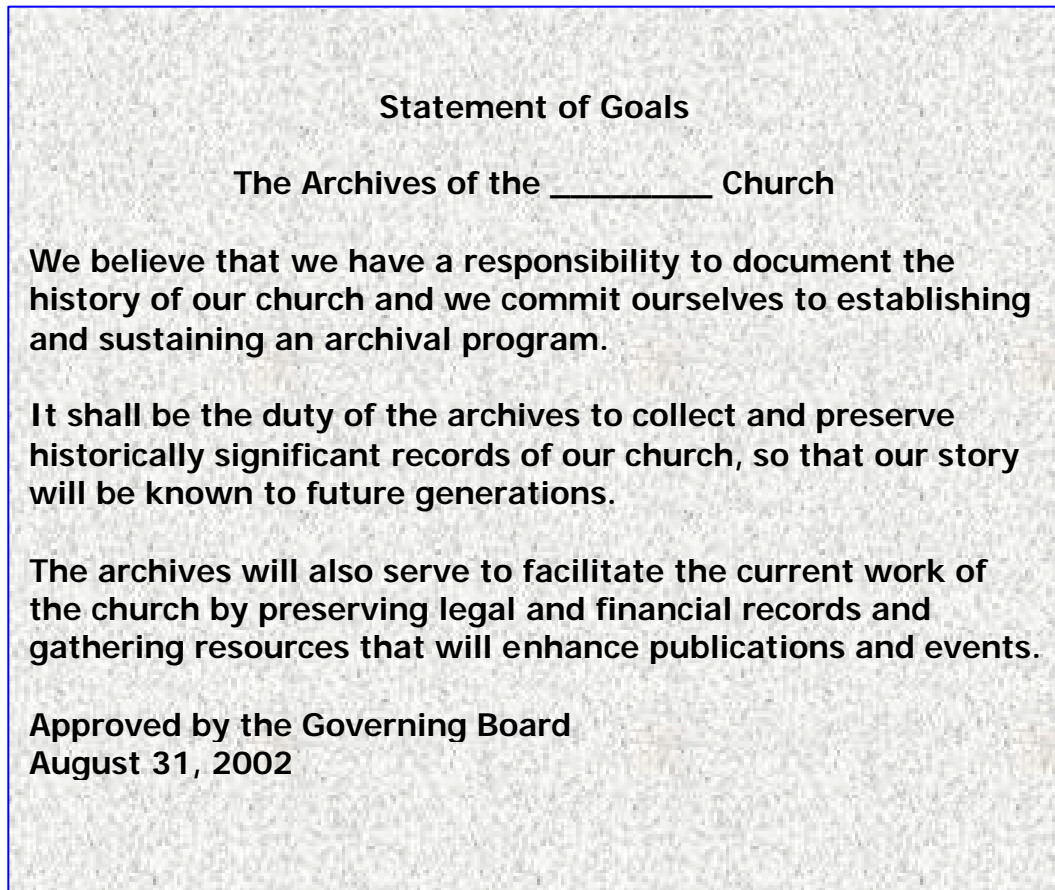
The National FJKM Archives in Antananarivo, Madagascar

The archives of Malagasy Protestant churches are located at the old building of the London Missionary Society College. Documents, books, and photographs from the former missions working in Madagascar, especially in the 19th century, are held in the archives.

2. LAYING A FOUNDATION

Establishing an archival program requires a long-term commitment on the part of the leaders of an organization. Whether the archives are housed within the organization or hosted elsewhere, there must be an ongoing commitment to provide for staff, space, and financial support. Ideally, this commitment should be formalized in a Statement of Goals that serves as a written reminder of why the archival program has been established and what it hopes to achieve.

A sample Statement of Goals follows. Each organization's individual situation will determine the content of its statement.



This vision statement should be supplemented by written documentation of basic policies and procedures for the archives, such as agreements about administration and access. Examples of such agreements would include:

- The governing board will designate an individual to take charge of the archival program, and will provide support in the form of space, supplies, and staff assistance.
- The designated archivist or “History Officer” will report directly to the board and will be empowered to request and receive records into the archives as delineated in our collecting policy.
- Access to confidential records concerning living persons will be restricted to that needed by the officers of the organization, in terms of the legal protection given by each state’s laws to guard the individual’s private sphere.
- Aside from this limitation, the [church] encourages all persons with a *bona fide* interest in the archives who are prepared to sign a registration form (including a commitment to keep the archive informed on the course of their research and their publication plans) to make full and free use of the materials gathered.



The designation of a particular individual to have charge of the archives is crucial.

3. WHAT SHOULD BE IN THE ARCHIVES?

Listed below are the types of materials that are often kept in archives. Certain types of materials may be more important in some contexts than in others.

LEGAL DOCUMENTS:

- **By-laws, constitutions, incorporation papers**
- **Tax records, audits, contracts**
- **Deeds, real estate documents**
- **Baptismal, marriage, burial, etc. records**

ADMINISTRATIVE AND POLICY DOCUMENTS:

- **Annual reports**
- **Minutes of board, committee, and council meetings**
- **Personnel records**
- **Procedure and policy manuals**
- **Financial records**

MATERIAL DOCUMENTING ACTIVITIES:

- **Publications like newsletters or pamphlets**
- **Programmes from events**
- **Publicity materials**
- **Conference records**
- **Correspondence, memos, and email**
- **Sermons, creeds, hymns, tracts, prayer letters, testimonies**
- **Educational materials**
- **Audio-visual materials :**
 - **films or audio and/or video tapes of services and other meetings, church music, educational programs, conferences, radio programs**
 - **photographs of special events such as conferences or baptisms**
 - **photographs of typical activities such as a worship service or school**
- **Artifacts such as banners, costumes, objects used in worship**

PERSONAL RECORDS:

- **Journals, diaries, and other personal papers of important leaders.**
- **Oral histories of individuals who played an important role in the life of the organization**

Keep these questions in mind as you consider what records should be in your archives:

1) WHAT DO YOU HAVE?

When deciding what records to keep in your archives, it is helpful to make a survey of the types of records your organization routinely creates or has gathered over time. A person who is familiar with the work of the organization should go through the list above and make note of which types of materials exist or should exist.

Preliminary investigation may reveal that some important records are not in the organization's current offices. If they are not there, where are they - in the homes of the organization's leaders? in a closet somewhere? Some detective work may be required to track records down, including contacting former leaders of the organization.

2) WHAT IS YOUR COLLECTION POLICY GOING TO BE?

An organization's archives may be large or small depending on the resources available to sustain the program. If limited space and financial support are available, it becomes all the more crucial to determine the priorities for what is kept. Rather than haphazardly collecting samples of the various types of materials listed above, a consistent collecting policy should be designed and implemented. Ideally, the collection policy of an archives should be a written document that can be distributed throughout the organization and passed down to future staff members.

3) WHAT IS YOUR RECORDS RETENTION POLICY?

Organizations often have both a **records manager** and an **archivist**. The **records manager** takes responsibility for overseeing contemporary records and makes sure that records with historical value make their way into the archives. The **archivist** is charged with responsibility for caring for and administering the records of an organization that have been appraised as having evidential, historic and research value and set aside for permanent retention in a repository. Records managers and archivists can use common sense and their knowledge of an organization's needs in making decisions about what to keep and what to discard. Not every record generated by an organization needs to be sent to the archives. If there are multiple copies of documents, for example, it is acceptable to keep only two copies and discard the rest. Routine correspondence such as acknowledgments and orders of supplies may not be

necessary to keep. There may be a category of records that are bulky and relatively unimportant in which sample years – for example, one year in every decade - might be retained. Among the records that are appropriate for the archives, some need only be kept temporarily while others should be kept permanently. See **Appendix D: Records Management** for more information. It may be helpful to develop flow charts that provide guidance on how to treat records, e.g. as in **Appendix E**.

4) ARE THERE RECORDS THAT BELONG IN THE ARCHIVES BUT SHOULD NOT BE ACCESSIBLE TO EVERYONE?

All organizations have records that are confidential or have the potential of causing harm to an individual. It may be necessary to keep certain archives closed for a period of years. If records are restricted, the restriction should not be for an indefinite period; it is better to have a specific agreement about the number of years of the closure, e.g. ten years or fifty years, or during the lifetime of the individual concerned.

5) DOES DOCUMENTATION IMPORTANT FOR YOUR ARCHIVES EXIST ELSEWHERE?

Some important materials documenting the origins and development of church bodies around the world can be found only in the archives of European and North American agencies. This is not surprising, for these materials also document the work of the “sending” agencies.

