

# **CHAPTER 3 MANAGEMENT OF ARCHIVES ADMINISTRATION**

## **3.2 ACQUISITION OF ARCHIVAL MATERIALS**

## 3.2 ACQUISITION

- The act of **contracting** or **assuming** or **acquiring** possession of something.
- The act of **acquiring**.
- Something **acquired** or **gained**.



## 3.2.1 RECEIVING ARCHIVAL MATERIALS

- Materials **arriving** from sources within the public sector should be **prepared by the records center** or transferring agency in accordance with current **standards**.
- The records center supervisor should send the following documents:
  - i. **the summary list,**
  - ii. **transfer list, and**
  - iii. **accessions form**to the repository ahead of the records and arrange a convenient date for delivery.
- If the materials are coming directly from a creating agency, rather than the records center, the same preparatory work should be **done by records management staff**.
- The **officer** organizing the transfer should **liaise with the repository** about the date and time of delivery.

### 3.2.1 Receiving Archival Materials

As soon as any archives **arrive at the archival institution**, repository staff should **take the following action**:

- i. Check the archives for **signs of insect infestation or mould**, and notify preservation department if they need treatment before coming into contact with other unaffected accessions
- ii. Check that the archives are properly **labelled**
- iii. Place the records in a **secure temporary storage** area set aside for **new accessions**
- iv. Check the records **against the accessions form, transfer list or summary list** to make sure that the paperwork does refer to these materials and that **all items have been included**

## 3.2.1 RECEIVING ARCHIVAL MATERIALS

- v. **Open an accessions form**, if one has not already been opened, and **obtain a signature from a representative** of the agency sending the archives
- vi. Make an entry in the **accessions register** identifying the new accession
- vii. **Acknowledge receipt of the accession** so that the transferring agency has a record of the transfer.

Archives Accession Form	
Accession Number:	Depositor:
<b>Transferring Agency:</b>	
Is this a transfer from the records centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Covering Dates:</b>	
Will more items be added to this series?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Quantity</b> (number of items or boxes):	
<b>Physical Type</b> (files, volumes etc.):	
<b>Physical Condition</b> (note any problems):	
<b>Can Records be Opened After [statutory closed period]?</b> (Specify any items to be opened earlier or later)	
<b>Further Information</b> (note any items missing or retained, or containing special materials such as photographs, maps, coins and so on. Note here any special conditions of transfer applying to records from external sources):	
<b>Proposed for transfer to Archival Institution by</b>	
Name:	
Position (of representative of agency/depositor/records centre):	
Date:	
<b>Accepted for transfer to Archival Institution by</b>	
Name:	Position:
Signature:	Date:

## 3.2.2 METHODS OF ACQUISITION

- Archival materials are acquired by the Archives in the following ways:

### 1. Donation

- From individual (eg: Tun Mahathir Mohamad)
- From institution /organization (eg: Jabatan Kerja Raya)

### 2. Transfer

- With specific purpose
- For example: Exhibition - PDRM

### 3. Loan

- From creating agency – archival institution
- For example: From Ministry of Education to ANM

### 4. Purchase

- From individual or organization
- For example: Buy from Shaw Brothers for P. Ramlee collection

- Each **method** is more or less appropriate, depending on the nature of **your particular institution**.
- Regardless of where material comes from, always **document each new acquisition**.
- **Complete all forms and accession** records **accurately**. These records safeguard the archives' legal right to the records.

# 1. Donation

- Most **small archives** receive many acquisitions through donations, perhaps from **local citizens**, **private institutions**, or **other groups and associations**.
- Adopt an active approach: **seek out material** rather than just wait for it:
  - i. read the local **newspapers**,
  - ii. attend **meetings** and social **functions**,
  - iii. contact government officials, politicians, or businessmen (important people)
  - iv. Find out about **special events**: **anniversaries** or **celebrations**, **retirements**, or even **deaths**.





- An **active acquisitions program** and a high-profile archives will **generate interest** and **involvement from the community**, **encouraging donations** and other assistance
- Avoid accepting items **inappropriate** to your **archives policy**
- **Inform the community** about the archives' **existence** and its **interests**.

Creating  
Agency

ARKIB NEGARA MALAYSIA  
CAW. PERKHIDMATAN NEGARA

No. Kiri: 19  
Jumlah Fail: 7

Keterangan: *Yuan*

No. Pendaftaran: *635000* *Yuan* *Yuan*

Tahun: *1981*

Si. Fail:

- 66235
- 67331
- 67496
- 71796
- 71822
- 72261
- 72384

Disahkan oleh:  
Jabatan:  
Tarikh:  
Disahkan oleh:  
Tarikh:  
Sesuai Persekitaran:  
☐  
No. Urut:  
Disahkan oleh:

30.03.2011 11:35



Archival  
Collection



■ Donation - **Information required:**

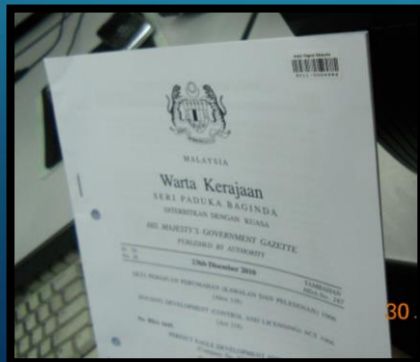
- i. Name of the donor
- ii. Name of the recipient archives
- iii. Description of the material
- iv. Conditions of deposit or access restrictions (if any)
- v. A statement indicating transfer of ownership (and copyright)
- vi. Date of the acquisition
- vii. Signatures of both the archivist and the donor



- When meeting with **potential donors**, be sure to **explain the permanent transfer of ownership**, so the donor understands the finality of the gift.
- Give **a copy of the deed of gift form** to the donor and file the original with the accession record.
- Remember to send the **donor a thank-you letter** after the transaction is complete.

# DONATION FROM SAME PERSON

- Archives sometimes receive several donations from **the same person over a long period**:
  - identify and accession each group separately** but add a note to the accession record indicating that there are other accessions from the same source.
  - consider starting a **Donor File**
  - Type or **write the name of the donor**, the **accession number** of the donation, and the **date of the accession on a filing card**.
  - Store the cards alphabetically** in a box or drawer



Accession  
number



## 2. Transfer

- Documents can be **transferred to the archives**, either regularly or periodically from the archives' parent body, such as a government or corporation.
- Ideally, transfers occur as a result of a **records management program**:
  - a control led process whereby the records of an office or organization are analysed, classified, and scheduled;
  - then unwanted records are destroyed, and valuable material is sent to the archives.

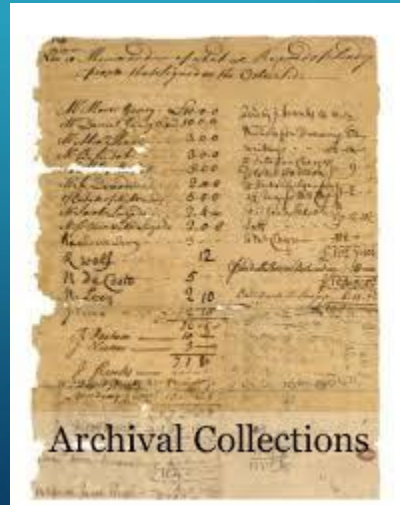
Transfer of  
Ownership

TELEKOM  
& ANM

The image shows a document titled "DAFTAR TELEKOM" (Telecom List). It contains several sections for recording information, including a date stamp "30.03.2011" and a signature line. The document is part of a records management process, likely for the transfer of ownership of telecom records.

### 3. Loan

- An archives might accept material on loan in two ways:
  - i. As a **temporary loan** for a **specific purpose**, such as to copy or to use in an exhibit.
  - ii. As an **indefinite loan**, for **research use** in the archives.





## i. temporary loan

- 1) Material loaned to the archives for a special purpose, such as for an exhibit or to be copied, remains with you for **only a short time**
- 2) When accepting this type of loan, **keep accurate records** of the receipt and return of the material.
- 3) If material is loaned for copying, **complete a loan form** and make sure the **lender signs it twice**, first when leaving the items and again indicating their return.
- 4) Copying borrowed archival material can add greatly to the **holdings** of the archives. For example, those people who refused to give their personal photographs or family correspondences, they might loan them to the archive for the **purpose of copying**. This will be another option for the archive rather than not receiving anything at all.

## ii. indefinite loan

- **Avoid accepting indefinite loans**, that is, material loaned, not given, to the archives for research use.
- When you accept material **without receiving ownership** you assume a responsibility which brings few benefits; even though you have the material, you may **not be able to arrange it, dispose of unwanted items**, or **provide access to it without permission** from the owner.



## NOTES:

- Remember, the archives **ideally retains ownership** of the copied material, to use in accordance with your archives policy.
- If someone offers to loan material rather than give it to the archives, **determine his or her reasons** for **insisting** on such an arrangement.
- Perhaps he or she is **uncertain or unaware** of the care or **treatment** the records will receive.
- An **explanation of your archives** and its purpose may lead to a donation instead of a loan.



## 4. Purchase

- Some archives **purchase historical materials** at **auctions**, through private collectors, or manuscript dealers; rare book, a collection of documents, or an original print
  - This is an **expensive** practice, and it is the exception rather than the rule
  - Most archivists **do not consider this as a practical way** to acquire new material.
  - make sure that the item relates directly to **your archives policy**, that it is a **valuable** and necessary addition to the archives, and that you can afford the purchase and still supply other **archival needs**.
  - If you are **unsure of the monetary value** of an item, have an **outside agency appraise** it before completing a purchase.
  - gain a **reputation**; making it a **respected**, **valuable**, and **well-used resource** for historical research.
  - Always **obtain a receipt** for any purchases.



# Thank You