



## CHAPTER 3

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# MANAGEMENT OF ARCHIVES ADMINISTRATION

3.1 Internal Structure And Organization

3.2 Acquisition And Appraisal Of  
Archives



Basically, the focus of **archival administration** is the **preservation and care of unique records** of action taken by a group, government agency, organization, or company.



### 3.1 Internal Structure And Organization

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Archival institution will divide its structure into four groups:

- Repository
- Search Room or Reference Area
- Finding Aids and Publications
- Preservation Services





## i. Repository

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Repository activities connected with the:

- a. reception of new archival material into custody
- b. the preservation of this material in storage
- c. provision of equipment for this purpose
- d. maintenance of the storage areas (the repository itself)
- e. administrative control of materials, especially arrangement of the materials, movement of materials into and out of the repository and from place to place within it
- f. security of the repository.



ii. Search room or reference area

## Functions:

- Provision of facilities for users.
- Maintain as a suitable environment for the consultation of archival materials;
- Control of registration and conduct of users.
- Focus on procedures for ordering, issue and return of archival materials;
- Provision and management of copying facilities.



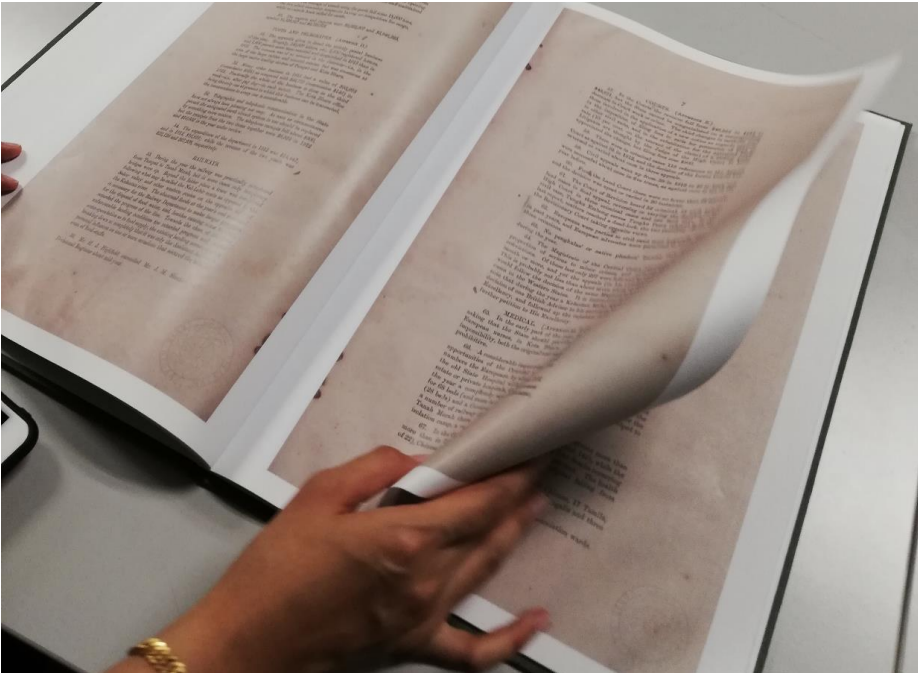
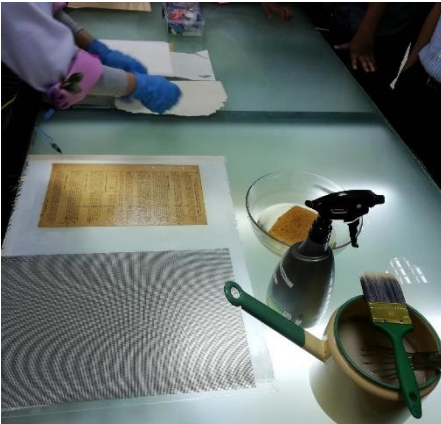
### iii. Finding aids and publications

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#### Finding Aids and Publications Activities:

- Intellectual control of the holdings
- Preparation and publication of a guide to the holdings
- Research and analysis
- Preparation of lists, indexes and other finding aids
- Other publications; exhibitions and outreach activities.