We must now work together to insure the preservation and accessibility of records that document the history of both the “sending” agencies and the organizations that they helped to originate. Microfilming records in order to provide shared access is a standard procedure among archives. The introduction of digital technology also offers new opportunities for sharing materials. Microfilming or digital technology may enable the re-uniting of dispersed documentation, but all efforts in this direction must be based on a firm foundation of archival organization and description.

6) DO YOU NEED TO CREATE NEW CONTENT?

Some organizations may find themselves in a situation where records documenting their history simply do not exist or are insufficient to tell the whole story of the organization’s life and history. In such cases, it may be necessary to take

deliberate actions to create documentation. Methods of creating content for a new archives would include the following:

- Ask appropriate people to write down their memories and reflections
- Send a questionnaire to churches or individuals asking them to provide information
- Commission someone to research the history of the organization, and write up their findings
- Develop an oral history project
- See if minutes and other important documents are among the personal papers of individuals who have been involved with the organization
- Obtain copies of documents held elsewhere.

There can be pitfalls in creating archival content from scratch rather than relying on the spontaneous creation of records by an organization, but proactive projects are sometimes necessary to fill in the gaps. See **Appendix C** for more information about oral history projects.

Comments on the place of oral history:

Archives today collect a mind-boggling quantity of documents. As modern organizations grind out paper and film and tape and computer files and now e-mail messages, archives struggle to preserve the historically significant fragment. And even though that might be only one percent of the documents created, it is still a vast pyramid of documentation. And yet we also struggle with the fact that we can preserve the height, width and volume of an event, but let the essence of it slip through our fingers. As we were taught in my quantification history class, what counts best does not necessarily count most. And what preserves best is not necessarily the most important thing to preserve....

Memory distorts and interviewers have their inadequacies, and we understand in part and communicate in part, seeing as through a glass darkly. But in spite of all that, we want the reflection of the light that is in these records to be there for others to see....

From a 1997 presentation by Robert Shuster, *"Told by Those Who Saw These Things" Oral History and Evangelism in the Archives of the Billy Graham Center.*

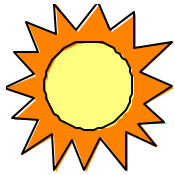
4. WHERE SHOULD THE RECORDS BE KEPT?

Once an organization has decided to establish an archives program, it must take responsibility for finding an appropriate place for its archives to be stored. The place - or repository - where archives are kept, whether it is simply the corner of an office or a dedicated building, needs to conform to certain standards in order to insure the long term preservation of the records. Some organizations may be able to find an appropriate place to store their archives locally while others may choose to send their archives into the care of another organization.

The ideal repository will guard against the enemies of archives illustrated below. Archives and manuscripts are adversely affected by heat and damp; they are the prey of pests of all kinds (including human ones!) and are often subject to neglect and/or careless handling.



Damp



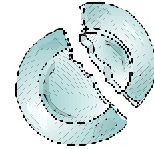
Heat



Light



Pests



Careless handling



Fire



Floods



Dirt



Theft



Neglect

Ideally, the site of a building that houses archives should not be liable to subsidence, earthquakes, or flooding. It should not be near potential sources of fire, explosion, harmful gases, smoke, dust, or pollution.

The building itself may come in many forms, shapes, and sizes. Creative architecture and creative re-use of buildings may lead to suitable repositories. An old church that remains cool inside whatever the weather, for example, could be a suitable

archives building. A building constructed partially underground might provide for cooler temperatures in a tropical climate. Use the checklist below to evaluate the suitability of a building for storing archives:

ARCHIVES BUILDING CHECKLIST

Large enough for archives now and in the future	
Secure against intruders and non-authorized personnel	
Secure against rodents and other pests	
Windows covered with wire mesh (screening) against insects	
Windows shaded to keep out direct sunlight	
Stable environmental conditions with little seasonal variation	
Roof and windows that are not susceptible to leaks	
Entrances and passage-ways easy to negotiate	
Lighting that is fluorescent, only to be switched on when necessary	
Other sockets minimal for cleaning purposes	
Fire resistant	
Local control over temperature (e.g., archives section not subject to loss of air-conditioning on weekends)	

AIR-CONDITIONING is not essential provided that:

- **Conditions are stable, with a slow seasonal variation**
- **Temperature and humidity remain within specified limits
(see Chapter 6 for guidelines)**
- **The surrounding air is not polluted**

Dependence on air-conditioning in an area that does not have an affordable and stable electricity supply is not advised.

SHELVING FOR ARCHIVES

- Shelving of metal that does not rust is normally recommended because wooden shelves can be a fire risk and a food source for insects. If metal shelving is not feasible, locally available hardwoods or boards treated to resist insect infestation may be viable alternatives.
- Shelving should be of sturdy and rigid structure. Shelving should be placed away from outside walls to permit circulation of air. The bottom shelf should be at least 15 cm. from the floor to protect against flooding.
- Shelving should be deep enough so that archives boxes do not overhang.
- Mobile (Compact) shelving can be a good solution if there are limitations on space and floor loading permits. This type of shelving rolls on tracks so that there does not need to be a static aisle between each range of shelving.



Static metal shelving



Mobile (or Compact) shelving

PROCESSING AND ADMINISTRATIVE AREAS

In addition to a storage area for the archives, the repository should also have space available for staff to organize the archives, space for storage of supplies, and adequate administrative space.



Records at risk

Disaster Plan

A disaster can strike at any time, caused by something as minor as a forgotten open window or as major as a hurricane, flood, or fire. It is strongly recommended that all holders of archives should have a Disaster Plan ready to be put into operation in an emergency. This plan should:

- **Assess risks to the building and the collections, e.g., fire or flood.**
- **Include a floor plan of the archives facility, showing outlets, drains, etc.**
- **Implement steps to remove or reduce risk, e.g., fire prevention.**
- **Specify in writing the location of particularly valuable or vulnerable materials in the archives.**
- **Specify location of inventory of emergency supplies such as plastic sheeting, paper towels, and fans.**
- **Outline specific steps to be taken by staff in case of emergency, prioritizing as necessary. It may be useful to set up a “telephone tree” or plan for contacting staff in order to obtain their help quickly.**
- **Outline plans for recovery, salvage.**

5. MAKING ARCHIVES USABLE – SORTING, ARRANGING, AND DESCRIBING

PRELIMINARY ACTIONS

Registration (Accession) of materials

Materials sent to the archives repository should be registered or “accessioned” when they arrive in order to make sure that knowledge of their presence and location is maintained. This can be done by entering information into a form such as the one shown below for each group of material received.

<p>ACCESSION RECORD</p> <p>Name of creator (organization or individual) of records: _____</p> <p>_____</p> <p>Date received: _____</p> <p>Quantity of material received: _____</p> <p>Relation of this material to other materials already at repository:</p> <p>_____</p> <p>Reference to any documentation relating to the material:</p> <p>_____</p> <p>Current location of material in repository: _____</p> <p>Temporary/permanent reference number: _____</p>

Ideally, materials entering the repository should be accompanied by a list or brief description itemizing their contents. The repository may be receiving materials from various sections of an organization, or, in some cases, from various separate organizations or individuals, so it is very important that the materials received be identified as coming from specific sources and kept in discrete groups. Boxes and packets received should be clearly labeled with a name or number that associates them with the information gathered in the accession record.

Clarification of ownership

Especially in cases where a repository is receiving materials from various organizations and individuals, it is important to have a written record of whether ownership of the material has been transferred to the repository, or if the material is just on deposit. If material is donated to the repository, title to the physical property is transferred to the repository. If material is placed on deposit, then it may be removed from the repository at a later date. The ownership status of material may have an impact on the level of treatment it receives in the repository.

ORGANIZING THE RECORDS

A room or cupboard full of unidentified, unsorted records is not an archives, nor a usable resource. Records must be sorted, arranged, and described if they are to be useful to your organization and to researchers.



Archives awaiting attention at Ivato, Madagascar
Courtesy, Berthe Raminosa, Archivist, FJKM Church

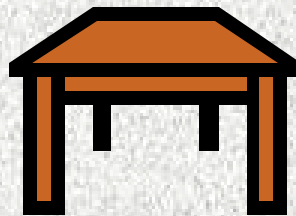
Two important principles govern archival arrangement: the principle of provenance (originating source) and the principle of original order.

Provenance (originating source): Materials that come from the same source should be kept together. The papers of one organization or person should not be mingled with those of another organization or person. They should be kept and listed separately.

Original Order: As far as possible, archival collections should be arranged in the order in which they were created. If that order has been lost, or disturbed, then a new arrangement may have to be imposed. This should accurately reflect the structure and development of the organization concerned or, in the case of an individual, the main stages of his or her life and career. Maintaining the original order of records is typically more relevant in the case of organizational archives as opposed to personal papers.

