

# keeping **archives**



3RD EDITION



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# Keeping Archives

**Elizabeth Shepherd, Geoffrey Yeo**



## **Keeping Archives:**

**Keeping Archives** Jackie Bettington, 2008 The third edition of Keeping Archives builds upon the foundations of its legendary predecessors by providing practical guidance for addressing many of the real life challenges faced when working with archival records Now includes a CD Rom

**Keeping Archives** Australian Society of Archivists, 1987

**Preserving Archives** Helen Forde, Jonathan Rhys-Lewis, 2013-03-23 A brand new and fully updated edition of this seminal work on archival preservation Access to archival material the documentary heritage of people all over the world that gives them their identity and ensures their rights is dependent on the survival of fragile materials paper parchment photographic materials audiovisual materials and most recently magnetic optical and increasingly digital formats The primary importance of such survival is widely acknowledged but sometimes overlooked in a rush to provide ever better means of access But without the basic material no services can be offered Preservation is at the heart of archival activity Archivists in all types of organizations face questions on how to plan a preservation strategy in less than perfect circumstances or deal with a sudden emergency This book considers the causes of threats to the basic material outlines the preservation options available and offers flexible solutions applicable in a variety of situations It offers a wide range of case studies and examples from international specialists This revised edition includes additional material on digital preservation and green building as well as a new chapter on the management and training of volunteers reflecting a key concern for many archival institutions Key topics are Understanding archival materials and their characteristics Managing digital preservation Archive buildings and their characteristics Safeguarding the building and its contents Managing archival storage Managing risks and avoiding disaster Creating and using surrogates Exhibiting archives Handling the records Managing a pest control programme Training and the use of volunteers Putting preservation into practice Readership Archivists librarians curators and enthusiasts trained and untrained in museums local studies centres and voluntary societies in need of good clear advice

**Archives and Societal Provenance** Michael Piggott, 2012-10-22 Records and archival arrangements in Australia are globally relevant because Australia's indigenous people represent the oldest living culture in the world and because modern Australia is an ex colonial society now heavily multicultural in outlook Archives and Societal Provenance explores this distinctiveness using the theoretical concept of societal provenance as propounded by Canadian archival scholars led by Dr Tom Nesmith The book's seventeen essays blend new writing and re workings of earlier work comprising the first text to apply a societal provenance perspective to a national setting After a prologue by Professor Michael Moss entitled A prologue to the afterlife this title consists of four sections The first considers historical themes in Australian recordkeeping The second covers some of the institutions which make the Australian archival story distinctive such as the Australian War Memorial and prime ministerial libraries The third discusses the formation of archives The fourth and final part explores debates surrounding archives in Australia The book concludes by considering the notion of an archival afterlife Presents material

from a life's career working and thinking about archives and records and their multiple relationships with history biography culture and society The first book to focus specifically on the Australian archival scene Covers a wide variety of themes including the theoretical concept of the records continuum census records destruction Prime Ministerial Libraries and the documentation of war [Archives](#) Laura A. Millar, 2017-05-11 This new and extensively revised second edition offers an international perspective on archives management providing authoritative guidance relevant to collections based repositories and to organizations responsible for managing their own institutional archives Written in clear language with lively examples Archives Principles and practices introduces core archival concepts explains best practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible Topics addressed include core archival principles and concepts archival history and the evolution of archival theories the nature and diversity of archival materials and institutions the responsibilities and duties of the archivist issues in the management of archival institutions the challenges of balancing access and privacy in archival service best practice principles and strategic approaches to central archival tasks such as acquisition preservation reference and access detailed comparison of custodial fonds oriented approaches and post custodial functional approaches to arrangement and description Discussion of digital archives is woven throughout the book including consideration of the changing role of the archivist in the digital age In recasting her book to address the impact of digital technologies on records and archives Millar offers us an archival manual for the twenty first century This book will be essential reading for archival practitioners archival studies students and professors librarians museum curators local authorities small governments public libraries community museums corporations associations and other agencies with archival responsibility [Archives](#) Sue McKemmish, Michael Piggott, Barbara Reed, Frank Upward, 2005-06-01 Archives Recordkeeping in Society introduces the significance of archives and the results of local and international research in archival science It explores the role of recordkeeping in various cultural organisational and historical contexts Its themes include archives as a web of recorded information new information technologies have presented dilemmas but also potentialities for managing of the interconnectedness of archives Another theme is the relationship between evidence and memory in archives and in archival discourse It also explores recordkeeping and accountability memory societal power and juridical power along with an examination of issues raised by globalisation and internationalisation The chapter authors are researchers practitioners and educators from leading Australian and international recordkeeping organisations each contributing previously unpublished research in and reflections on their field of expertise They include Adrian Cunningham Don Schauder Hans Hofman Chris Hurley Livia Iacovino Eric Ketelaar and Ann Pederson The book reflects broad Australian and international perspectives making it relevant worldwide It will be a particularly valuable resource for students of archives and records researchers from related knowledge disciplines sociology and history practitioners wanting to reflect further on their work and all those with an interest in archives and their role in