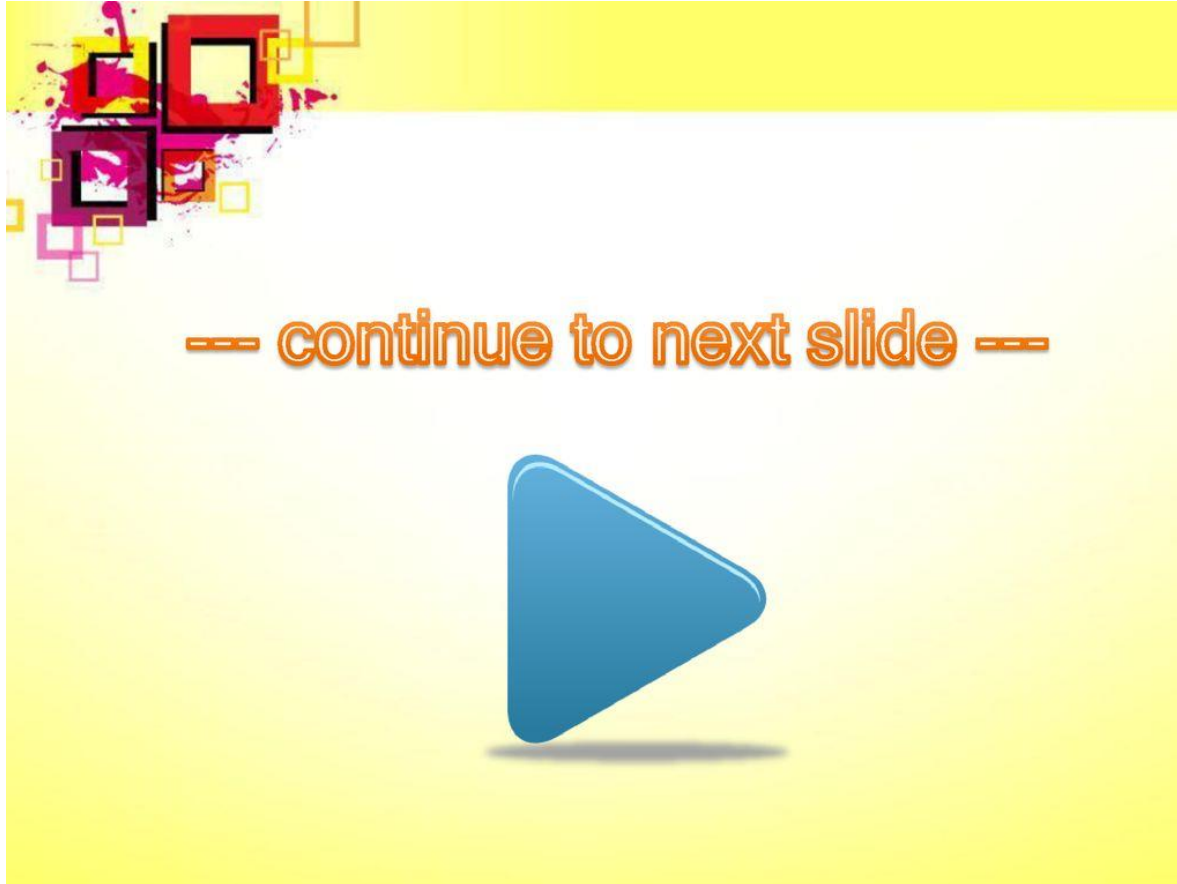


## iv. Preservation services

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Preservation activities connected with the:

- a. **Maintenance and monitoring** of the **environmental** conditions in the repository.
- b. **Conservation** and repair facilities and programs;
- c. **Copying and photographic** equipment and programmes.



## 3.2 Acquisition And Appraisal Of Archives

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### **Acquisition**

3.2.1 Receiving Archival Materials

3.2.2 Methods of Acquisition

### **Appraisal**

3.2.3 Appraisal of archival materials