While formal archival training is desirable, a responsible person can do an adequate job of sorting and describing archival records by following the steps outlined below. Volunteers who are familiar with the history of an organization can often do a competent job of organizing records.

WHAT YOU WILL NEED FOR ARRANGING RECORDS



- **A large table to sort the archives, which will not be disturbed during the sorting process.**
- **Access to information resources about the organization or individual e.g. histories, memoirs, annual reports**
- **A method to record information about the record series and files – notes, or index cards that can be arranged in the desired order. The physical order can then follow this arrangement.**
- **Time – sorting and arranging can be a lengthy process!**

FIVE STEPS FOR ORGANIZING ARCHIVES

Step 1: Inventory and Sorting

Go through the whole set of available records and make an inventory of the range and types of materials present. If the records have come from a variety of organizations and individuals, sort them into discrete and labeled units. This is called “establishing provenance” when you determine the originating source and separate records according to the individual or organization that created them.

Step 2: Identify appropriate groups within the whole set of records

On the basis of your inventory, decide what basic divisions within the whole set of records are appropriate. If all the records in your archives were generated by the same basic organization (Case 1, below), then it might be appropriate to separate the records into divisions that correspond to the administrative sections of that organization and to deal with each of these sections as a separate record group. If, on the other hand, the records in your archives were generated by a number of different, independent organizations (Case 2 below), then it would be appropriate to define your record groups to correspond to the various organizations.

Case 1: All records in the archives repository come from the Presbyterian Church of Aruba. In this case, the basic divisions or “record groups” established might be as follows:

Record Group #

- 1. General Assembly Meeting Records**
- 2. Presbytery Meeting Records**
- 3. Publications Office**
- 4. Finance Office**
- 5. Etc....**

.....all related to the Presbyterian Church of Aruba

Case 2: Records in the archives repository come from the Presbyterian Church of Aruba, the United Theological College of Aruba, and the Aruba Homeless Shelter. In this case, the basic divisions or “record groups” established could be as follows:

Record Group #

- 1. Archives of the Presbyterian Church of Aruba**
- 2. Archives of the United Theological College of Aruba**
- 3. Archives of the Aruba Homeless Shelter**

Step 3: Divide record groups into “series”

Within the basic groups you have identified, the records should next be divided into “series” -- papers of the same form or relating to the same function or the same subject.

Examples of series could be:

- Board of Trustees Minutes
- Executive Committee Minutes
- Annual Conference Records
- Centenary Celebration Records
- Correspondence Files
- Financial Statements
- Publications
- Photographs

Step 4: Organize the material within the series

In many cases, the record series will already be arranged in a certain way, e.g., minutes may be in chronological order; correspondence files might be in an existing filing system. If such an order does exist, the archivist must respect this order and leave the material organized in the way in which it was received. If there is no discernible order, then the archivist should determine what would be the most logical and useful order and organize the material accordingly.

Step 5: Put the records in labeled files, folders, boxes, and/or drawers

Folders placed in boxes or drawers are typically used to store records. Putting records into folders of manageable size facilitates identification of appropriate segments of the records and makes it more likely that the records will be kept in good order when they are used in the future. Label the folders with descriptive headings, not with a list of each item in the folder. For example, the minutes of a particular committee should be put in a series of files or folders that are labeled with the name of the committee and the span of dates of the documents contained in each folder.

Example of folder labeling:

Box 5 Folder 31	Presbyterian Church of Aruba	Executive Committee Minutes 1999 Jan-May
--------------------	------------------------------	---------------------------------------------

It is useful to number the folders, boxes, or drawers so that material can be more easily retrieved and re-filed. Purchasing special archival quality folders and boxes may be desirable but is not obligatory. In some cases records will be in the form of bound volumes. These volumes can be identified with a card inserted containing descriptive information.

SORTING AND ARRANGING THE PAPERS OF AN INDIVIDUAL

The categories or series of personal papers are likely to be different from those of archives of organizations. The following series of materials are typical of personal collections:

- Diaries or journals
- Correspondence – arrange by correspondent and then chronologically
- Copies and drafts of letters sent
- Notebooks, sermons, and working papers
- Committee Papers (these can often be discarded if you already have a complete set of Committee Papers in the organization's archive).
- Author's draft publications and publications
- Ephemera - e.g., obituaries, advertisements, greeting cards etc.
- Photographs
- Artefacts (artifacts) - e.g., collecting box, pair of spectacles etc.

Within each series papers are usually arranged chronologically although sometimes it may be appropriate to adopt a thematic arrangement reflecting the various activities of the individual's life.

LISTING AND DESCRIBING THE RECORDS: CREATION OF A FINDING AID

It is very important to create a written finding aid or guide to the archives after you have organized them because this will enable you to maintain and distribute information about the archives. You should aim to include the following in your finding aid:

1. Name of the archive
2. Reference number
3. Quantity / extent (number of linear feet occupied on shelf / number of boxes or volumes)
4. Dates covered by archive
5. Brief history of the organization (or in the case of an individual a brief biographical history), which provides the context for the archives.
6. A statement on the scope and content of the archives
7. A statement on the system of arrangement
8. A file-by-file or box-by-box listing of the materials, recording either the pre-existing labels or the labeling that the archivist has supplied for the files or boxes. Box/folder/drawer numbers should be included with this listing, so that material can easily be retrieved.

Remember that the **physical order** of materials on the shelves is not that important as long as you have a finding aid that lists the materials in a **logical intellectual arrangement**, and a numbering system that relates the list in the finding aid to the physical location for retrieval purposes.

There are different styles and methods for creating finding aids, but they all serve the same purpose of recording the contents of the archives and providing this information to individuals within the organization, or outside researchers. The guide can be distributed in paper form or as a computer file. It can be put on the Internet so that the information it contains is distributed widely. Finding aids should be detailed enough so that a researcher can tell whether it is worth coming to the repository to pursue a particular topic.

Here are some samples of full finding aids:

<http://www.archives.presbyterian.org.nz/missions/fmcseries.htm>: Foreign Missions Committee Papers, Presbyterian Church in New Zealand

<http://www.wheaton.edu/bgc/archives/GUIDES/345.htm>: Billy Graham Evangelistic Association: Records of the Media Office - Collection 345

<http://www.gcah.org/ead/gcah834f.htm>: Guide to the Records of the Council of Bishops, United Methodist Church

<http://webtext.library.yale.edu/xml2html/divinity.108.con.html>: Guide to the Willard Livingstone Beard Papers

Examples of contents listings in finding aids:

A. (UK model)

ARCHIVE: United Society for Christian Literature

Sub-Group Committee Records

Series: Sub-Committee Minutes

Files:

01.	Committee for reading tracts	25 May 1806 - 12 May 1821
02	Copyright Sub-Committee	15 Nov 1835 - 18 Oct 1846
03	Financial Sub-Committee	12 Apr 1826 - 28 Sep 1841
04	Special Accounts Investigation Committee	17 Jun 1825 - - 23 Nov 1837

B. (US Model)

ARCHIVES RECORD GROUP: Committee on Christian Literature for Women and Children in Mission Fields, Inc.

Series: Organization and policy records

Sub-series: Legal documents

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Date</u>
1	1	Certificate of Incorporation	14 Jun 1934
1	2	By-laws	1945, 1952

1	3	Agreement between CCLWCMF and NCCCUSA	20 Jul 1956
1	4	By-laws	1956,1957
1	5	Basis of Cooperation between CCLWCMF and Committee on World Literacy and Christian Literature, DFM	1958
1	6	Corporate resolutions	1970
1	7	Basis of Cooperation between CCLWCMF and Intermedia	1970, 1979

Example of an online finding aid, with sub-groups (series) shown in navigator window at left (<http://webtext.library.yale.edu/xml2html/divinity.090.nav.html>):

**Guide to the Archives of the
Committee on Christian Literature
For Women and Children in
Mission Fields, Inc.**


Close Finding Aid

| **Collection overview**

- ▢ Organization and Policy Records
- ▢ Executive Files
- ▢ Histories and Publications
- ▢ Financial Records and Correspondence
- ▢ Surveys and Studies
- ▢ Photographs

**Guide to the Archives of the Committee on
Christian Literature For Women and
Children in Mission Fields, Inc.**

(Record Group No. 90)



compiled by Martha Lund Smalley

Yale University Library, Divinity Library Special Collections,

Copyright © Yale University Library, June, 1992

Home
Search Finding Aid Database
Search Library Catalog

Overview

Title:	Archives of the Committee on Christian Literature For Women and Children in Mission Fields, Inc.,
Quantity:	Total archival boxes 12; total linear footage 6'
Acknowledgements:	Gift of the Committee on Christian Literature for Women and Children in Mission Fields, Inc., 1989.
Access & Use:	Open to qualified researchers.

