Caring for Records & Archives in the Museum
Information Resources & Glossary

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(1) Professional Organisations
Archives & Records Association (ARA)
http://www.archives.org.uk/training/training.html
Lead professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland. Over 2000 members.

British Records Association (BRA)
http://www.britishrecordsassociation.org.uk/
Charity established in 1932, exists to encourage and assist the preservation, care, use and publication of historical records.

Information and Records Management Society (IRMS)
http://www.irms.org.uk/
Foremost professional association for those engaged in the management, governance or utilisation of information and records.

International Council on Archives (ICA)
http://www.ica.org/3/homepage/home.html
Dedicated to the effective management of records and the preservation, care and use of the world's archival heritage through its representation of records and archive professionals across the globe.

Institute of Conservation (ICON)
http://www.icon.org.uk/index.php?option=com_content&view=article&id=9&Itemid=10
Lead voice for the conservation of cultural heritage in the UK.

Museums, Librarians, Archivists Group (MLAG)
http://mlagblog.org/about/

Society of American Archivists (SAA)
http://www2.archivists.org/

(2) Conduct and Ethics
ARA Code of Conduct

http://www.archives.org.uk/membership/code-of-conduct.html

ICA Code of Ethics
http://www.ica.org/5555/reference-documents/ica-code-of-ethics.html

A Code of Practice on Archives for Museums and Galleries in the United Kingdom
(Third Edition, 2002)
http://www.concernedhistorians.org/content_files/file/et/72.pdf

(3) Archive and Record Principles

Archives and the Public Good. Accountability and records on Modern Society
Cox, RJ and Wallace, DA (2002) Quorum.

Keeping Archives
Ellis, J (ed) (1993) DW Thorpe.

A Manual of Archive Administration
Jenkinson, Sir Hilary (1937) Lund Humphries, reprinted 1965.

Managing Records: A Handbook of Principles and Practice
Shepherd, E and Yeo, G, (2003)

Towards Professionalism? Archives and Archivists in England in the 20th Century
Shepherd, E (2004) University of London, PhD thesis.

Modern Archives: Principles and Techniques
Schellenberg, TR (1956) FW Cheshire.

(4) Preservation, Storage and Handling

Preservation and Conservation for Libraries and Archives
Balloffet and Hille, Chicago, American Library Press, 2005

Preserving Archives (Principles and Practice in Records Management and Archives)
Forde, Helen (2013) London.

Archive Buildings in the United Kingdom, 1977-1992
C.Kitching, Historical MSS Commission (HMSO, 1993)

Archives Damage Atlas: a tool for assessing damage
http://www.nationaalarchief.nl/sites/default/files/docs/nieuws/archives_damage_atlas.pdf

Integrated Pest Management for Collections (English Heritage)
Kinglsey, H et al eds., 2001

https://www.english-heritage.org.uk/content/imported-docs/fj/guideline_insect_pest_management_at_eh_historic_props.pdf

British Library & West Dean Collaboration Training Courses (replaces the British Library Preservation Centre)
http://www.westdean.org.uk/CollegeChannel/CPD/BritishLibraryCourses.aspx

The National Archives – Collections Care
http://www.nationalarchives.gov.uk/about%5Ccollection-care.htm

Standards

PD5454:2012 (previously BS5454:2002)
Recommendations for storage and exhibition of archival documents; environmental stability and protection and display of archival material.
http://shop.bsigroup.com/ProductDetail/?pid=000000000030228041

PAS 198:2012
Specification for managing environmental conditions for cultural collections.
http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030219669

The National Archives for Record Repositories
Covering constitution and finance, staff, acquisition, access, storage and preservation.
http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf

BS 4971:2002
Repair and allied processes for the conservation of documents-Recommendations.
http://shop.bsigroup.com/ProductDetail/?pid=000000000030059782
NB: Currently under review

Suppliers

Museums Association (supplier links)
http://www.museumsassociation.org/find-a-supplier

Conservation Register
http://www.conservationregister.com/

Conservation by Design
http://www.conservation-by-design.co.uk/home.aspx?pagename=home
High quality conservation storage and display products including furniture, showcases acid-free boxes, museum boards and specialist papers.

Leather Conservation
http://www.leatherconservation.org/
Conservation and restoration of objects (including books and other archival materials) of historic, cultural and artistic importance made wholly or partly of leather or its related materials.

Pelaw Packaging
http://www.pelawpack.co.uk/
Packaging including boxes and folders.

