

# **CHAPTER 1**

## **INTRODUCTION TO ARCHIVES MANAGEMENT**

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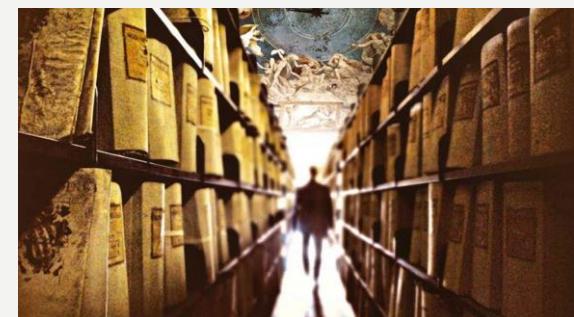
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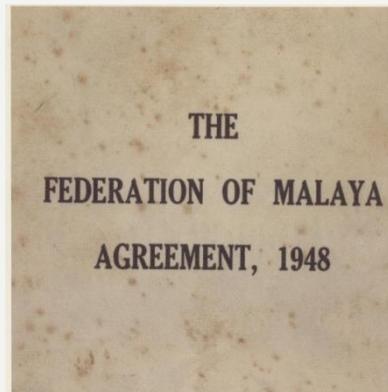
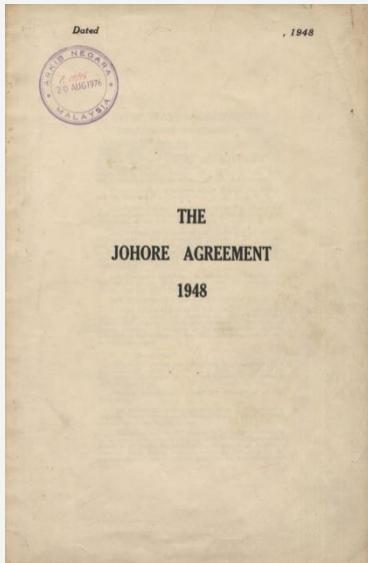
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# 1.0 DEFINITION: ARCHIVES

Archives are **records** usually but not necessarily non-current records of continuing value selected for permanent preservation.

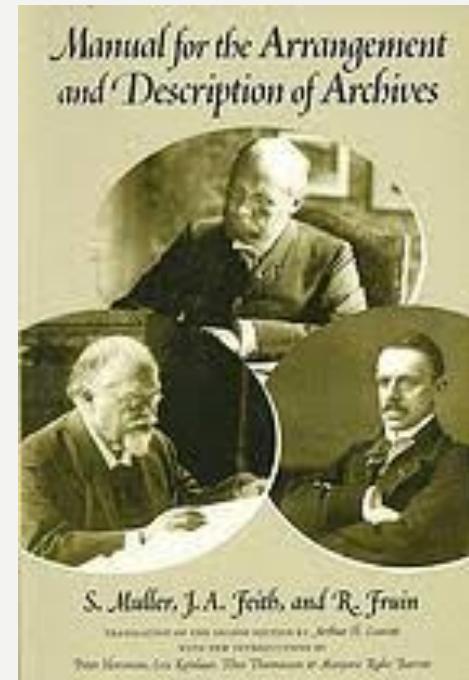


*Source: National Archives of Malaysia*

It is helpful to review the definitions found in archival manuals written by archivists in various countries:

1. The Dutch archivists (S. Muller, J.A. Feith and R. Fruin) defined the word 'Archief' as :

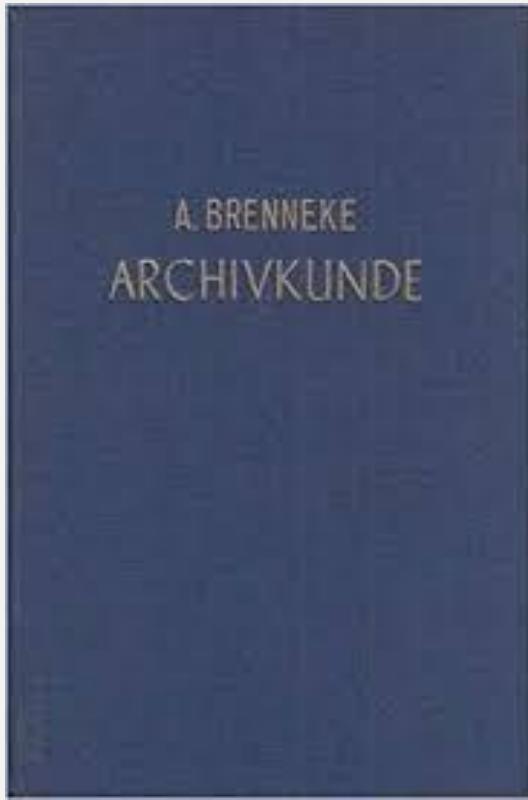
*The whole of the written documents, drawings and printed matter, officially received or produced by an administrative body or one of its officials, in so far as these documents were intended to remain in the custody of that body or of that official.*