NO NEED TO "RE-INVENT THE WHEEL"

Organizations have been creating archives since the advent of the written word. Many manuals and guidelines have been developed by religious and denominational bodies throughout the world to give guidance to their churches and institutions. See Appendix A for a sampling of available materials.

There is a new General International Standard of Archival Description (ISAD G), which was adopted by the Committee on Descriptive Standards of the International Council on Archives in September 1999. This is now being implemented worldwide. For those who have access to the Internet the Standard (91 pages) can be downloaded from the ICA site: <http://www.ica.org/eng/mb/com/cds/descriptivestandards.html>. It is available in a number of languages.

These web sites provide basic guides for churches and congregations that want to preserve their archives:

<http://www.elca.org/os/archives/guide.html>: Evangelical Lutheran Church in America

http://www.gcah.org/AC_Manual/acmanual.htm: United Methodist Church

<http://www.sbhla.org/articles.htm>: Southern Baptist Historical Library and Archives

<http://www.wheaton.edu/bgc/archives/ema/guidelines02.htm>: Billy Graham Center

<http://history.pcusa.org/contents.html>: Presbyterian Historical Society

The Mundus Gateway to Missionary Collections in the United Kingdom provides many useful links to archival repositories throughout the world:

<http://www.mundus.ac.uk/links.html>.

6. MAINTAINING AND PRESERVING THE RECORDS

Survey the condition of the archives

In order to ascertain whether or not the archives are in a good physical condition it is advisable to carry out a survey of the materials. If it is not possible to carry out a thorough survey, then sampling is recommended. The aim of the survey is to identify materials in need of repair or conservation and to assess the preservation needs of the archives as a whole.

Strive for a good environment for the records

The most important factors for protecting archives are:

- Avoiding extremes of temperature and humidity
- Packaging and handling the records appropriately
- Maintaining a clean, dry repository to avoid insect infestation and mould.

“Silver fish, bookworms, cockroaches, termites and other pests all attack books (and archives!) They are attracted by paper and paste, which contain insect food, and by humidity, which helps them flourish. Gelatin in photographs also attracts insects.”²

- Check all records for insect infestation and mould before they are brought into the storage area
- Fumigate affected records using thymol crystals in an airtight container
- Wipe off or vacuum records that are visibly dirty
- Regularly clean and inspect storage areas. It is much easier to prevent insect infestations and mould than to eliminate them after they have appeared
- No food or drink should be consumed in the storage area

² Rita and John England, *Ministering Asian Faith and Wisdom, a Manual for Theological Librarians in Asia*, Quezon City, 2001. p.123.

PRESERVATION OF PAPER FORMAT MATERIALS

- Temperature and humidity should be kept as constant as possible. The following ranges are recommended for paper and parchment:

Temperature: 16 - 20°C / 60 - 68° F

Relative Humidity: 45-60%

- Archives ideally should be stored in acid-free folders and boxes with non-rusting staples. If acid-free containers are too expensive or not available, use good quality cardboard. This will provide protection against damp, heat, and insects. In some parts of the world cloth wrappings are used, particularly silk, which provides excellent protection against bookworms.
- Files should fit snugly within a container so that they do not curl over or slip down.
- All paper clips susceptible to rusting and all rubber bands should be removed. If papers need to be kept together, use brass or plastic paper clips, or enclose documents within folded sheets of acid-free paper.
- Scotch / sticky / cello tape should **never** be used to repair items.
- Any oversized materials should be stored flat, in folders, and in map drawers.
- Records should not be laminated or completely enclosed in plastic.



Archival containers

Lamination is a process whereby a document is sandwiched between two sheets of plastic supporting material and then sealed using a hot sealing machine. During the 1960s and early 1970s the process was thought to be the answer to preservation problems particularly when dealing with fragile or damaged documents. "It came to be viewed as the treatment of choice, and was even applied to documents in pristine condition." (*Comma*, 2001, p. 63) It is now generally considered to be harmful to documents since it is not a stable process and is difficult to reverse. Nowadays, where protection of a single, fragile or large document is required, e.g., for consultation or display purposes, **encapsulation**, using inert polyester support materials is advocated. The plastic film can be cut to size and carefully sealed along four (or three) edges to hold the paper firmly in place. The sealing can be done using an edge-sealing machine or with double-sided polyester transparent tape. Encapsulation is a reversible process.



Plastic used for encapsulation

Handling

- Staff and researchers should handle documents carefully. The use of gloves may be appropriate in some cases.
- Heavy or fragile items should be supported when being consulted.
- Leaning or resting on documents must not be permitted.
- Special care should be taken when photocopying – in most cases, materials should be photocopied only by the archives staff.
- Frequent photocopying of delicate materials, including photographs, should be avoided.

USE OF SURROGATES

To preserve and protect fragile or frequently used items, provide surrogates -- photocopies, microform or digital copies of the original.

Another advantage of surrogates is that they can be made available in more than one location.

Conservation of damaged and fragile items

Some records may be damaged and require aggressive efforts to repair them. This process of repair, called conservation, is often best left to experts in the field. If you feel that conservation is needed for your records, make the following assessments:

- How urgent is the need for repair?
- What would be the cost of the repair?
- Do you have funds available for this purpose, or would special fundraising be required?
- Are there alternatives to conservation?
 - Would better packaging of the item stabilize its condition?
 - Could the item be copied and the surrogate used instead of the original?
 - Would it be okay just to leave the damaged item as it is?

PRESERVATION OF SPECIAL FORMAT MATERIALS

Audio-visual materials

Photographs, audiotapes, videotapes, films, and digital visual recordings require special handling in order to ensure their preservation. In general, the following can be said about the environment in which photographs, films, and the magnetic tape used for audio and video recording are stored:

- **THE COOLER THE BETTER** (4 – 20°C / 40 – 68°F)
- **THE DRYER THE BETTER** (25% - 50% relative humidity)
- **THE FEWER FLUCTUATIONS IN TEMPERATURE AND HUMIDITY THE BETTER** (not more than 10% plus or minus)



Monitoring device for temperature and humidity

What if you cannot sustain these levels of temperature and humidity in the area where your archives are stored? Don't despair, just try to keep the levels as constant as possible. Here are some practical tips about handling the various types of audio-visual media:

Photographs

- 1) Never label photographs on their reverse with ballpoint pen. The ink may bleed through to the front. Reference numbers on mounts should be written discreetly in light-resistant ink. Reference numbers on the back of photographs that have not been mounted can be written with a soft pencil that leaves a clear mark.
- 2) If possible, put photographs in chemically stable polyester or paper sleeves (e.g., made of a material such as Mylar, or acid-free paper.) Such sleeves help prevent curling of photographs and reduce physical contact with the photos. It is also possible to label the sleeves with identifying information or to insert a separate written label inside the sleeve.
- 3) If it is not feasible for you to use sleeves, be sure to store the photographs in such a way that they will not curl over time and will not be subject to excessive handling.
- 4) Photographs should be held by the edges to avoid skin contact with the image.

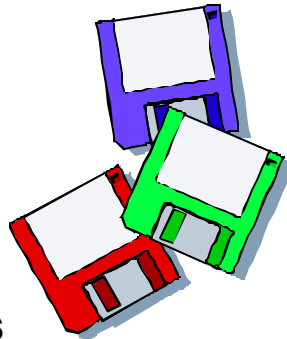
- 5) Photographs are very susceptible to water damage and should not be stored near sources of water. If you ever have a flood situation in the archives, be sure to rescue the photographs first.
- 6) Photographs are susceptible to insect damage, so may be best stored in a metal container if insects are likely to be a major problem.
- 7) Photographs should not be scanned or photocopied repeatedly.

Magnetic tape

The type of tape used in audiocassettes and videotapes is inherently quite fragile.

- 1) Never keep audio or videotapes in a hot, wet environment. High temperatures will cause tape-to-tape adhesion and degradation of the binder. High humidity may cause growth of fungus or mould.
- 2) Never expose tapes to direct sunlight, which may cause warping.
- 3) The environment where tapes are stored and used should be as clean as possible. Even small amounts of dust and debris can cause loss of information.
- 4) Videotapes should be stored on end (like books on a library shelf.) They should not be stored lying flat.
- 5) If possible, tapes should be stored in protective (but not air-tight) inert plastic containers, rather than cardboard containers.
- 6) Remove the record tabs on the tapes to prevent accidental re-recording over original material.
- 7) Tapes should be inserted or ejected in a playback device only at blank, unrecorded sections. Never eject a tape in the middle of a recording.
- 8) Playback devices should be cleaned regularly and covered with a dust cover. Playback devices for older format materials should be sought out and retained.
- 9) After use, tapes should be rewound to the end; tapes should not be stored when stopped in the middle.
- 10) If tapes are recorded out "in the field" and then transported to the archives, special care should be taken to avoid high temperatures and rough treatment during the transporting.