shaping human activity and community culture      *Keeping Time* Lisa Hooper, Donald C. Force, 2014-01-01 Music libraries often contain much more than books scores and recordings they are also home to a wealth of archival music materials Despite having archival holdings many music librarians struggle to provide adequate storage description and access to these materials Remaining cognizant of the wide variety of funding and staffing available to music libraries across North America this basic manual provides an entry point into the archival profession for music librarians without formal archival training At the same time the manual also serves as a ready reference book for those already familiar with basic archival practices This manual discusses archival theory alongside archival principles and practices explaining key concepts and developments in acquisition appraisal arrangement description preservation digitization and funding These fundamentals are demonstrated throughout the manual by numerous examples and hypothetical situations a music librarian is likely to encounter while managing archival music collections      **Managing Archives** Caroline Williams, 2006-03-31 Managing Archives provides a practical guide to archives management It has three main target audiences those who have been tasked by their organization to manage its archives but who have no prior training those who are starting out as professionals or para professionals in a record keeping environment and need basic guidance and students who are currently studying for a professional qualification Basic guidance is supplemented by comprehensive references to professional literature standards web sites etc to enable the reader to further their studies at their own pace The text includes a range of optional activities that enable the reader to translate principles into practice and feel greater ownership with the guidance There is no similar book on the market There is known demand both from practitioners and students The book offers guidance in the implementation of archival processes in a range of institutional contexts and enables a universal application      [The No-nonsense Guide to Archives and Recordkeeping](#) Margaret Crockett, 2015-11-23 This practical how to do it guide is ideal for professionals involved in the management of archives and records especially if they are just starting out or without formal training The book covers all aspects of recordkeeping and archives management It follows the records journey from creation through the application of classification and access techniques evaluation for business legal and historical value and finally to destruction or preservation and access in the archive Based on the internationally renowned training days run by the author and her business partner The No nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats It utilizes checklists practical exercises sample documentation case studies and helpful diagrams to ensure a very accessible and pragmatic approach allowing anyone to get to grips with the basics quickly The book is divided into four main work areas current records including creation filing classification and security records management including aims risks planning preparation and delivery archives management including collecting policies intellectual property rights appraisal digitization and outreach archival preservation including policy disaster prevention and repositories This one stop shop will be essential for a wide readership including archives and records assistants librarians information managers and IT professionals

responsible for archives and records and managers of archives staff      *The International Directory of National Archives* Patricia C. Franks, Anthony Bernier, 2018-08-10 National Archives store materials relating to the history of a nation usually operated by the government of that nation This is the first ever comprehensive source of information about national archives around the world covers the national archives of all 195 countries recognized by the United Nations the 193 member states and the 2 that non member observer states The Holy See and the State of Palestine as well as Taiwan Republic of China Of the 196 countries 54 are in Africa 49 in Asia 44 in Europe 33 in Latin America and the Caribbean 14 in Oceania and 2 in Northern America All countries maintain a repository for government and historical records whether all allow public access will be determined through research for this work The National Archives of all 196 countries will be included in this work see Appendix A Each entry contains general information about the archive and when it is open to researchers if applicable historical information about the institution and how it developed information about the archives today its mission functions organization services and a description of its physical and digital infrastructures and a current focus section spotlighting one part of the collection s holdings      **Archives** Laura Millar, 2010 Whether an institution has a collections orientation or whether it is primarily responsible for managing institutional archives in conjunction with an organizational records management programme those responsible for its archives and records management need specialist advice and practical guidance in the successful establishment and operation of an archival facility built on sound principles This authoritative handbook written by an archival professional with over 25 years experience offers just that Addressing the contextual strategic and operational issues associated with archives the text covers everything the archivist needs to know establishing principles policies and procedures managing day to day operations caring for different types of archival materials enhancing outreach and public access and ensuring the growth and sustainability of the institution and its services The key chapters are What are archives Archival institutions creatures of history and culture Archival service a matter of trust Protecting archives Provenance original order and respect des fonds Appraising and acquiring archives Arranging and describing archives Making archives available The challenge of digital archives The final section of the book offers a glossary of terms and a wide range of specialist information including comprehensive lists of recommended further reading national institutions professional bodies and other sources of advice Readership This book is essential reading for anyone involved in managing archives Its straightforward and approachable language ensures that fundamental principles and practices are outlined clearly for novice archivists and non specialists experienced professionals will also find the work of immense value in validating or updating their understanding of archival operations The issues addressed are relevant to archival practice internationally particularly in English speaking countries and concepts in place in different parts of the world are examined in order to provide a global context      **Developing and Maintaining Practical Archives** Gregory S. Hunter, 2020-04-14 Since its original publication Hunter s manual has been not only a rich and ready reference tool but also a practical resource

