# CHAPTER 5 MANAGEMENT OF ARCHIVES REPOSITORIES



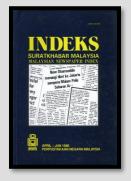
# Content

1.0: Intellectual control

2.0: Physical control

3.0: Finding aids

# 1.0: Intellectual Control



#### **Intellectual Control:**

- The creation of tools such as such as inventory, thematic guide, catalogue, and COMPASS (Computerized Archival System and Services) are designed to assist researchers to find their required materials.
- provides a means of identifying potentially relevant materials, with a pointer to where those materials are stored; identifies for users what materials are held, what subjects they deal with and where they are located
- Intellectual control done by arrangement & description.
  It is gained through:
  - Completed inventory and location guide
  - Created/recovered accession records
  - iii. Creating finding aids

# 2.0: Physical Control

## Physical Control:

- Determine the way of storing archival materials: establishing order (arrangement) within series, rehousing material, separation of special formats
- The function of tracking the storage of records to ensures that the records are pointer specifies; ensures that all series and items are accounted for in the repository and can be found and use
- For instances: pointing to a specific box on a specific shelf in a specific room.

# **5.0 Finding Aids**

- Define as a document, published or unpublished, listing or describing a body of records or archives. Guide which leads archivists and researchers to information they are seeking
- Authenticate and document collection tools for repository.
- Information discovery and retrieval tool; maybe print or electronic.
- Examples of finding aids:
  - i. Databases,
  - ii. indexes,
  - iii. calendars,
  - iv. guides,
  - v. inventories,
  - vi. shelf and container lists, and
  - vii. registers

- A purposes/tool that facilitates discovery of information within a collection of records:
  - i. provide an essential link between archives and their users.
  - ii. assist archivists and users in finding the records they need.
  - iii. assist in the retrieval of information contained in archival holdings and
  - iv. facilitate efficient management of the repository.

There are three common types of finding aids:

# Repository guide

guide to the holdings

## 2) Descriptive inventory

 gives the basic information about a collection; contain descriptions of all Record Groups and Sub-Groups as well as content descriptions of box numbers and a list of their contents.

# 3) Summary inventory

 describes the materials and all items included in holdings (a comprehensive listing of the materials that are within the collection)

# Samples Descriptive Inventory

#### Descriptive summary

The person/organization who created the materials.

American Association of Veterinary Parasitologists creator:

title: Records

1952-[ongoing] dates:

6.72 linear feet (16 document boxes) The size of the collection extent:

collection

Give this number to the archivist when asking to see the collection. number:

Special Collections Department, Iowa State University. repository:

Notes: a title, the name of the person who created the materials, the dates of the collection, the extent, the reference code, and the repository where the collection is located.

# Samples Summary Inventory

	Description of series					
	Series 2 extent:		Annual and Executive Board Meetings	1952-[ongoing]		
			9 document boxes (3.62 linear feet)		Each series description provides some of the same types of information gives earlier for the collection as a whole. The information here is specific to this series.	
The container list is a box-by-box and/or folder-by-folder listing of the collection. You'll need to provide the box number to the archivist when you request access to the collection.	description:		This series contains documents relating to annual meetings including abstracts, correspondence, minutes, photographs, proceedings, and programs. Beginning in 1998, the membership directory was included with the Annual Meeting Proceedings. The series is arranged chronologically.			
	Container list					
	Box	Folder	Title	Dates		
	1	4	Minutes and Correspondence	1952-1959		
	1	5	Meeting Materials and Correspondence	1957		
	1	6	Minutes	1960-1969		
	1	7	Meeting Materials and Correspondence	1961		

Notes: If the collection is arranged in series, the container list will indicate which boxes and folders are found in which series. Each series may also have its own content description, dates, and arrangement

## Each finding aids details should consist of:

## 1) Administrative history

Administrative histories and contextual information to help readers to understand the significance of the archives.