- 11) If tapes are stored in an area with significantly lower temperature and humidity than the area where they will be played back, then there should be a period of acclimatization before the tapes are played.
- 12) Use the best quality tape that you can afford. There is no “archival” format for tape at the present time, so eventually tapes will have to be reformatted.
- 13) Always label your tapes.
- 14) Deteriorated tapes may require duplication onto a new tape, which is called reformatting. Any tape more than ten years old is likely to need reformatting.



ELECTRONIC RECORDS

Records have been traditionally defined as physical objects, e.g., paper files etc., but nowadays records are often created and maintained in a digital, or electronic, format -- email files, computer disks, CD ROMs, digital video files, etc. What can we do to ensure that the records retain their original content and remain accessible for the appropriate length of time?

The conservative stance for a repository to take regarding electronic records is to require that all records be deposited in hard copy. This stance will be increasingly untenable as organizations and individuals wholeheartedly enter the electronic age. Even now, there is a danger in requesting hard copy printouts of records to be saved. The extra steps of selecting and printing records to be saved will inevitably limit the number and variety of records saved; the records that are not saved may prove to have contained important documentary evidence.

These are some basic strategies for preserving electronic data:

1. **Medium refreshing**, copying data from one physical carrier to another of the same type, e.g. backing up a hard drive, diskette, or CD ROM.

2. **Medium conversion:** transferring electronic data from one medium to another – this might mean transferring to a non-digital medium. High quality acid neutral paper can last a century or longer and archival quality microfilm is projected to last 300 years or more. Paper and microfilm have the additional advantage of requiring no special hardware or software for retrieval or viewing.
3. **Format conversion:** converting the data format in order to reduce the number of different formats being used in a particular setting, e.g. converting WordPerfect word processing files to a Word format.
4. **Migration:** converting the data so that it can operate with different hardware and software than originally intended. This could involve transferring data to a central server or computer housed in the archives.

The most important thing that an archivist can do at this point is to work with those generating the records to raise their consciousness about the problems involved in preserving electronic data. If records are received in electronic format, repositories may need to reformat them at intervals to avoid obsolescent formats and the need for obsolete hardware.

A schedule should be put in place, and a particular person made responsible, to verify at specific intervals that the following types of electronic data are still readable:

- Email
- Word processing and web documents
- Databases.

See also **Appendix E**.

If your organization has a web site, remember to save archival snapshots of the site on a regular schedule.

7. SETTING UP A RESEARCH FACILITY

Preparing for researchers

A research facility is an area where individuals can consult reference works, archival finding aids, and the archives themselves. It may also include a display area and have other facilities.



The researchers who come to use the archives may be of various types: members of your organization or community, students and academics, commercial researchers (e.g., from a film or television company), or ordinary members of the public. They may be seasoned researchers who know exactly what they are looking for and how to find it, or be individuals with a very vague idea of how to proceed. Your researchers are important to you because they are potential friends and supporters. Their work may well help to draw attention to your archives. Be sure to keep track of any work published as a result of research in your repository. Many repositories ask researchers to fill out a form such as the one below, requesting permission to quote from the archives:

Permission to Publish Form	
Name (please print) _____	
Date _____	
Address _____	

Phone _____	Email _____
In accordance with the requirements of the XXX Archives, I hereby request authorization to publish the following manuscript material in the XXX Archives collection. (Identify the collection or collections and describe the material.)	
Bibliographical information on planned publication:	

Carrying out research can be a costly and time-consuming business, especially if overseas travel is involved. Consider whether it is possible to establish a traveling fellowship to help researchers cover their costs. In any case, be prepared to provide information about accommodation and dining possibilities in the vicinity of your repository.

The Reading Room

The Reading Room or area for consulting archives should be kept separate from the storage area to which researchers should not normally be allowed access. Ideally, it should be a quiet study area away from any administrative activities. The Reading Room should contain:

- Desks or tables for researchers and chairs and a desk/table and chair for supervisor. Make sure the desk/tables are large enough; archives can come in large formats.
- Shelves for finding aids and reference works.
- Adequate but not over bright lighting.
- A catalogue or finding aids and/or computer for electronic finding aids.

Also useful are:

- Visitors' book to record usage.
- Display area / Notice-board.
- Book truck / trolley for holding and transporting of materials.

Access policy, rules and procedures

- A clear, written statement of who is allowed to have access to the archives should be on display or sent to those making enquiries.
- It may be necessary to have an appointment system. Opening hours and days should be on display and included in any information sent to researchers.
- Information about the content of the archives should be made readily available (see section on *Finding Aids*).
- Keep records on visitors to the archives including day of visit, address, etc. This is advisable both for security and statistical purposes.

- Ideally, the reading room should be supervised (NB: most thefts from archives take place during consultation). The supervisor should have a clear view of all researchers in the room. If supervision is not possible then the researcher should only be issued with one volume or file at a time, which should be examined on return.
- A system for recording user requests and for tracking documents in use, e.g. call or requisition slips should be put in place.
- Clear rules for conduct in the reading room should be drawn up and displayed.

Registration Form
<p>I hereby request permission to examine manuscript material in the XXX Archives. If permission is granted, I agree to comply with the Archive's rules governing the use of such materials, including the requirement that materials may not be published in whole or in part unless such publication is specifically authorized.</p>
<p>Date: _____ Name: _____</p>
<p>Scope and purpose of your research: _____ _____</p>
<p>Permanent home address, email address, and phone number: _____ _____</p>
<p>Institutional affiliation and/or academic status: _____</p>

Photocopying

- It is NOT ADVISABLE to permit researchers to make copies from the archives themselves unless there is very strict supervision.
- If staffing permits, a chargeable copying service may be offered instead.
- Requests for copies from fragile materials should be turned down.
- Other forms of copying should be explored, e.g. microfilming, which may be less damaging to the documents.

- Copyright in the archives should be respected. This may prevent copying for publication purposes unless the permission of the copyright owner has been obtained.

SAMPLE RULES FOR RESEARCHERS

- **Researchers will be given one box or volume at a time.**
- **Researchers should consult the material issued to them in the reading room only. On no account are they allowed to take it away.**
- **Researchers must not write on, mark, or deface original materials.**
- **Pencils *only* should be used when taking notes (laptops can be allowed if they don't disturb other readers).**
- **Neither food nor drink is allowed in the reading room.**
- **Researchers should refrain from disturbing other readers.**
- **Researchers should take care when handling materials, especially when turning pages or handling photographs (see section on *Handling* above).**
- **Copying from documents is restricted– see section above**

Copyright in Church and Mission Archives

In most cases copyright will belong to the Church or Missionary organization concerned. The position is more complicated in the case of letters received by the church or mission and for private papers. Generally speaking, copyright belongs to the author of a document. If the document has been written by someone in the course of his/her work then copyright will belong to the organization concerned.

8. THE USE OF COMPUTERS IN AN ARCHIVES REPOSITORY



Computers can be used for a wide variety of purposes in an Archives Office:

1. General Use

- Word processing for general administrative use, e.g. correspondence, standard form letters.
- Desktop publishing packages for guides, leaflets, newsletters etc.
- Spreadsheets for budgets

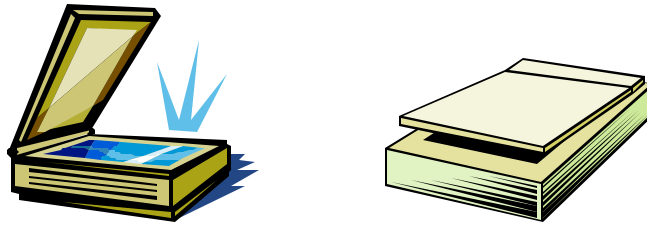
2. Access to the Internet

- Emails
- Reading and downloading information and electronic publications
- Archival networking – contributing electronic data to archival networks and subject gateways and membership of lists.

3. Establishing Control over the Archives

- Intellectual control
- Word-processed handlists or inventories
- Automated cataloguing systems
- Automated records management system
- Physical control
- Database for information about the location of archives and conservation treatment

4. Imaging and digitization programs (NB: requires use of a scanner in addition to a computer) Used for documents and visual images, e.g., photographs



Scanners

Developing an Information Technology strategy

Before embarking on the purchase of hardware (desktop computers, servers, scanners) and software (office, database packages), which requires a big investment of time and money, it is essential to fully assess the following factors:

- What are my needs?
- What are the needs of our researchers?
- How much can I spend on computers this year/over a three/five year program?
- Which hardware/software best suits my needs/those of my researchers?
- What computer systems are being used in my region/country?
- Which are the most reliable and well supported?
- Are the systems easy to install and run?
- What are the maintenance costs?
- How much training will be required to master the system?
- Do I have access to IT support or will I be totally reliant on system helpdesks?
- How much work must be done on the archives before they can be computerized
- Are there likely to be problems with power supplies in my area?