for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is essential for archivists at all levels of experience and of all backgrounds Guide to Archives and Other Collections of Documents Relating to Surrey. 1925- Surrey Record

Society,1925 **Museum Registration Methods** John E. Simmons,Toni M. Kiser,2020-06-22 Since the first edition was published in 1958 Museum Registration Methods has defined the profession and served as a fundamental reference for all aspects of collections registration care and management The sixth edition of Museum Registration Methods is a comprehensive guide to registration and collections management for museums from acquisition to use and deaccessioning The authors and other contributors come from a wide variety of museums and specializations The 56 chapters in this edition are either new or updated and include the history of the profession the role of the registrar in the museum managing very large collections developing and implementing collection management policies documentation of collections accessioning condition reports deaccessioning repositories and provenance research Contemporary and digital art living and natural history collections loans exhibitions found in collection objects shipping records management and electronic data management are also addressed along with object handling and numbering digitization condition reporting preventive care storage on and off site inventory moving and packing shipping nationally and internationally couriating risk assessment security insurance integrated pest management ethics sustainability sacred and culturally sensitive objects intellectual property rights appraisal ethical and legal issues and research The book includes a comprehensive resource list glossary hypothetical situations to ponder and model collection forms **The Lost Archive** Marina Rustow,2020-01-14 A compelling

look at the Fatimid caliphate's robust culture of documentation. The lost archive of the Fatimid caliphate 909-1171 survived in an unexpected place: the storage room or *geniza* of a synagogue in Cairo, recycled as scrap paper and deposited there by medieval Jews. Marina Rustow tells the story of this extraordinary find, inviting us to reconsider the longstanding but mistaken consensus that before 1500 the dynasties of the Islamic Middle East produced few documents and preserved even fewer. Beginning with government documents before the Fatimids and paper's westward spread across Asia, Rustow reveals a millennial tradition of state record keeping whose very continuities suggest the strength of Middle Eastern institutions, not their weakness. Tracing the complex routes by which Arabic documents made their way from Fatimid palace officials to Jewish scribes, the book provides a rare window onto a robust culture of documentation and archiving, not only comparable to that of medieval Europe but in many cases surpassing it. Above all, Rustow argues that the problem of archives in the medieval Middle East lies not with the region's administrative culture but with our failure to understand preindustrial documentary ecology. Illustrated with stunning examples from the Cairo Geniza, this compelling book advances our understanding of documents as physical artifacts, showing how the records of the Fatimid caliphate, once recovered, deciphered, and studied, can help change our thinking about the medieval Islamic world and about premodern polities more broadly.

**Libraries and Archives** Susan G. Swartzburg, Holly Bussey, 1998-07-23. New in paperback. This book fills a need for a selective bibliography focusing on design that will not only house collections appropriately but also be comfortable for readers and staff. The books and articles cited here provoke thought about new technologies and materials and will enable information professionals to feel comfortable when they communicate with the various other professionals involved in the actual work of construction or renovation.

**Contents:** Part One: The Design of Libraries and the Preservation of Books. A Summary History. Part Two: A Guide to the Literature, with chapters on planning, design, the interior, the environment, safety, and preservation. Appendixes include case studies, bibliographies of bibliographies and of journals, and a directory of organizations. With index. Cloth version previously published in 1991.

