



Preserving archives

SECOND EDITION

HELEN FORDE and JONATHAN RHYS-LEWIS

Preserving Archives Second Edition Principles And Practice In Records Management And Archives

Laura Millar



Preserving Archives Second Edition Principles And Practice In Records Management And Archives:

Archives Laura Millar, 2010 Whether an institution has a collections orientation or whether it is primarily responsible for managing institutional archives in conjunction with an organizational records management programme those responsible for its archives and records management need specialist advice and practical guidance in the successful establishment and operation of an archival facility built on sound principles This authoritative handbook written by an archival professional with over 25 years experience offers just that Addressing the contextual strategic and operational issues associated with archives the text covers everything the archivist needs to know establishing principles policies and procedures managing day to day operations caring for different types of archival materials enhancing outreach and public access and ensuring the growth and sustainability of the institution and its services The key chapters are What are archives Archival institutions creatures of history and culture Archival service a matter of trust Protecting archives Provenance original order and respect des fonds Appraising and acquiring archives Arranging and describing archives Making archives available The challenge of digital archives The final section of the book offers a glossary of terms and a wide range of specialist information including comprehensive lists of recommended further reading national institutions professional bodies and other sources of advice Readership This book is essential reading for anyone involved in managing archives Its straightforward and approachable language ensures that fundamental principles and practices are outlined clearly for novice archivists and non specialists experienced professionals will also find the work of immense value in validating or updating their understanding of archival operations The issues addressed are relevant to archival practice internationally particularly in English speaking countries and concepts in place in different parts of the world are examined in order to provide a global context

The Silence of the Archive David Thomas, Simon Fowler, Valerie Johnson, 2017-05-11 Foreword by Anne J Gilliland University of California Evaluating archives in a post truth society In recent years big data initiatives not to mention Hollywood the video game industry and countless other popular media have reinforced and even glamorized the public image of the archive as the ultimate repository of facts and the hope of future generations for uncovering what actually happened The reality is however that for all sorts of reasons the record may not have been preserved or survived in the archive In fact the record may never have even existed its creation being as imagined as is its contents And even if it does exist it may be silent on the salient facts or it may obfuscate mislead or flat out lie The Silence of the Archive is written by three expert and knowledgeable archivists and draws attention to the many limitations of archives and the inevitability of their having parameters Silences or gaps in archives range from details of individuals lives to records of state oppression or of intelligence operations The book brings together ideas from a wide range of fields including contemporary history family history research and Shakespearian studies It describes why these silences exist what the impact of them is how researchers have responded to them and what the silence of the archive means for researchers in the digital age It will help provide a framework and context to their activities

and enable them to better evaluate archives in a post truth society This book includes discussion of enforced silences expectations and when silence means silenced digital preservation authenticity and the future dealing with the silence possible solutions challenging silence and acceptance the meaning of the silences are things getting better or worse user satisfaction and audience development This book will make compelling reading for professional archivists records managers and records creators postgraduate and undergraduate students of history archives librarianship and information studies as well as academics and other users of archives Records and Information Management, Second Edition Patricia C. Franks, 2018-10-10 As Information Management put it On the strength of its currency and coverage alone Franks book is poised to take over as the recommended go to reference for both students and RIM professionals for many years to come The new second edition cements this work's status as an up to date classic its content updated and expanded to address emerging technologies most notably blockchain and evolving standards and practices Inside Franks presents complete coverage of the records and information lifecycle model encompassing paper electronic databases office suites email and new media records blogs chat messages and software as a service Informed by an advisory board of experts in the field and with contributions by noted authorities the text addresses such key topics as the origins and development of records and information the discipline of information governance and developing a strategic records management plan creation capture and classification retention strategies inactive records management archives and long term preservation access storage and retrieval electronic records and electronic records management systems the latest on rapidly evolving technologies such as web records social media and mobile devices vital records disaster preparedness and recovery and business continuity monitoring auditing and risk management and education and training This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field Instructor trainer extras include a set of ready to go customizable PowerPoint slides to accompany the text Examination copies are available for instructors who are interested in adopting this title for course use **Archives** Laura A. Millar, 2017-05-11 This new and extensively revised second edition offers an international perspective on archives management providing authoritative guidance relevant to collections based repositories and to organizations responsible for managing their own institutional archives Written in clear language with lively examples Archives Principles and practices introduces core archival concepts explains best practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible Topics addressed include core archival principles and concepts archival history and the evolution of archival theories the nature and diversity of archival materials and institutions the responsibilities and duties of the archivist issues in the management of archival institutions the challenges of balancing access and privacy in archival service best practice principles and strategic approaches to central archival tasks such as acquisition preservation reference and access detailed comparison of custodial fonds oriented approaches and post custodial functional approaches to

arrangement and description Discussion of digital archives is woven throughout the book including consideration of the changing role of the archivist in the digital age In recasting her book to address the impact of digital technologies on records and archives Millar offers us an archival manual for the twenty first century This book will be essential reading for archival practitioners archival studies students and professors librarians museum curators local authorities small governments public libraries community museums corporations associations and other agencies with archival responsibility *Handbook of Research on Heritage Management and Preservation* Ngulube, Patrick, 2018-02-02 Archives museums and libraries are pivotal to the management and preservation of any society s heritage Heritage assets should be systematically managed by putting in place proper policies maintenance procedures security and risks measures and retrieval and preservation plans The Handbook of Research on Heritage Management and Preservation is a critical scholarly resource that examines different aspects of heritage management and preservation ranging from theories that underline the field areas of convergence and divergence in the field infrastructure and the policy framework that governs the field and the influence of the changing landscape on practice Featuring coverage on a broad range of topics such as community involvement records legislation and collection development this book is geared towards academicians researchers and students seeking current research on heritage management and preservation *Encyclopedia of Library and Information Science, Second Edition* - Miriam Drake, 2003-05-20 A revitalized version of the popular classic the Encyclopedia of Library and Information Science Second Edition targets new and dynamic movements in the distribution acquisition and development of print and online media compiling articles from more than 450 information specialists on topics including program planning in the digital era recruitment information management advances in digital technology and encoding intellectual property and hardware software database selection and design competitive intelligence electronic records preservation decision support systems ethical issues in information online library instruction telecommuting and digital library projects Managing Knowledge Resources and Records in Modern Organizations Jain, Priti, Mnjama, Nathan, 2016-12-21 Modern organizations and businesses are growing rapidly every day With these advances comes the need for more progressive forms of knowledge management and record keeping techniques Managing Knowledge Resources and Records in Modern Organizations is a pivotal reference source that discusses the current trends technologies and ethics associated with knowledge management Featuring comprehensive coverage on a spectrum of topics such as leadership roles in knowledge sharing knowledge governance electronic resources for public sector reform and record keeping for information in public and private sector organizations this publication is a comprehensive resource for educators professionals practitioners academics and researchers interested in the latest information on knowledge management for business and organizations **The American Archivist**, 2008 Includes sections Reviews of books and Abstracts of archive publications Digital Curation: Breakthroughs in Research and Practice Management Association, Information Resources, 2018-08-03 The effective use of

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