Remember:

It is much better to have an effective manual finding aids system than a computerized system prone to breakdown!

9. PROMOTING THE ARCHIVES

Promoting the archives is an important part of the archivist's role. Publicity and dissemination of information about the archives can:

- Make them more widely accessible
- Build up support for the archives
- Bring the archivist into contact with people (generally an enjoyable and worthwhile activity!)
- Be a means of raising funds.



Guides



Brochures/leaflets



Exhibitions



Talks

Publications

A guide, or series of guides or brochures, describing the content of your archives is a good way of disseminating information about the archives and promoting their use. Such publications can be a guide to the entire holdings or part of a series dealing with different themes. Guides and brochures should provide information about the location of your repository (with a map if directions are complicated) opening hours, and access arrangements. If funds permit, illustrations can be used to widen visual appeal.

An occasional newsletter, or a regular column in an existing newsletter, can also be a useful method of alerting members of your organization to the existence and contents of the archives.

Web Pages

Increasingly, web pages are being used for promotional purposes. If you have

use of a server you can put up information about your archives on the Internet to reach a very wide audience. Your web pages should provide information about your holdings, location of the archives, etc., as above. Again illustrations are important and can be used to great effect on the web.

SOAS Library: Archives & Manuscripts



Men's ward, Swatow Hospital, c1953 [PCE]

[Previous](#)

[First](#)

[Random](#)

[Last](#)

[Next](#)

From the Image Gallery of the School of Oriental and African Studies Archives, Univ. of London

Exhibitions

On-site exhibitions: i.e., in an exhibition area in your repository or in a nearby building. Preparing for an exhibition can be hard work but a good way of making people more aware of what is in the archives. Both large and small exhibitions can fulfill this purpose.

Traveling exhibitions are also a good idea as you can take these to churches, schools, community centers etc. Generally speaking it is inadvisable to take original materials out of the repository. Use good quality reproductions instead. Alternatively, you could consider showing slides or even a film about your archive.

Tips for a successful exhibition:

1. The exhibition area should be supervised and/or secure
2. Lighting should be restrained – use low ultraviolet fluorescent lighting
3. Make sure original items are well-supported
4. Use good quality reproductions rather than originals if security is an issue
5. Change your exhibition every few months to avoid damage to original materials
6. Choose items with visual appeal
7. Small three-dimensional objects can set off displays of books and documents
8. Make sure captions are clear and easy to read
9. If you are arranging a large exhibition then a brochure or catalogue to accompany the exhibition is advisable
10. Invite guests to a preview and reception
11. Complement exhibitions with workshops or lectures
12. Use the media to promote your exhibition

Marketing

Consider promoting your archives by producing postcards, bookmarks, pencils etc. These often require a hefty financial outlay and you need to be certain that you will more than recover your costs.

Workshops & engaging with family members

Offer workshops using archival materials for general or special interest groups, and link up with your institution's public education programme, if it has one. It is especially helpful to engage retired members of your organization and the families of past members in the work of the archives. Personal papers that they may have and their oral histories are important components of the history of the organization.



Set up a Friends Organization

A body of friends and supporters of the archives can be very helpful. You can call upon them to help with fundraising, with exhibitions, and other events or to help out in the Archives. Keep in mind, however, that it can be time-consuming to maintain mailing lists, send out newsletters, etc.

Spread the word

Don't underestimate the amount of interest and support that can be developed for your archives. Your archives are a treasure trove waiting to be explored.

The End

Now it's time for you to get started. See the Checklist in **Appendix F**

APPENDIX A: GLOSSARY OF TERMS³

Warning: *There are differences in usage of some of these terms, e.g., between Europe and North America. Where this is the case an attempt has been made to reconcile usage or to give synonyms where appropriate.*

Access Policy: Policy defining who has access to the Archives.

Accession: Records and papers transferred to a repository/ the process of registering new arrivals.

Accession Register: Register noting name/reference number of accession, date of accession, related correspondence, location of accession etc.

Acid-free: Paper/card containing little or no acid. Important in the preservation of archives.

Air-conditioning: Equipment controlling temperature and humidity in an area.

Appraisal: Assessing value of records in order to decide how long they should be kept for administrative purposes and, secondly, whether they should be retained permanently as part of the historical archives or destroyed.

Archive/s: Records of an organization appraised as having evidential, historic and research value and set aside for permanent retention in a repository.

Archivist: Individual, usually professionally qualified, charged with responsibility for caring for and administering the archives.

Artefact/Artifact: A made object, e.g., costume item, carving, writing implement often found with archives and papers. Useful when putting on an exhibition.

Audio-visual: Involving sound and vision.

Box list/Checklist: Basic list of the contents of an archives; often used at the time of transfer before a more detailed list is compiled. Important for control purposes.

Caption: Wording under an illustration describing its contents.

Conservation: Sometimes used interchangeably with “preservation” to mean the care and maintenance of archival materials including cleaning, storage and repair. More specifically, “conservation” refers to methods and processes of repairing and restoring damaged archival materials.

³ For a comprehensive list of terms see *Glossary of Basic Archival and Library Conservation Terms: English with Equivalent in Spanish, German, Italian, French and Russian*, International Council on Archives, Handbook no 4, 1988. Available from K.G.Saur, \$37.50.

Copyright: A legal right usually belonging to the creator of a work preventing its unauthorized copying or reproduction. This right continues for a period of years, e.g., 50 or 70 years, depending on national legislation, after which the work is stated to be out of copyright. Where a document is written by an employee of an organization, in pursuance of his/her duties, copyright is generally held to belong to the organization and not to the individual concerned.

Database: Consists of a group of data files containing information usually set out in fields, e.g., a title-field, date-field, name-field and so on.

Deposit: Transfer of materials to a repository without transfer of ownership.

Descriptive List: An archival finding aid, which describes the organization and activities of the agency that created the records or archives and their physical extent, chronological scope and subject content, and includes an ordered list of files. Similar to *Inventory 2*.

Digitization: Making copies of archival materials in electronic form, e.g., on disk, CD, so that they can be accessed via a computer or over the Internet.

Disaster plan: A written procedure setting out the measures to be taken in the event of a disaster, e.g. fire, flood or earthquake with the aim of minimizing damage and including a recovery programme.

Disposal: The final decision concerning the fate of records; either destruction or transferral to the archives.

Document: Evidence of a transaction, usually legal. Also, an individual item in an archive.

Donation: An outright and permanent gift of papers to a repository. Also a gift of money.

Electronic records: Records stored in a medium that requires electronic or computer equipment to retrieve them.

Ephemera: Miscellaneous printed materials e.g., advertisements, posters, programmes, brochures created for short-term use but important historically.

File: A group of documents usually relating to the same event, subject or individual and tagged together or kept in a folder.

Finding aids: Sources of information about archives, e.g., inventories or descriptive lists, guides, database etc. Can be in written, printed or electronic form.

Fonds: The whole archives of an organization or the papers of an individual or family. Similar to “Record Group”.

Format: The physical medium in which information is recorded e.g. paper files, photographs, volumes etc.

Fumigation: The process of exposing documents to toxic treatment in an airtight chamber in order to destroy insects, mould, mildew, fungus, etc.

Guide: Usually a publication providing an overview of the holdings of a repository.

Hardware: Physical components of a computer system.

Internet: The worldwide system of computer networks using a common set of rules for the exchange of information.

Inventory: 1. In records management, a survey of records prior to the development of a retention schedule. 2. An archival finding aid that describes the organization and activities of the agency that created the records or archives and their physical extent, chronological scope and subject content. May also include lists of boxes and files.

Machine-readable record: Records that can only be read using appropriate equipment, e.g., tape recordings, computer disks etc.

Manuscripts: Unpublished handwritten or typed items in an archive. Sometimes used to refer to private papers as opposed to the archives of an organization.

Mobile shelving/ Compact shelving: Compact back-to-back shelving mounted on a track. Saves space since a row of mobile shelving only requires one aisle.

Oral history: An oral recording of a prepared interview with an individual to capture personal accounts of events or history through which the individual has lived. The oral recording may be accompanied by a written transcript of the interview.

Original order: The order in which records or papers were kept at the time of their creation and use.

Papers: The accumulation of an individual’s papers. Sometimes used to describe the paper records of an organization.

pH Pen: Used to test the acidity of paper. On a scale of 0 to 14, 7.0 is the neutral point, values below 7.0 are acidic and those above alkaline.