2. The Italian archivist (Eugineo Casanova) defines archives as:

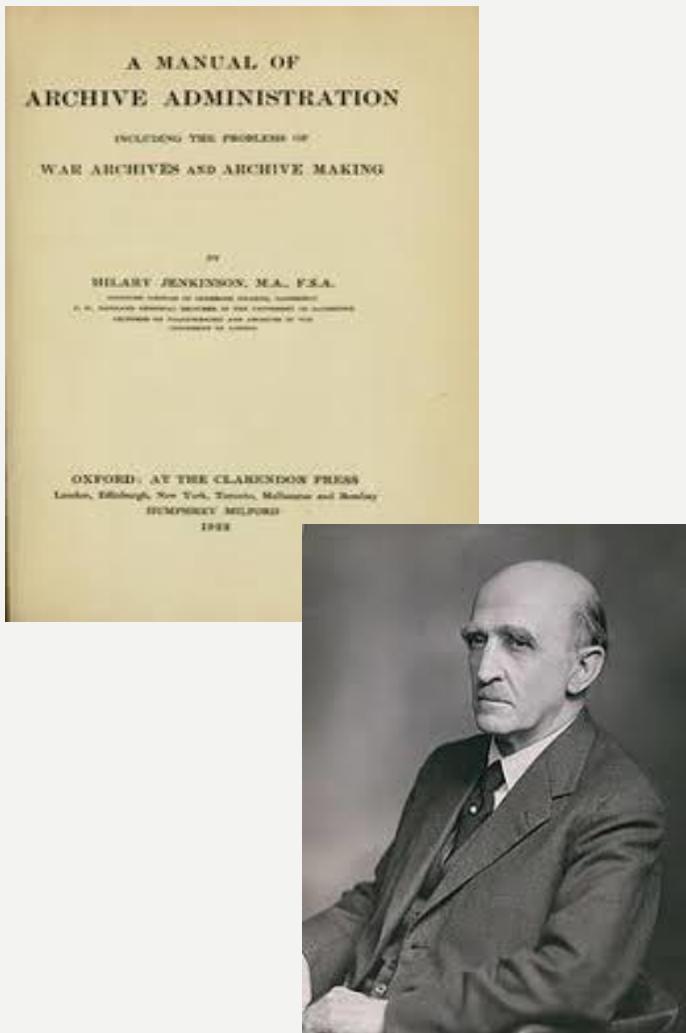
*The orderly accumulation of documents which were created in the course of its activity by an institution or an individual and which are preserved for the accomplishment of its political, legal or cultural proposes by such an institution or individual.*





3. The German archivist (Adolf Brenneke) defines archives as:

*The whole of the papers and documents growing out of legal or business activities of a physical or legal body which are intended for permanent preservation at particular place as the sources and the evidence of the past.*



4. The British archivist (Sir Hilary Jenkinson) defined archives as:

*Documents drawn up or used in the course of an **administrative or executive transaction** (whether public or private) of which (they) formed a part and subsequently **preserved** in their own information by the person or **persons responsible** for that transaction and their legitimate successors.*

# **Elements in Definition**

Elements in the definitions stressed by the archivists of several different countries found that it relate to both **tangible and intangible** matters:

**Tangible matters** relate to:

1. the form of archives – archival materials may have various form
2. their sources – may come from various sources
3. place of their preservation – may be preserved at various places

**Intangible matters** are the essential ones:

1. reason why materials were produced or accumulated
2. values for which materials are preserved
3. Custody
4. Integrity of records

## Elements in Definition: Intangible matters

### 1. The reason why materials were produced or accumulated.

To be archives, materials must have been created or accumulated to **accomplish some purpose**. In government agency, this purpose is the accomplishment of its **official business**.

From different countries of archivists, materials must have been created or accumulated to accomplish some purpose:

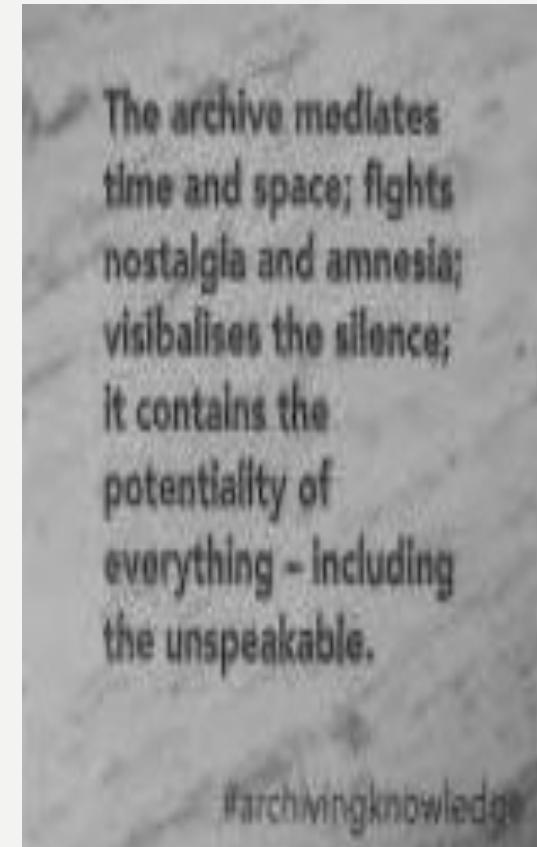
- i. The Dutch archivist stressed the fact the archives are '**officially received or produced**'
- ii. Jenkinson stressed their production '**in the course of an administrative or executive transaction**'
- iii. Casanova stressed their creation to **accomplish 'political, legal or cultural purpose'**
- iv. Brenneke stressed that their growth as **result of legal or as business activities**

### 2. The **values** for which materials are preserved

Materials must be **preserved for reasons** other than those for which they were created or accumulated. These reasons may be both official and cultural.

In various definitions:

- i. Jenkinson has stressed 'preservation by the **creating persons**, for their own information' or 'for their own **reference**'.
- ii. The German archivist stated that archives are preserved 'as the sources and **evidence** of the past', obviously for research use.



### 3. The elements of custody

Archivists are proactively involved in ensuring the transfer of permanently valuable archives to archival custody. According to:

- i. Jenkinson – documents are archives only if ‘**the fact of unbroken custody**’ can be established or at least a ‘reasonable presumption’ (believe) of it can be established.
- ii. Schellenberg – ‘in dealing with records produced under modern conditions of government, proof of an **unblemished line of responsible custodians**, or of ‘unbroken custody’ cannot be made a test of archival quality.





#### 4. Integrity of Records

Jenkinson is anxious to have the 'integrity of records' preserved. By this he means :

- i) That records of a given agency should **be kept together** as records of that agency.
- ii) That such records should be kept as far as possible under the **arrangement** given them in the agency in the course of its official business.
- iii) That such records should be kept **in their entirely without**, mutilation (damage), alteration or unauthorized destruction of portion of them.
- iv) The evidential **value** of archival materials rests on the way they were maintained in the government office and the way they came to the archival institutions.

# ARCHIVES – WHY DO WE KEEP THEM?

- 1)Continuing value to an individual or organization as well as society.
- 2)As long-term memory, enabling better quality planning decision making and action.
- 3)Providing for continuity access to past experience, expertise and knowledge and his historical perspective.
- 4)As a way of accessing the experience of others.



- 5) As **evidence** of continuing rights and obligations.
- 6) As **instruments of power**, legitimacy (rights) and accountability, facilitating social interaction and cohesion (unity).
- 7) As a **source for our understanding** and identification of ourselves, our organization and our society.
- 8) As a **tools for communicating** political, social and cultural.



## 2.0 The characteristic and types of archives

For archives to be of value to society they must be a trusted resource. To achieve this they must have the following characteristics:

- i. **Authenticity** - the record is what it claims to be, created at the time documented, and by the person that the **document claims to be** created by.
- ii. **Reliability** - they are **accurately representing** the event, although it will be through the view of the person or organisation creating that document.
- iii. **Integrity** - the content is **sufficient** to give a coherent picture. Sadly not all archives are complete
- iv. **Usability** - the archive must be in an **accessible** location and usable condition.

Explanation on types of archives/manuscripts can be divided into 3 approaches:

1. Forms
2. Different types and level of establishment
3. Nature of information



## 1. Forms

- Parchment
- Vellum
- Paper – manuscript/printed
- Machine-readable records
- Slide
- Photograph
- Microfilm
- Tape, etc.



## 2. Different types and level of establishment

- Government
- Business
- Private/individual
- Religious
- Organization



### 3. Nature of information

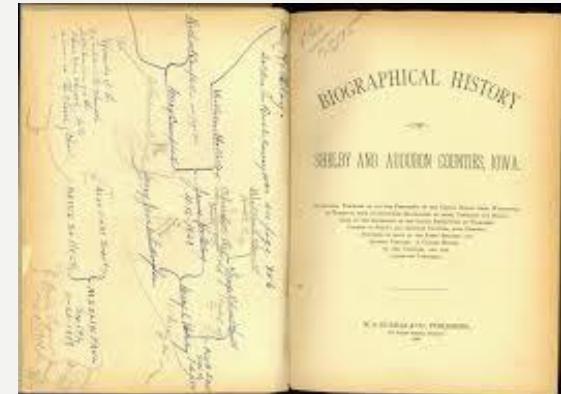
-Biographical

- Images

- Reports

- Minutes

- Agreement



## 3.0 Primary source materials

A primary source provides **direct or first-hand evidence** about an event, object, person, or work of art.

