

Chapter 6

ARRANGEMENT & DESCRIPTION OF ARCHIVES



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1.0 PRINCIPLES OF DESCRIPTION

- **Description** is the **process of capturing, analyzing, organizing and recording information** that serves to **identify, manage, locate and explain archives and the contexts and records systems** that produced them.
- ***Archival Description*** is the **process of establishing intellectual control** over the archival holdings in our custody through the preparation of **finding aids**; such as inventories, catalogue cards and indexes.

Description mirrors the arrangement of the archives, providing a representation on paper of the provenance, original order and content of the archival material.

- the **basic structure** for a national archival description standard based on General International Standard Archival Description (**ISAD(G)**)
- **Each principle** has been developed by the archival profession in order **to preserve the integrity of the records** - to preserve the significance of archival records as authentic, impartial evidence of the activities they document.

Arrangement and description achieve control over the holdings of the archival institution. This control is of two types, administrative (physical) and intellectual.

- ISAD (G) set **four archival principles** that provide guidelines to the **process of description**:
 - i. ensure the **creation of consistent**, appropriate and **self-explanatory descriptions** within individual archival institutions
 - ii. facilitate the **retrieval and exchange** of information about archival materials
 - iii. enable the **sharing** of authority data
 - iv. make possible the **integration of descriptions** from different archival institutions into a unified information system.

1.1 Archival Determines Description

- 1) **Arrangement** is the first step, which identifies provenance and preserves or re-constructs, and original order. The **principles of provenance** and **original order** provide **guidelines for arranging records** in a manner that **preserves the integrity of the records**.
- 2) **Description** is the second step, and mirrors arrangement in a manner that **accurately represents and explains it**.
 - The **archivist** must :
 - first **identify** the **original order** of the *fonds (group)*, and
 - **analyze the relationship of the records** to the **activities and functions** of the records creator.
- 3) The **understanding** that is gained in the **arrangement process** will **enable the archivist to accurately represent the *fonds (group)*** in the description.

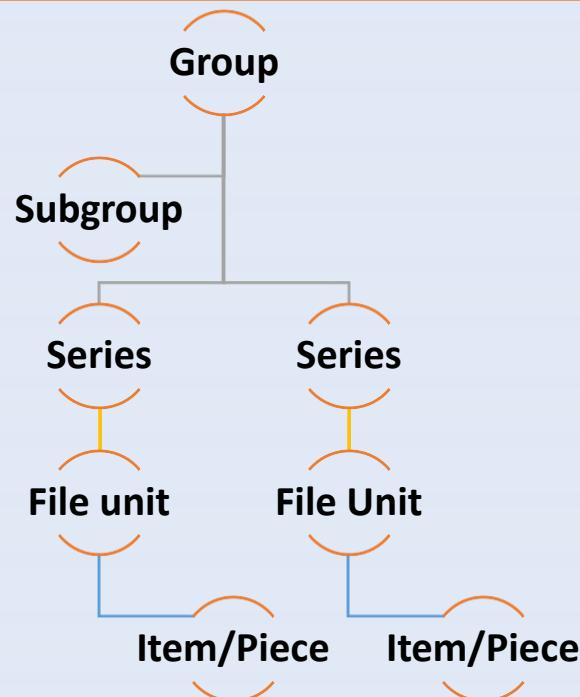
1.1.1 Level of Arrangement

- Fundamental to archival arrangement and description, as set out in international standards, is the **multi-level rule**.
- **Multi-level rule:** An internationally accepted rule, set out in ISAD(G), requiring that archival descriptions:
 - i. should be completed for each of the levels of arrangement
 - ii. linked together
 - iii. describe from the general to the specific.
- Thus, archives must be organised according to the recognised levels of arrangement and description

- A description of archival records would be completed at the:
 1. Institutional level
 2. Group level
 3. Subgroup level
 4. Series level
 5. File
 6. Item
- When archives are received by the repository, their **original order** and **origins should be identified**.
- Archives are organized into levels according to the **principles of provenance** and **original order**.

Institution	<p>The main division in the arrangement.</p> <p>to refer to the institution holding the records being described, such as the National Archives or the Corporate Archives.</p>
Group	<p>The primary division in the arrangement of records and archives at the level of the independent originating organization.</p> <p>Also known as archives group, fonds, record group.</p>
Subgroup	<p>A discrete subdivision in the arrangement of archives below the level of the group, usually the archives of a subordinate administrative unit with its own record-keeping system.</p>
Series	<p>The level of arrangement of the files and other records of an organization or individual that brings together those relating to the same function or activity or having a common form or some other relationship arising from their creation, receipt or use.</p> <p>Also known as a file series, records series or class.</p>