## 2) Series description

- Group code

- First and last date

- Series number

- Number of items

- Series title

- Physical nature

## 3) Description of documents

- Subject
- Function
- Summary
- Significant information from custodial history
- Directly related series

# The function of a finding aids:

- 1) To arrange the materials in their original structural order
- 2) By writing down the essential descriptive facts about the originals, the archivist are able to create a set of representations, which can in a way stand in for the original.
- 3) To provide access point.
- 4) To provide physical control and intellectual control of the archival materials.

# Finding aid system consist the following elements:

- A principal documentation containing descriptions in structural order
- 2) Secondary representation documentation for administrative control
- 3) Secondary representation documentation in subject order.
- 4) Retrieval aids such as user guides and indexes.



Utusan Malaysia, m/s 14, ruangan Nasional, 21 Jun 2013 (Jumaat) Arkib Negara kesan 85 peristiwa sejarah negara diragui fakta KUALA TERENGGANU 20 Jun - lama ini disar-uarkan sebagai Pe- Menurutnya, selain sejarah ber- sejarahan negara, "katanya, subjek Sejarah menyertai program Arkib Negara mengesan sebanyak ngasas Kuala Lumper adalah tidak kaitan Yap Ah Loy, fakta sejarah lain beliau berkata demikian kepada tersebut. 85 tajuk atau penstiwa besejarah tapat sebaliknya saudagar itu di- yang diragui betepatannya antara- pembenta selegas meraemikan Po- Terdahulu dalam ucapannya, Danegara yang diragui keteputan fak-sifatian secrang pendatang dari nya adalah Sejarah Awal Kesultanan semik Sejarah Malaysia Sesi ke-29 di resah berkata, tunan utama majis tanya sehingga mencetuskan pole- China yang kemudiannya bertindak Johor-Risu, Sejarah Awal Kesulta- Institut Pendidikan Guru (IPG) Pelemit Sejarah diadakan adalah mik termasuk peristiwa pembukaan sebagai pemangian kepada perkem- nan Melaka dan Sejarah Penempa- Kampus Dato' Razali Ismail di sini bagi menyedarian masyarakat ten-Kuala Lumpur yang dikatakan di-bangan industri perlombongan ne-tan Awal Kedah. asakan oleh Tayah Lov.

Berta Pengemahara, Daresah isPenemua itu terbasil daripada patan dan Kerajaan Anal Saransia. Kana oleh Setimasaha Kerajaan Netepat. mati berkata, hasi pengkajian dan program Polenik Sejarah anjuran Sebelum 1400 Masihi, Penempatan geri, Dutuk Mazika Ngah. Yang tu-Majis Polenik Sejarah Malaysia penemuan fakta sejarah Malaysia. Arlib Negara yang tunut mendapati. Awal Semenanjung Malaysia Sebe- nut hadir Pengarah IPG kampus. telah dimulakan di Pulau Pinang terbaharu oleh para ilmuwan se- 84 lagi tajuk atau peristiwa sejarah hun 1400 Masihi serta Penempatan berkecaan, Ginlam Sarber Moba- sebelum diteruskan ke Sarawak dan jarah mendapati, Kuala Lumpur se- negara ini mengandungi fakta tidak. Awal Pulau Pinang, nk Ali. benarnya mula dibuka oleh seorang tepat. "ladi menerusi majlis yang kita Lebih 1,000 orang dari kalangan Selepas Terengganu, program ditempotan iaitu. Sultan Abdul. Sa- Jelas beliau, sebanyak 29-sesi po- anjurkan mi dapat membantu men- ahli sejarah, ahli akademit, gu- jadual berkangung di Johor dan Salemik sejarah telah dianjurkan Arkib perbetulkan fakta sejarah yang ti- ru-guru sejarah serta para pelajar bah pada Oktober dan November Jelasnya, Yap Ah Loy yang se- Negara sejak 1994. dak tepat demi kepentingan pen- tingkatan enam yang mengambil ini.

# Copies of the finding aids:

- list where the collection is located and it may be accessed:
  - 1) Two copies at least in the reference area (one for research use and one for staff use).
  - 2) One in the editorial area (For future revision)
  - 3) One in the storage area.
  - 4) One in regional area.
  - 5) One with the director of the archival institution.







# Thank You

THANK YOU