Preservation Equipment Limited (PEL)
http://www.preservationequipment.com/
Wide range of materials and equipment for conservation and preservation of archives and works of art including boxes, folders and accessories.

Ryder Boxes Ltd
http://www.ryderbox.co.uk/
Manufacturers of handmade conservation storage boxes and folders.

Secol Ltd
http://www.secol.co.uk/
Europe's leading manufacturer of polyester film based archival storage and presentation systems.

(5) Records Management
Managing Records: A Handbook of Principles and Practice
Shepherd, E and Yeo, G, (2003)

How to manage records in the e-environment
McLeod, J and Hare, C (2006) Routledge

London Museums Hub Records Management Toolkit (2010)
http://www.museuminfo-records.org.uk/toolkits/RecordsManagement.pdf

Archives & Records Management (ARA) 'Know your Records' Campaign
http://www.archives.org.uk/images/documents/RMG/FINAL_Dont_Risk_It_Toolkit_July14.pdf

Standards
BS/ISO Records Management ISO 15489-1-2: 2001
Information & documentation-records management:
http://shop.bsigroup.com/ProductDetail/?pid=000000000030055690

BS 4783 Storage, transportation and maintenance of magnetic media in data processing and information storage Parts 1-8, 1988-94.
http://shop.bsigroup.com/ProductDetail/?pid=000000000000181502
Under Review

Electronic Records
Managing digital records without an Electronic Records Management System (ERMS)
The National Archives, 2012.
http://www.nationalarchives.gov.uk/documents/information-management/managing-electronic-records-without-an-erms-publication-edition.pdf

(6) Archival Description
The Management of information from Archives
Cook, M (1999) Gower, Aldershot.

The Archival Fonds: from theory to practice
Eastwood, T (1992) Bureau of Canadian Archivists.

A manual of Archive Administration
Jenkinson, Sir Hilary (1937) Lund Humphries, (reprinted 1965)

A Manual of Archival Description
Proctor, M and Cook, M (2000) Gower, Aldershot

Standards
EAD (Encoded Archival Description)
http://www.loc.gov/ead/

ISAD(G) General International Standards Archival Description, 1999
http://www.icacds.org.uk/eng/ISAD%28G%29.pdf

ISAAR(CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families
http://www.ica.org/10203/standards/isaar-cpf-international-standard-archival-authority-record-for-corporate-bodies-persons-and-families-2nd-edition.html

**Rules for the Construction of Personal, Place and Corporate Names
National Council of Archives (NCA) 1997**
https://www.nationalarchives.gov.uk/documents/information-management/naming-rules.pdf

Archive Collection Management Systems

Adlib
http://www.adlibsoft.com/products/archive-software
Archives Hub [EAD editor]
http://www.archiveshub.ac.uk/eadeditor/
Calm
http://www.axiell.co.uk/calm-for-archives
Modes for Windows
http://www.modes.org.uk/

(7) Access to Archives and Outreach
Copyright for Archivists and Users of Archives
Padfield, Tim, London, Facet, 2004 **NB: 5th Edition due out in April 2015**

Intellectual Property Office
http://www.ipo.gov.uk/
NB: Changes to UK copyright law took place in June and October 2014. See the Intellectual Property Office (IPO) guidelines about how these affect your museum.
https://www.gov.uk/government/publications/changes-to-copyright-law

Managing Archives: Foundations, principles and practice
Williams, C Oxford, Chadox, (2006) https://books.google

National Archives Document Handling guidelines
http://www.nationalarchives.gov.uk/visit/document-handling.htm

National Archives Discovery
http://discovery.nationalarchives.gov.uk/
Includes 'record creators', (formerly National Register of Archives NRA) and 'Find an Archive' (formerly ARCHON).

Public Services Quality Group (PSQG), a Standard for Access to Archives (2003)
http://www.archives.org.uk/images/documents/access_standard_2008.pdf
Intended to guide archive services in the management of access and may also be used by archive services, users and third parties as a means of assessing the quality of a service.