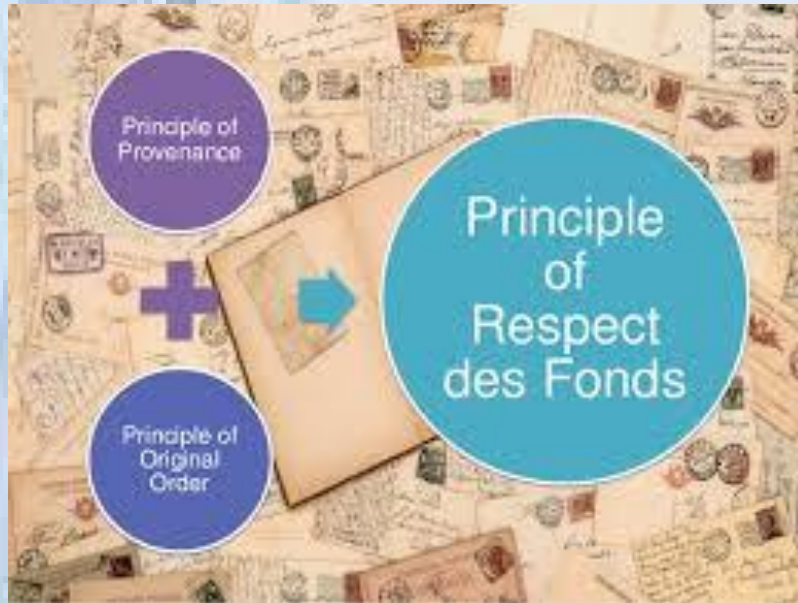
File	<p>An organized physical assembly (usually within a folder) of documents grouped together for current use or in the process of archival arrangement because they relate to the same subject, activity or transaction.</p> <p><i>Note:</i> A file is usually the basic unit within a record series.</p>
Item	<p>The basic physical unit of arrangement and description within a series. Also known as a piece; - single documents that make up such an assembly.</p>



Levels	Government	Corporate
Institution	National Archives of New Zealand	Petronas Oil & Gas
Group	Ministry of Education	Petronas Oil & Gas, Kerteh
Sub-group	Primary School Division	Financial Department
Series	School assessment	Financial records
File unit	Primary school district assessment, 1996	Annual financial statements, 1996
Item	Primary school district assessment, January 1996	Balance sheet, 2 April 1996

Example Level of arrangement:

1.1 Respect Des Fonds



Note:

Two principles in Respect des fonds are:

- i. Principle of provenance
- ii. Principles Original Order

- Respect des fonds defined as **respect for the creator** of the records or archives, **involving the maintenance of provenance and original order.**
- This principle requires that archives **must be kept together** according to the **agency responsible for their creation** or accumulation and **in the original order established** during their use as current records

- This principle required each deposit (fonds/group) should be **maintained as a separate entity**, even if other fonds cover the same or similar subjects.
- It requires archivists to **respect the integrity of the body** of records at the time it is deposited in the archives.

For example; the records of a person, family or corporate body:

- must be kept together** in their original order,
- do not be mixed** with the records of another individual or corporate body.

This fundamental principle embodies the notions of **PROVENANCE** and **RESPECT FOR ORIGINAL ORDER**.

1.2.1 Provenance

- **Provenance** refer to the '**office of origin**' of the materials; source from which material is received. For example; a person, a group, an institution or a company.
- The **principles of provenance**:
 - 1) **Do not put together** archival materials **from different creators** or origins
 - 2) **Do not reorganize** by subject, chronology, geography division, etc
 - 3) **Respect** the individual, family, or organization that **created** or received the item
- As a whole, principle of provenance is to maintains the context of the records (which is essential for understanding the meaning of the records).

1.2.1 Provenance

- Notes:

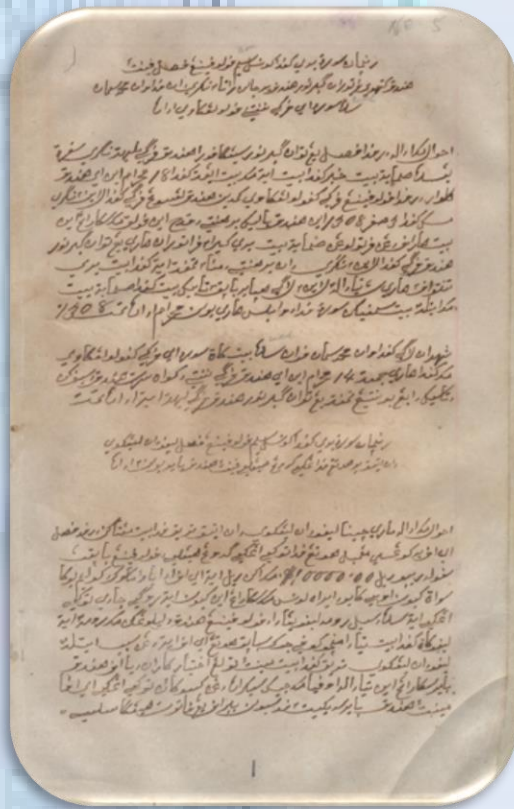
- 1) If the records originating from the same office or person are **separated from one another**, the connection that exists between the records is lost, sometimes **irretrievably**.
 - 2) When **items or files are removed** from the series and fonds of which they form an integral part, the context in which the items and **files were created will be obscured**.
- **As a result**, the full significance and meaning of the records will be lost.