Primary sources **include**:

- historical and legal documents,
- eyewitness accounts,
- results of experiments,
- statistical data,
- pieces of creative writing,
- audio and video recordings,
- speeches,
- art objects
- Interviews,
- surveys,
- fieldwork, and
- Internet communications via email, blogs, and newsgroups

## Secondary Sources

Secondary sources **describe, discuss, interpret, comment upon, analyse, evaluate, summarize, and process primary sources.**

Secondary source **materials** can be:

- articles in newspapers or popular magazines,
- book or movie reviews,
- articles found in scholarly journals that discuss or evaluate someone else's original research
- a biography of a famous person
- a documentary about a historic event.

## **4.0 The need of primary sources**

Primary sources give first-hand information - original and unfiltered, often provide information that is unavailable elsewhere.

## **1. Information is disinterested**

**Fair minded/Unbiased.**

Eg: Police file – acquire from many persons. Able to see all side. If read from one person/report maybe bias.



## **2. Authenticity of information**

- Associated with the creator (or creators) of a source
- Records and documents is usually presumed, but if questioned it can sometimes be verified by testing physical and stylistic characteristics of a record.

## **3. Raw data**

Original – free from interpretation.

Fact / raw data.

## **4. Independent source of information**

Free – not been influence.

## **5. Unpublished information**

Original idea.



## **5.0 Disadvantages of primary sources**

The disadvantages of primary data lay in the time and cost involved in collecting it, as well as the fact that it needs to be able to stand on its own as a resource.

The disadvantages can be seen from different perspective of resources:

### **1. ADMINISTRATIVE RECORDS**

- i. Inaccurate facts.
- ii. Information from single source.
- iii. Possibility of change occur - 'after-thought'.
- iv. Maybe destroy/missing.
- v. Possibility of document forgery.

## 2. ORAL HISTORY

- i. Possibility of biasness
- ii. Fail to remember
- iii. Selected personality only-popular & established
- iv. Technique
  - Distortion of communication in interviewing
  - Possibility of the opinion influence by the interviewer
  - Pressure of remembering/giving opinion.



### **3. PRIVATE ARCHIVE**

refer to the non-current records of private individuals, families, churches, trade unions, companies, associations and any other non-government organisations.

The disadvantages of private archive are:

- i. Acquisition is not plan
- ii. Collection is not complete
- iii. Cannot tell the whole history



# 6.0 Values of archives and manuscript

Public archives have two types of values:

- i. The **primary** values to the originating agency
- ii. The **secondary** values to other agencies and to the non-government users.

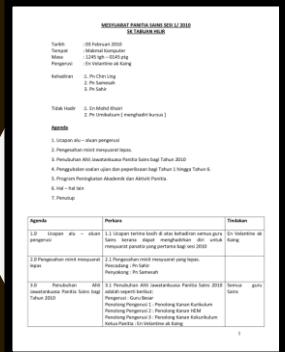
(Schellenberg, 1956)

**Organization** record values fall into three overlapping categories: (1) administrative, (2) fiscal, and (3) legal.

**Primary values :**



- (1) **Administrative value** because they are necessary to conduct the organization's current business
- (2) **Fiscal value** document the organization's financial transactions and obligations.
- (3) **Legal value** relates to records that the law requires organization to create and maintain in the course of its operations.



## Secondary values :

### Value to other users

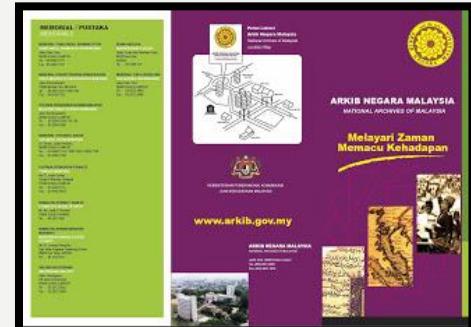


#### Evidential Value:

- The value of those records of an organization that are necessary to provide legal, authentic, and adequate documentation of its structure and functioning
- The importance or usefulness of something to prove or disprove a fact.
- Value in documenting the history of the organization, its structure and functioning

#### Informational Value:

- The value of a record derived from the information it contains on persons, places, etc., and not on the originating agency itself.
- Value in providing research material on persons @ things @ phenomena





## Do Archives Have Value?



Edited by Michael Moss  
and David Thomas

Thank You  
Any Questions?