(8) Journals
- ! **Archivaria (Association of Canadian Archivists** (ACA)
- ! **Archival Science**
- ! **Archives and Museums Informatics** (USA)
- ! **Archives and Manuscripts (Society of Australian Archivists** (SAA)
- ! **Business Archives, Principles and Practice** (Business Archives Council, BAC, UK)
- ! **Records Management Journal** (UK)
- ! **The Journal of the Archives and Records Management Association** (Archives and Records Association, ARA)

(9) Other Resources
Listserves
Professionals, students and others add queries, questions, thoughts & job advertisements.
UK Archives: Listerve name: archive-nra
jiscmail@jiscmail.ac.uk
UK Records Management: Listserve name: RECORDS-MANAGEMENT-UK
jiscmail@jiscmail.ac.uk

(10) Funding/Grant Bodies
Arts Council England: PRISM (Preservation of Industrial and Scientific Material)
http://www.artscouncil.org.uk/funding/apply-funding/apply-for-funding/prism/

EERAC (East of England Regional Archive Council
http://www.hertsmemories.org.uk/page.aspx?id=891
NB: Next deadline probably March 2015.

Esmee Fairbain Foundation
http://esmeefairbairn.org.uk/

Heritage Lottery Grants
http://www.hlf.org.uk/Pages/Home.aspx

National Manuscripts Conservation Trust (NMCT)
http://www.nmct.co.uk/
NB: Next deadline 1st April 2015.

Pilgrim Trust
http://www.thepilgrimtrust.org.uk/

The National Archives Cataloguing Grants Programme
http://www.nationalarchives.gov.uk/archives-sector/cataloguing-grants-programme.htm

(11) Training
Professional Courses
- ! Aberystwyth University http://www.aber.ac.uk/en/dis/courses/
- ! Northumbria University https://www.northumbria.ac.uk/study-at-northumbria/courses/information-and-records-management-dl-dtpifr6/
- ! University College Dublin http://www.ucd.ie/historyarchives/graduateprogrammes/maprogrammes/schofha_ma_archives/
- ! University of Dundee http://www.dundee.ac.uk/cais/
- ! University of Glasgow http://www.gla.ac.uk/postgraduate/taught/informationmanagementpreservationdigitalarchivesrecordsmanagement/
- ! University of Liverpool http://www.liv.ac.uk/archive-and-records-management/
- ! University College London http://www.ucl.ac.uk/dis/taught/pg

Archives and Records Association (ARA) Core Training Coures
http://www.archives.org.uk/training/core-training.html
Copyright, Audience engagement, Freedom of Information, Archives & Volunteers, Digital preservation, E-records management, New and refurbished archive buildings.

British Library & West Dean College Collaboration
http://www.westdean.org.uk/CollegeChannel/CPD/BritishLibraryCourses.aspx
Programme of courses in preservation and collection care for libraries.

The Archive-Skills Consultancy Ltd
http://www.archive-skills.com/index.php
Archives and records management training and consultancy.

Creating Capacity, Hopkins Van Mill
http://www.creatingcapacity.org/index.aspx
Training to the Heritage sector.

(12) Glossary

Definitions taken from a number of national and international standards and organisations [in brackets] including:

- ! **A Glossary of Archival and Records Terminology**
  Richard Pearce-Moses
  http://files.archivists.org/pubs/free/SAA-Glossary-2005.pdf

- ! **Dictionary of Archival Terminology**
  International Council of Archives, ICA. 1999.
  http://www.ciscra.org/mat/

- ! **International Standard for Archival Description (ISAD(G))**
  http://www.icacds.org.uk/eng/ISAD%28G%29.pdf

Access
Terms and conditions of granting permission to use archives and collections in a repository; access may be restricted in some instances because of confidentiality, the fragile state of the documents or statutory requirements eg. Data Protection Act.
[British Records Association BRA, Glossary]

Accession
...group of records or other materials....may be acquired by gift, bequest, purchase, transfer, retention schedule, or statute. An accession may be part of a larger, existing collection. An accession added to existing collections is sometimes called an accretion or an accrual.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Accountability
The principle that individuals, organizations and the community are responsible for their actions and may be required to explain them to others.
[International Standard ISO/TR15489-1]

Acquisition
Materials physically and legally transferred to a repository as a unit at a single time.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Appraisal- archives
The selection of records for permanent preservation as archives by analysing their value or potential value as archival material.
[British Records Association, BRA, Glossary]

Appraisal – records management
Assigning a value to records which helps to decide how long they should be retained.
[British Records Association, BRA, Glossary]

Archives
Records which are recognised as having long term significance
[Shepherd and Yeo 'Managing Records: A Handbook of Principles and Practice' 2003]

Archivist

An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Arrangement
The organisation of archival material according to archival principles of *Provenance* and *Original Order*; where the latter does not exist the archivist will devise an arrangement based on the perceived inter-relationship of the *documents*.
[British Records Association, BRA, Glossary]