1.2.2 Original Order

- Original order refers to **the order** and organisation in **which the documents were created or stored** by that office of origin.
- These principles require that archivists **manage the records of separate agencies separately** and **maintain the original order of records received**.
- The following **principles** apply:
 - 1) **Do not combine** the archives of two agencies or organisations.
 - 2) Do **not rearrange** archives that show a discernible original order (maintains records in the order in which those records were created, received, filed or used).
 - 3) Identify levels of archives according to the hierarchical **levels of arrangement** (**preserving relationship among the records**)

- These principles **ensures that records are preserved and used within the context of their creation**, thereby lending integrity to their evidence of the actions of their creator.
- Archivists **do not tamper (interfere)** with the evidence but instead **preserve its context** so that it can be accessed and used in meaningful form.
- **Notes:**
 - The original order of records established by the records creator must be maintained to reflect the activities and functions of the creator.





KOLEKSI SULTAN ABDUL
HAMID



SULTAN PAHANG, SULTAN
AHMAD MAATHAM SHAH
IBNI ALMARHUM ALI WITH
FOLLOWERS




YANG DIPERTUAN
AGONG PERTAMA

- **"respects des fonds"** are basic principles that well-established for organizing archival documents.
 - records **should not be split op after subject**, but **remain in the order** in which they were originally created.

2.0 ASSIGNING ARCHIVAL REFERENCE CODES

Bahagian Hal Ehwal Akademik
Kampus Johor Bahru
UiTM Cawangan Johor
Jalan Heman, Kampung Aman
80350 Larkin, Johor Bahru
Johor Darul Ta'zim
Tel : 607-2336500 Faks : 607-2342215

 UNIVERSITI
TEKNOLOGI
MARA

Reference Code → Surat Kami : 100 – UTMJB (HEA.37/7)
Tarikh : 22hb April 2011

Rohayu Ahmad
Universiti Teknologi MARA Cawangan Johor

Tuan/Puan

PENGESAHAN PENDAFTARAN SEMINAR PENYELIDIKAN KAMPUS JOHOR BAHRU, UNIVERSITI
TEKNOLOGI MARA CAWANGAN JOHOR

Perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa permohonan tuan/puan menyertai Seminar Penyelidikan
Kampus Johor Bahru, Universiti Teknologi MARA Cawangan Johor telah diterima. Butiran seminar
adalah seperti berikut:


Tarikh	:	18 hingga 19 Mei 2011
Hari	:	Rabu & Khamis
Pendaftaran	:	7.45 pagi
Tempat	:	Dewan Besar, Kampus Johor Bahru
Penginapan	:	Universiti Teknologi MARA Cawangan Johor Tidak disediakan

3. Sila ambil perhatian, sebarang pembatalan dan pembayaran yuran hendaklah dimaklumkan
sebelum atau pada 10 Mei 2011 (Selasa), manakala pembatalan selepas tarikh tersebut adalah
tidak digalakkan dan yuran tidak dikembalikan.

4. Tuan/puan diminta berpakaian kemas semasa menghadiri seminar.

Sekian, selamat berkursus

Yang benar



AZRI BIN BAHRU
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- Archival reference code refer to the combination of letters and numbers allocated to groups, series and items in order to identify and control the materials.
- To control and retrieve the archives it holds, the archival institution needs to develop and maintain a system for allocating reference codes to all materials in its care.
- These codes should be allocated and written on labels as early as possible in the process of accessioning.

Types	Advantages	Disadvantages	Example
Meaningful Codes	<ul style="list-style-type: none"> ▪ easily recognize to and remember ▪ easily access 	<ul style="list-style-type: none"> ▪ source of confusion ▪ make a conflict 	'CSO' representing Chief Secretary's Office
Non-Meaningful Codes	<ul style="list-style-type: none"> ▪ Increase the number of possible codes to choose ▪ Avoid confusion 	<ul style="list-style-type: none"> ▪ Difficult to remember ▪ Not represent to original organization 	'WOF' representing Ministry of Defence

2.1 Types of Archival Reference Codes



Thank You
Any Questions?