**Managing Records** Elizabeth Shepherd, Geoffrey Yeo, 2003. Many organizations do not yet have a formal programme of records management, but increasingly they are recognizing the benefits of well-managed records and the serious consequences of inadequate records systems. Establishing records management and maintaining an effective programme requires specialist expertise. This essential manual of practice provides a detailed guide to the concepts, skills, and techniques of records management for organizational staff who have a responsibility for setting up, maintaining, or restructuring a records management programme. It offers invaluable advice on the management of records in both electronic and traditional paper media and focuses on the following areas: understanding records management, analysing the context for records management, classifying records and documenting their context, creating and capturing records, managing appraisal, retention, and disposition, maintaining records and assuring their integrity, providing access, implementing records management. The appendices provide a wealth of additional information, including a



list of standards for records management an annotated bibliography and sources of further information and details of professional and advisory bodies Readership This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field It should be on the desk of every manager and every information professional with responsibility for records management     The Birth of the Archive Markus

Friedrich,2018-02-26 The Birth of the Archive traces the history of archives from their emergence in the Late Middle Ages through the Early Modern Period and vividly shows how archives permeated and fundamentally changed European culture Archives were compiled and maintained by peasants and kings merchants and churchmen and conceptions of archives were as diverse as those who used them The complex demanding job of the archivist was just as variable archivists might serve as custodians record keepers librarians legal experts historians scholars researchers public officials or some combination thereof navigating archives was often far from straightforward The shift of archival storage from haphazard collections of papers to the methodically organized institutionalized holdings of the nineteenth century was a gradual nonlinear process Friedrich provides an essential background to the history of archives over the centuries and enriches the story of their evolution with chapters on key sociocultural aspects of European archival culture He discusses their meaning and symbolism in European thought early modern conceptions of the archive s function and questions of access and usability Exploring the close often vexed relationship between archives and political power Friedrich illustrates the vulnerability of archives to political upheaval and war He concludes with an introspective look at how historians used their knowledge of and work with archives to create distinct representations of themselves and their craft The Birth of the Archive engages with scholarship in political history the history of mentalities conceptions of space historiography and the history of everyday life in early modern Europe It has much to offer for specialists and scholars while the jargon free prose of this translation is also accessible to the general reader     *Postgenocide* Klejda Mulaj,2021-03-15 This volume introduces postgenocide as a novel approach to study

genocide and its effects after mass killing has ended It investigates how the material violence of genocide translates into contests over memory remembrance and laws and the re imagining of political community Contributions come from academics across a broad range of disciplines including law political science sociology and ethnography Chapters in this volume explore the various permutations of genocide harms and scrutinise the efficacy of genocide laws and the prospects for their enforcement Others engage with socio political responses to genocide including efforts to reconciliation as well as genocide s impacts on victims communities Contributions examine the reconstruction of genocide narratives in the display of victims objects in museums galleries and archives This book brings together cutting edge research from a variety of disciplines to address formerly overlooked themes and cases exploring what a diversity of perspectives can bring to bear on genocide scholarship as a whole     **Archival Materialities in a Digital Age** Eirini Goudarouli,Andrew Prescott,2025-02-27

Materiality looms large in the world of archives in storage conservation and shape or materials of the records How does this materiality change in the digital age The way digital techniques and materialities transform our engagement with archives is highlighted and explored throughout Archival Materialities in a Digital Age

This book delves into Keeping Archives. Keeping Archives is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Keeping Archives, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Keeping Archives
- Chapter 2: Essential Elements of Keeping Archives
- Chapter 3: Keeping Archives in Everyday Life
- Chapter 4: Keeping Archives in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Keeping Archives. The first chapter will explore what Keeping Archives is, why Keeping Archives is vital, and how to effectively learn about Keeping Archives.
3. In chapter 2, this book will delve into the foundational concepts of Keeping Archives. This chapter will elucidate the essential principles that must be understood to grasp Keeping Archives in its entirety.
4. In chapter 3, the author will examine the practical applications of Keeping Archives in daily life. The third chapter will showcase real-world examples of how Keeping Archives can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Keeping Archives in specific contexts. This chapter will explore how Keeping Archives is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Keeping Archives. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Keeping Archives.

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