Preservation: Measures taken to ensure that the contents of an archives are kept as long as possible, e.g., through careful and secure storage and packaging. See also *Conservation*.

Provenance: The office or person or agency that created the records or papers kept in an archives.

Record/s: Documents or other material created by a business, organization or government agency in the course of its daily activity.

Records Centre: A building, room, or area where semi-current and other inactive records of an organization are kept pending their final disposal.

Record Group: The whole archives of an organization or the papers of an individual or family. Similar to “Fonds.”

Records manager: An individual who controls the creation, use, and disposition of records while in use by a business, organization or government agency.

Records management: Controlling the creation, use and disposition of records while in use by a business, organization, or government agency.

Repository: The building, room or area set aside for the storage of archives.

Research facility: A room/area where archives, finding aids and related published materials can be consulted by a researcher. Also known as a reading or search room.

Researcher: A scholar or member of the public who consults the archives in a reading or search room. Also referred to as a User.

Retention schedule: List of series of records produced by an organization indicating the length of time for which they must be kept before disposal.

Series: Archival materials that are similar in format or are all created by a sub-section of an organization or have a similar purpose, e.g., Church Registers, Women’s Association minutes, photographs etc.

Software: Programs installed on a computer to enable processes to run e.g. Access, Excel.

Sub Group: A body of related materials within a record group, usually consisting of the records of a subordinate administrative unit.

Surrogate: Copies of archives materials in various formats made to preserve the original.

Transfer: The physical and administrative movement of archives, e.g., into a Repository.

APPENDIX B: RESOURCES FOR ADDITIONAL INFORMATION

1. Further Reading:

BS5454:2000 *Recommendations for the Storage and Exhibition of Archival Documents and Guide to the Interpretation of BS5454:2000*. British Standards Institution.

Buchanan, S.A., *Disaster planning preparedness and recovery for libraries and archives: A RAMP study with guidelines*, UNESCO, Paris, 1988.

Chapman, P, *Guidelines on preservation and conservation policies on the archives and libraries heritage*, UNESCO, Paris (1990)

Comma 2001.3-4, International Journal on Archives, pp 33-258. This issue is chiefly devoted to a lengthy article and annotated bibliography on the preservation of Archives in Tropical Climates.

Duchain, M, *Archive buildings and equipment*, ISA Handbook series Vol 6, rev & enlarged ed. P.Walne, 1988.

Ellis, Judith Ed. *Keeping Archives*, 2nd Edition, The Australian Society of Archivists, 1993.

“A Guide to Oral History Interviews” – Technical Leaflet published by the American Association for State and Local History (AASLH): 1717 Church Street, Nashville, TN, 37203-2991, 615-320-3203, fax: 615-327-9013

Hammond, J, “Adaptive re-use of old buildings for archives”, *American Archivist*, 45 no 1 (1982) pp 11-18.

International Council on Archives, *Guidelines on Disaster Prevention and Control in Archives*, Committee on Disaster Prevention, International Council on Archives: Studies Series (1997).

McIlwaine, J, *Writings on African Archives*, London: Zell, 1996.

Pérotin, Y. *A Manual of Tropical Archivology*, Paris/The Hague, 1966

Rhys-Lewis, Jonathan, *Conservation and Preservation Activities in Archives and Libraries in Developing Countries, An Advisory Guideline on Policy and Planning*, London, 2000 p. 6.

Religious Archives, Newsletter of ICA/SKR, Section of Archives and Religious Denominations in the International Council on Archives. First Issue, Jan.2002
Email: newsletter@ica-skr.org.

Ritchie, Donald A. *Doing Oral History*, available from Society of American Archivists (<http://www.archivists.org/catalog>)

Schüller, S. "Audio and video materials in tropical countries," *International Preservation News*, 21, 2000, pp 4-9.

Smalley, Martha Lund, *An Archival Primer, a Practical Guide for Building and Maintaining an Archival Program*, Yale, 2000. (<http://www.library.yale.edu/div>)

Standard for record repositories, 3rd edition, 2001. Has useful sections on constitution and finance, staff, acquisitions, access, storage and preservation. Downloadable from <http://www.hmc.gov.uk/pub>

Yakel, Elizabeth. *Starting An Archives*, available from Society of American Archivists (<http://www.archivists.org/catalog>)

2. Useful Websites

Association of Commonwealth Archivists and Record Managers - <http://www.acarm.org>

Australian Society of Archivists - <http://www.archivists.org.au>.

Conservation/Preservation Information for the General Public (from Stanford University) - <http://palimpsest.stanford.edu/bytopic/genpub/>

General Commission on History and Archives, United Methodist Church (U.S.) <http://www.gcah.org/resources.htm>

Archives of the Evangelical Lutheran Church in America - <http://www.elca.org/os/archives/intro.html>

International Council on Archives - <http://www.ica.org>

International Records Management Trust, <http://www.irmt.org>

Listing of international, state, regional, and local oral history groups and their publications - <http://www2h-net.msu.edu/~oralhist/organiz.html> -

National Preservation Office: Preservation Guidance Leaflets available from <http://www.bl.uk/services/preservation/freeandpaid.html>

Oral History Association (U.S.) - <http://www.dickinson.edu/organizations/oha/>

Resources for Evangelical Mission Archives - <http://www.wheaton.edu/bgc/archives/ema/first.htm>

Safeguarding our Documentary Heritage, text and illustrations can be downloaded from <http://webworld.unesco.org/safeguarding/en/index.html>.

Society of American Archivists - <http://www.archivists.org>

Society of Archivists (UK) - <http://www.archives.org.uk>

UNESCO Archives Portal - has information about useful Archive sites worldwide http://www.unesco.org/webworld/portal_archives/pages/index.shtml

Training opportunities

1. Professional Training

Training courses for archivists, varying in length from one year to a few months, are provided in a number of countries including Australia, Canada, China, India, and various European countries and the USA. The School of Library, Archives and Information Studies at University College London runs MA, Diploma and Certificate courses specifically for overseas archivists.

A new Directory of Archival Education and Training Institutions is currently being compiled under the auspices of the Section for Archival Educators and Trainers of the International Council on Archives. For further information contact the Archives College, Renmin University of China, 50 Zhonguancaan Street, Beijing 100872, China or see the ICA-SAE site at <http://ica-sae.org>.

On-line and Distance Learning

UNESCO's Education and Training web pages have links to on-line and distance learning courses available in a number of countries including France, Germany, Russia, UK, and USA.

2. Archival Workshops and Training Days

Full professional training can be a lengthy and expensive procedure. Two-day and one-day courses on the essentials of archives and records management can be very useful for those with no previous experience. These can be run by most experienced and professionally trained archivists. The provision of a manual covering the topics dealt with makes the course even more valuable. A typical training day might include the following: 1) Archives & Records: definitions and principles; 2) Record-keeping systems; 3) Basic Preservation: storage and handling; 4) Disaster prevention and recovery; 5) Introduction to Archival Description; 6) The use of Information Technology in Archives

APPENDIX C: ORAL HISTORY TIPS

Oral history projects offer attractive possibilities for documenting the history of an organization. Before beginning to conduct oral history interviews, however, it is important to have a clear sense of the goals and guidelines for such a project.

These are the types of questions that should be addressed before a project begins:

- Are the purposes and objectives of the project clear? Are they realistic?
- Is the allocation of funds adequate to allow the project goals to be accomplished?
- Do you have the resources to create a written transcript of the interviews?
- Should the interview be recorded on sound or visual recording equipment?
- Are you using the best equipment available for your budget?
- Will the tapes you produce meet archival standards and be stored in a way that ensures their preservation?
- What will be the process for deciding who is to be interviewed?
- Who will do the interviewing?
- How will you provide training for the interviewer(s) and monitor their work? Do the interviewers know how to construct open-ended questions that will lead to productive results?
- How will the interview be structured?
- What system will you use to insure that pertinent information about the time, place, and circumstances of an interview is recorded and saved?
- How will you inform the interviewees about their rights regarding the information conveyed? How will you ensure that these rights are respected?
- How will the interview materials be cataloged or described so that they will be accessible in the future?

Oral history projects are most successful when they are carefully planned out and executed. If you intend to undertake a project, be sure to investigate the process thoroughly before you start. See **Appendix B** for a listing of relevant resources.

APPENDIX D: RECORDS MANAGEMENT

A records management program is an important method of being proactive and deliberate about identifying and preserving documentation. The initial step in a records management program is to do a records inventory, which provides information about what types of records are held by the organization and where they are held.

