

Types of Archive

- A record made or received by a private person or organization other than a government institution is referred to as a private archive. Sample 1 based on one document
- *Private/Individual archive*
- Records produced by a business's operations that are valuable to the company, its stakeholders, and future generations are known as business archives.
- *Business Archive*
- A group of documents that a government maintains and oversees in order to record and illustrate its operations
- *Government Archive*



ARCHIVE

what is an Archives ?

A collection of data that has been transferred to a repository for long-term preservation, maintained apart for legal purposes, or removed from primary storage media is called an archive. Depending on how a specific program handles archiving, it may consist of a straightforward list of files or files arranged in a directory or catalog structure.



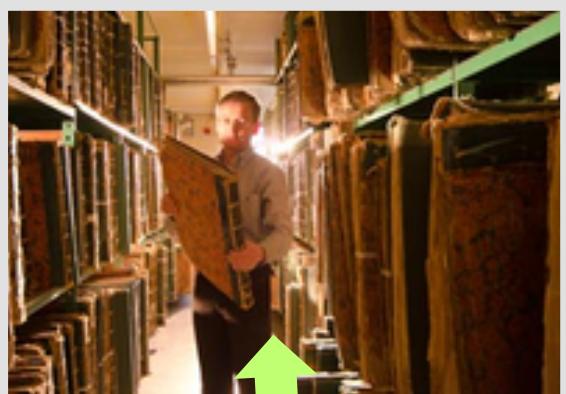
Target User

GOVERNMENT ARCHIVE

mainly for scholars, researchers, historians, policymakers, lawyers, and members of the public who want to access and examine official documents and records.

BUSINESS ARCHIVE

the particular consumer demographic that is most likely to desire your goods or services



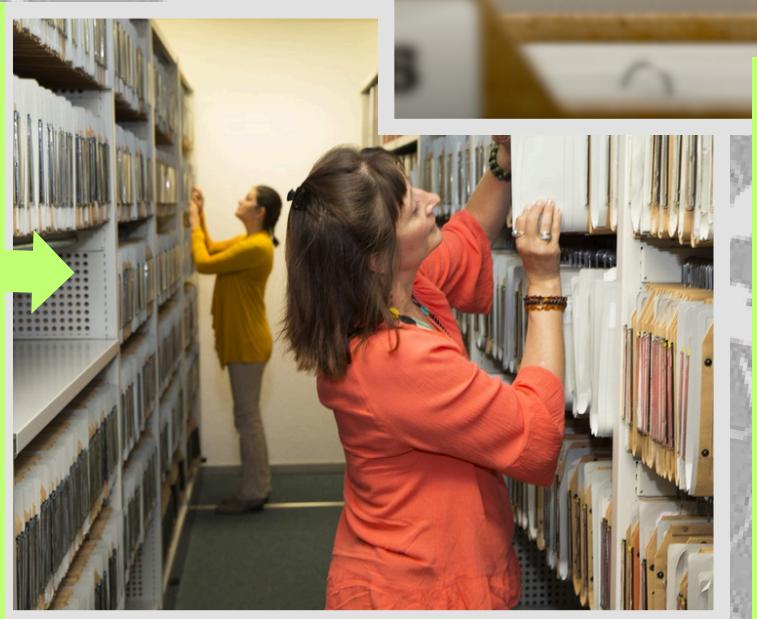
PERSONAL ARCHIVE

Depending on the type of data, private archives may have different target users. Researchers, historians, genealogists, academics, students, and those who want to learn more about certain subjects or personal histories may be among them.

Importance of Archive

1. Private/Individual archive

- The addition of private archives to public archives is essential. They serve as a vital source of information, symbolize the nation's memory, and provide specific facts and information more significance, validity, and integrity through the records they keep, safeguard, and maintain.



Example

GOVERNMENT ARCHIVE

- National Archive of India
- National Archive of Indonesia

BUSINESS ARCHIVE

- Financial Record
- Business letters

PERSONAL ARCHIVE

- Archive of Art and Culture
- Personal Archives

Source of Collection

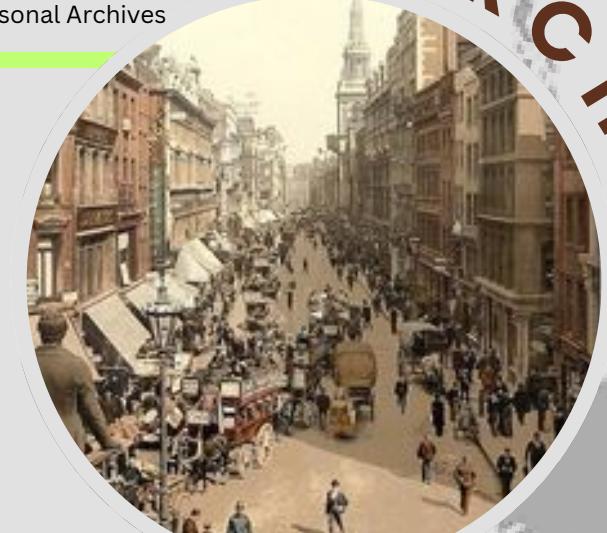


2. Business archive

- include data essential to business continuity and are required to fulfill immediate and long-term legal requirements.

3. Government archive

- Because they offer proof of actions and provide more information on people and organizations, archives are crucial. They narrate tales. They also improve our comprehension of other cultures and our feeling of ourselves. They can even guarantee justice.



ARCHIVE