



- The Various Theories of Archives
- What is Archival Institution
- Legislation governing archives management

ARCHIVAL THEORIES AND PRINCIPLES

Worldwide contribution to archival sciences, the most important manual written on archives administration:

- Manual for the Arrangement and Description of Archives by S. Muller, J.A. Feith and R. Fruin, (Dutch archivists) published in 1898.
- A manual of Archives Administration by Sir Hilary Jenkinson (British archivist) published in 1922.
- Archivistica by Eugenio Casanova (Italian archivist) published in 1928.
- Archinkunde by Adolf Brenneke (German archivist) published in 1953.



WHAT IS THE ARCHIVAL INSTITUTION?

- Archival institutions are institutions for the **keeping, preservation, processing and use of archives** that may be public or private, safeguarding of their use as evidence of the nation's experience in permanently valuable records.
- Is one of the **essential institutions of a modern society**. It is part of the overall system for managing records and information in the general administration of a government or corporation and it provides a service to its sponsor agency based upon the information resources the records contain.
- The 'Archives' is also one of the **central cultural institutions** of its society; serving as a **center of research** an underpinning of the rights of citizens, a place for public research and a **guardian of cultural**.



Archival Functions and Activities

Archival institutions play a crucial role in housing the archives of a nation, fundamental archival institutions functions are:

- Acquisition
- Transfer
- Preservation
- Access
- Copying of records/archives

Legislation Governing Archives Management

- Archival legislation define the rights of the archival institutions and provide it with the authorization **necessary for it to carry out its functions.**
- In Malaysia, **National Archives Act 2003 (Act 629)** was established as federal Archives for the purpose of providing **guidelines in the creation, acquisition, storage and preservation** of records and providing facilities for reference, research or other purposes.



NATIONAL ARCHIVES ACT 2003 (Act 629)

Arrangement of Section:

- PART I – PRELIMINARY
- PART II - NATIONAL ARCHIVES AND DIRECTOR GENERAL
- PART III - ADVISORY BOARD
- PART IV - MANAGEMENT OF RECORDS
- PART V - ADMINISTRATION OF ARCHIVES
- PART VI - ESTABLISHMENT AND MANAGEMENT OF MINISTERIAL ARCHIVES AND MEMORIAL ARCHIVES
- PART VII - GENERAL
- PART VIII - STATE ARCHIVES



Function National Archive of Malaysia

- To provide **advice to Government departments** on the management of public records in a systematic and effective.
- Identify, collect, store and maintain records of information that have a **national heritage and history** as national treasures.
- Provides **reference and research** to government departments and the public.
- Conducting research and preparing documentation for **information about history**.
- **Disseminate knowledge and information** of historical value among the public.



Vision and Mission National Archive of Malaysia

Vision

Leading the Transformation of Records Management and Archives Administration as the National Research Centre of Excellence by the year 2020

Mission

Empowering Records Management in the public sector and Archives Administration through smart partnership and efficient and effective utilization of information and communication technologies in the interests of society and the country



Objective National Archive of Malaysia

- **Improve efficiency and awareness of civil servants** with regard to Records Management through the enforcement of the National Archives Act 2003 (Act 629) to ensure that records are managed in a systematic and cost-effective according to the standards set
- **Acquiring archival material with eternal value**, save and preserve in accordance with the principles and standards set as a reference and national heritage
- Communalizing archival materials through **advocacy programs** to enhance the appreciation of the history of the country towards the establishment of the identity of Malaysians





**Develop
a policy
proposal.**

Developing an Archives Policy

Archival policy enables organization to promote the purpose of the archive, what it collects and why. The **archives law should include the following requirements:**

- Establishment of the Archives as a public institution.
- A public right of access to the holdings of the Archives.
- Protection for the rights of individuals and organizations.
- Provision for public scrutiny of the Archives and its success in archiving its target.

Developing a Mission Statement

The **mission statement** should include the following requirements:

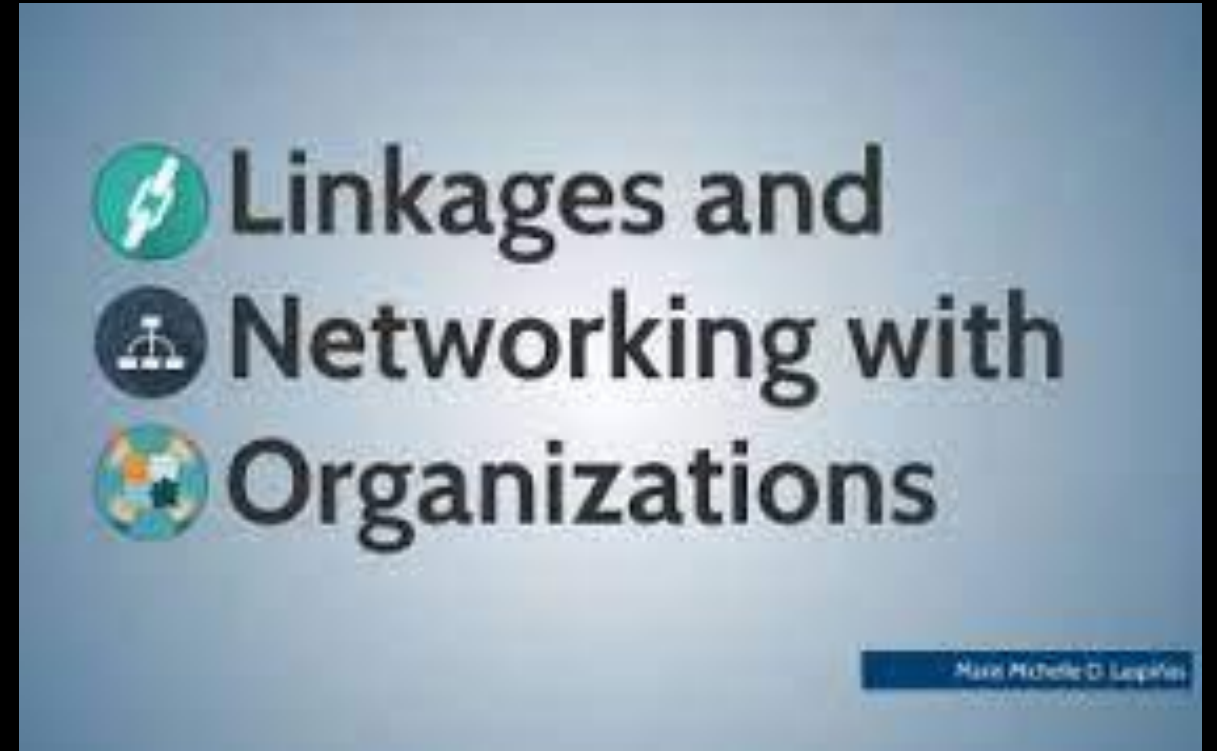
- Agreed and approved by government.
- Endorsed by the governing body and published widely.
- Reviewed regularly.
- Set out clearly the role of the Archives and records creator
- Clear archival functions of preserving records of values passed by appraisal tests.
- Accommodate the nation's overall archival goals.



LINKS WITH OTHER INSTITUTIONS

Other institution that collaborate with archival institution:

- National Library
- National Museum
- Universities
- Records Management Consultants
- Local Records management Professional Organizations
- International Records Management Professional bodies



THANK YOU