Cataloguing
The process of providing access to materials by creating formal descriptions to represent the materials and then organizing those descriptions through headings that will connect user queries with relevant materials.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Collection
Whole of the records regardless of form of medium, organically created and/or accumulated by a person, persons, or corporate body in the course of that creators activities and functions'
[International Council of Archives, ICA, Dictionary of Archival Terminology, 1999]

Copyright
A form of protection provided by law to the creators of original intellectual works, securing their exclusive right to reproduce or publish the works.
[ARMA International, 2007, Glossary of Records and Information Management Terms]

NB: Changes to UK law took place in June and October 2014. See the Intellectual Property Office (IPO) guidelines about how these affect your museum.
https://www.gov.uk/government/publications/changes-to-copyright-law

Description
The process of capturing, analyzing, organizing and recording information that serves to identify, manage, locate and explain archival materials and the context of records.
[General International Standard Archival Description ISAD(G)]

Disposal
The transfer of records, especially noncurrent records, to their final state, either destruction or transfer to an archives.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Document
1. Similar to record and often used interchangeably. Tends to be evidence of a single transcation, often with strong legal connotations. 2. A single item in a record group.
[British Records Association, BRA, Glossary]

EAD (Encoded Archival Description)
A standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

File
Organised unit of documents grouped together either for current use by the creator or in the process of archival management because they relate to the same subject, activity or transaction.

Finding Aid
Reference material such as catalogues, lists, and indexes providing information on the records and made available in the repository.
[British Records Association, BRA, Glossary]

Fonds
The whole of the records, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions.
[General International Standard Archival Description ISAD(G)]

ISAD(G) International Standard for Archival Description (General)
An International Standards Organisation for information documentation and records management. An international standard that establishes principles for creation, capture, maintenance and management over time in appropriate systems of records, irrespective of their format.
[International Council of Archives, ICA, Dictionary of Archival Terminology, 1999]

Item
The smallest intellectually indivisible archival unit, e.g., a letter, memorandum, report,
photograph, sound recording.
[General International Standard Archival Description ISAD(G)]

Manuscript
A handwritten or typed document. A typed document is more precisely called a typescript; - manuscripts - documents of manuscript character usually having historical or literary value or significance. The term is variously used to refer to archives, to artificial collections of documents acquired from various sources usually according to a plan but without regard to provenance, and to individual documents acquired by an archives because of their significance.
[International Council of Archives, ICA, Dictionary of Archival Terminology, 1999]

Original Order
The organization and sequence of records established by the creator of the records.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Personal Papers

The private documents accumulated by or belonging to an individual and subject to his/her disposition.
[International Council of Archives, ICA, Dictionary of Archival Terminology, 1999]

Preservation
Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.
International Standard ISO/TR15489-1

Provenance
The relationship between records and the organizations or individuals that created, Accumulated and/or maintained and used them in the conduct of personal or corporate
Activity.
[General International Standard Archival Description ISAD(G)]

Record
Recorded information in any form or medium, created or received and maintained, by
an organization or person in the transaction of business or the conduct of affairs.
[General International Standard Archival Description ISAD(G)]

Records Management
The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
[International Standard ISO/TR15489-1]

Repository
A place where things can be stored and maintained; a storehouse.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

Respect des fonds
Respect for the principle of provenance that the archives of an agency or person are not mixed or combined with those of other agencies or people.
[Ellis, Judith, ed. Keeping Archives. 2nd edition.]

Series
Documents arranged in accordance with a filing system or maintained as a unit because
they result from the same accumulation or filing process, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt,
or use. A series is also known as a records series.
[General International Standard Archival Description ISAD(G)]

Subfonds
A subdivision of a fonds containing a body of related records corresponding to Administrative subdivisions in the originating agency or organization or, when that is not

possible, to geographical, chronological, functional, or similar groupings of the material
itself. When the creating body has a complex hierarchical structure, each sub-fonds has as
many subordinate sub-fonds as are necessary to reflect the levels of the hierarchical structure of the primary subordinate administrative unit.
[General International Standard Archival Description ISAD(G)]

Vital Record
Records vital to the continuity of business in cases of emergency or after a disaster.
[International Council of Archives, ICA, Dictionary of Archival Terminology, 1999]

XML (Extensible Markup Language)
A standard to promote sharing information over the Internet by specifying ways to describe the information's semantic structure and to validate that the structure is well formed.
[Society of American Archivists SAA, Glossary of Archival and Records Terminology]

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