RECORDS INVENTORY

<i>Type of record</i>	<i>Current location(s)</i>	<i>Dates covered</i>
Legal documents		
Annual reports		
Board minutes		
Minutes of committee meetings		
Committee or task force reports		
Property records		
Budgets and audits		
Financial ledgers		
Routine correspondence		
Email		
Event and conference records		
Personnel files		
Publicity brochures		
Newsletters		
Photographs, tapes, videos		
Material from other organizations		
Other materials.....		

Once the records inventory has been completed, the designated archivist and organizational leaders should work together to decide how long each type of record should be kept. Some records should be kept only temporarily and some records should be kept permanently. For each type of record a determination is made regarding its value in fulfilling legal or fiscal needs, operational or administrative needs, and historic needs.

For example:

- Certain types of financial records should be kept for several years because of tax requirements, even if they are not of operational value to the organization.
- Certain types of administrative records, such as travel arrangements, may no longer be needed after their function is fulfilled.
- Certain types of records should be kept permanently because they are important for documenting the history of the organization.

Here is an example of what a “records retention schedule” might look like:

Records Retention Schedule

<i>Type of record</i>	<i>How long to keep</i>	
Board minutes	Permanent	move to archives when not needed for frequent consultation
Annual reports	Permanent	“
By-laws, charters	Permanent	“
Annual budgets	Permanent	“
Annual audits	Permanent	“
Brochures/ publicity	Permanent	“
Newsletters/ reports	Permanent	“
Minutes of major committees	Permanent	“
Photographs	Permanent	“
Personnel records	Permanent	“
Property records	Temporary	keep until twenty years after sale
Tax records	Temporary	keep for seven years
Bank statements	Temporary	keep for seven years

Expense reports	Temporary	keep for seven years
Accounts payable invoices	Temporary	keep for three years
Routine correspondence	Temporary	keep only when actively needed
Travel arrangements	Temporary	keep only when actively needed

Of course there is no point in making a schedule unless it is followed. The leaders of the organization should charge a particular staff member with the responsibility of implementing the retention schedule. This “records manager” should be officially designated and given authority to carry out the task of implementation.

In most situations, records fall into the following four categories:

- **Records that are used daily or weekly** -- should be close at hand in the organization’s office.
- **Records that are used infrequently (monthly or a few times a year), or which need to be retained for a set period of years** -- can be stored in a more remote storage area (e.g., a storeroom within the office).
- **Records that have historic value but are not used frequently** -- should be deposited in the organization’s archives, a safe and secure place.
- **Records that do not have lasting legal or historic value, are no longer used, and are not needed for tax or legal purposes** -- should be discarded.

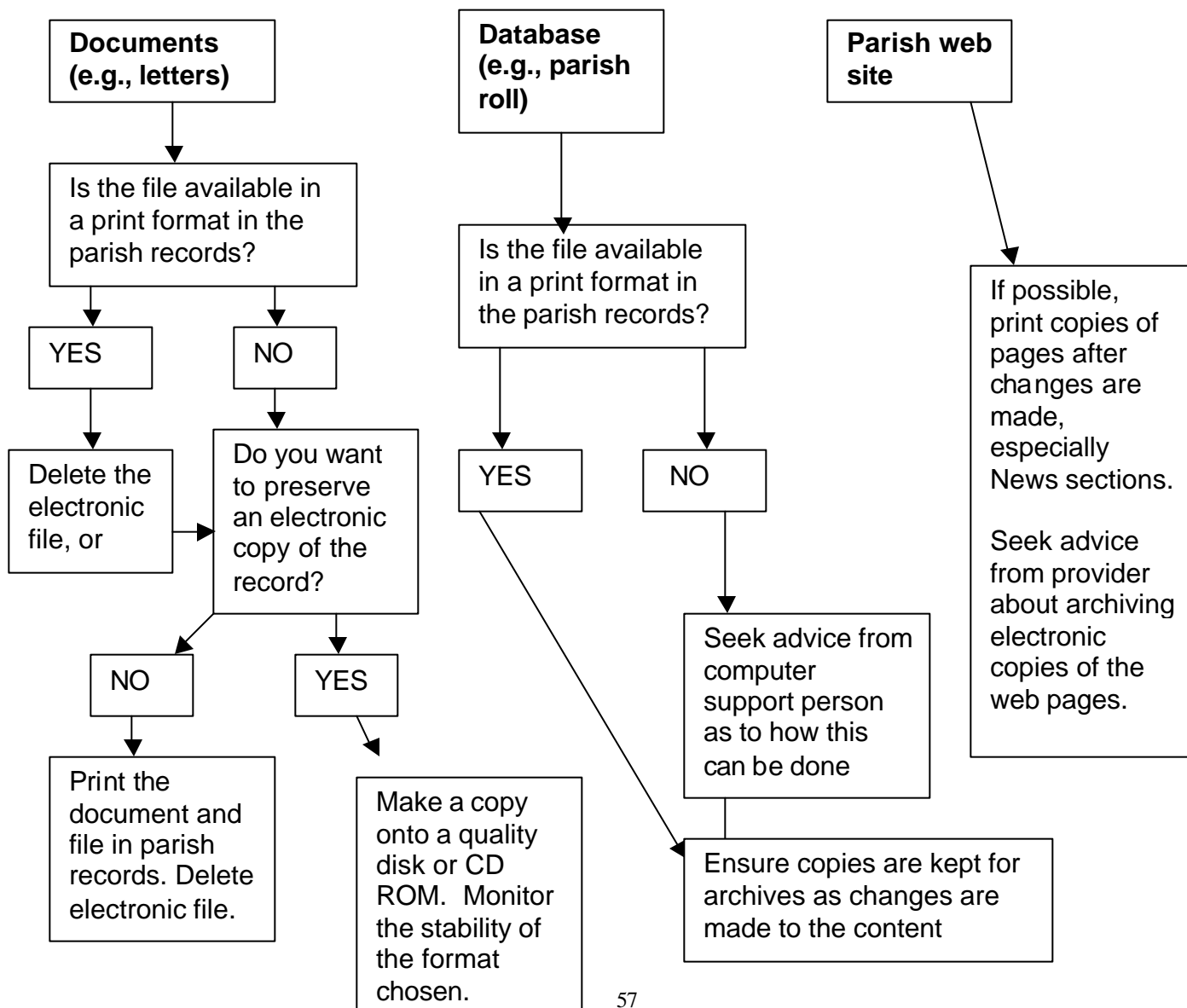
HAVE AN “ARCHIVES DAY”

Many organizations find it useful to have one day annually when records are evaluated. On this “archives day,” infrequently used records (as described above) are removed from current office files and placed in boxes that are clearly labeled with an indication of the contents and the date until which they should be retained. Records with historic value are sent to the archives. Records without lasting value are destroyed or recycled. On this day, the records manager should check the storage area and disperse all records dated for removal.

APPENDIX E: FLOWCHART FOR ELECTRONIC RECORDS
From the Anglican Archives Committee: The Care and Preservation of Parish
Records; Anglican Church Archives, New Zealand
<http://www.anglican.org.nz/Archives/archives2.htm>

WHAT TO DO WITH ELECTRONIC RECORDS?

Electronic records are those records held on a computer's hard drive or on a floppy disk. These may include word processing documents (correspondence, orders of service, newsletters), and databases such as a parish roll. It is the content rather than the format of word processing documents that needs to be preserved. Most parish electronic files will already exist in the records as a printed copy. Computer disks will deteriorate and the hardware and software required to access the data will go out of date very quickly.



APPENDIX F: CHECKLIST FOR GETTING STARTED

- _____ Talk to the leaders of your organization and secure a commitment from them to develop and maintain an archival program, including financial and staff support.

- _____ Prepare these written documents: a Statement of Goals, a Collection Policy, and an Access Policy.
Why are the archives being kept?
What is being kept?
Who will be able to use the archives?

- _____ Designate some individual (or individuals) to be the “records manager” and the “archivist” for your organization.

- _____ Secure and prepare a space in which the archives will operate.

- _____ Have the records manager and archivist become familiar with the structure and history of the organization.

- _____ Provide the archivist with any necessary training and documentation regarding archival methods. Investigate materials provided by a parent body or governmental agency.

- _____ Have the archivist make a survey of what types of historical records are available, and where they are currently kept. Decide which of these records should be stored permanently in the archives.

- _____ Establish specific procedures and schedules for getting records of historical value into the archives on an ongoing basis.

- _____ Make registration or “accession” records and preliminary inventories for all materials received into the archives.

- _____ Organize the records according to archival principles.

- _____ Ensure the preservation of the records by removing any rusting paper clips or rubber bands, packaging the records in good quality folders and boxes, and controlling the temperature and humidity in the area where records are kept.

- _____ Prepare finding aids that describe and list the records in a way that makes them useable.

- _____ Establish policies and procedures for a reading area.

- _____ Make a distributable brochure or statement that describes your archives program.