

Archives 101:

A CHRAB Workshop



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Image: The Papers of Charles F. Lummis, Colorado State University, Archives and Special Collections,

<http://lib.colostate.edu/archives/findingaids/manuscripts/cflm.html>

Our Schedule for Today

I. Introduction and General Overview of Our Profession

Break

II. Selection and Appraisal of Materials

III. Accessioning of Materials

IV. Arrangement and Description of Materials

Lunch

V. Preservation

VI. Research and Access

Break

VII. Outreach and Publicity

VIII. Continuing Education

Q&A

I. Introduction and Overview

The Activities of an Archivist

Archives vs. Libraries

Records vs. Manuscripts

Some Archival Definitions

The Activities of an Archivist

- **IDENTIFY** and **ACQUIRE** materials of institutional, cultural, topical or social importance and enduring value
- **ARRANGE, DESCRIBE** and **PRESERVE** collected materials
- Make collections **AVAILABLE** and **ACCESSIBLE**
- Provide **REFERENCE** service
- Conduct **OUTREACH** and **EDUCATION** about holdings
- Sustain collections through **BUDGETING, FUNDRAISING** and **GRANTS**
- **COLLABORATE** with other institutions on special projects

Archivists often have a working knowledge of basic copyright guidelines, digitization standards, preservation standards and facilities maintenance. Donor outreach and cultivation is also a part of the archival enterprise.

Libraries

- **Secondary Source Material**
- **Items are classified and collected at an individual level**
- **Weeding decisions, typically, can be reversed (new copy, Amazon, e-book)**
- **Items are described and classified according to pre-existing national/international classification schemes and the judgment of catalogers and metadata specialists**
- **Description standards are well-established**
- **Libraries are often dependent on acquisitions budgets and approval plans to build print collections.**

Archives

- **Primary Source Material**
- **Items are classified and collected in aggregate**
- **Weeding decisions are, typically, irreversible**
- **Items are arranged and described according to the rules of provenance, hierarchy, material type, original order, and the judgment of processing archivists and archival metadata specialists**
- **Description standards for Finding Aids only recently established**
- **Archives are often dependent on parent institution transfer or donor base to build collections**

Records*

- **Materials created by an institution, corporation, organization or government agency (e.g., University of Northern Colorado, Boeing, USDA, Rocky Mountain Farmers Union)**
- **Traditional title of oversight position: “Archivist”**
- **Traditionally housed in Archives**
- **Kept to meet the needs and operations of the creating organization. Part of preserving the “Institutional Memory” of the organization**

Manuscripts*

- **The papers and collateral materials of an individual or family (e.g., James Joyce, James Madison)**
- **Traditional title of oversight position: “Manuscript Curator”**
- **Traditionally housed in Repositories**
- **Collections reflect the topical area interests or research interests of the repository. Also: To document the activities of socially, politically or historically significant individuals and groups**

***The lines of these traditional distinctions are now often blurred. For example University archival departments often contain University records, records of other organizations and manuscript collections/papers of individuals.**

What we learned from the French and Prussians...



Provenance

The materials generated by one individual, organization or department should not be mixed or combined with the materials of another.

Original order*

Materials should be kept and arranged in the order in which they were originally created, maintained or used.

***Not so sacrosanct with modern collections**

Introduction and Overview

Bibliography

- Hunter, Gregory S. 2003. *Developing and Maintaining Practical Archives, Second Edition*, New York: Neal-Schuman



II. Selection and Appraisal

Value

“The Records Lifecycle”

Retention

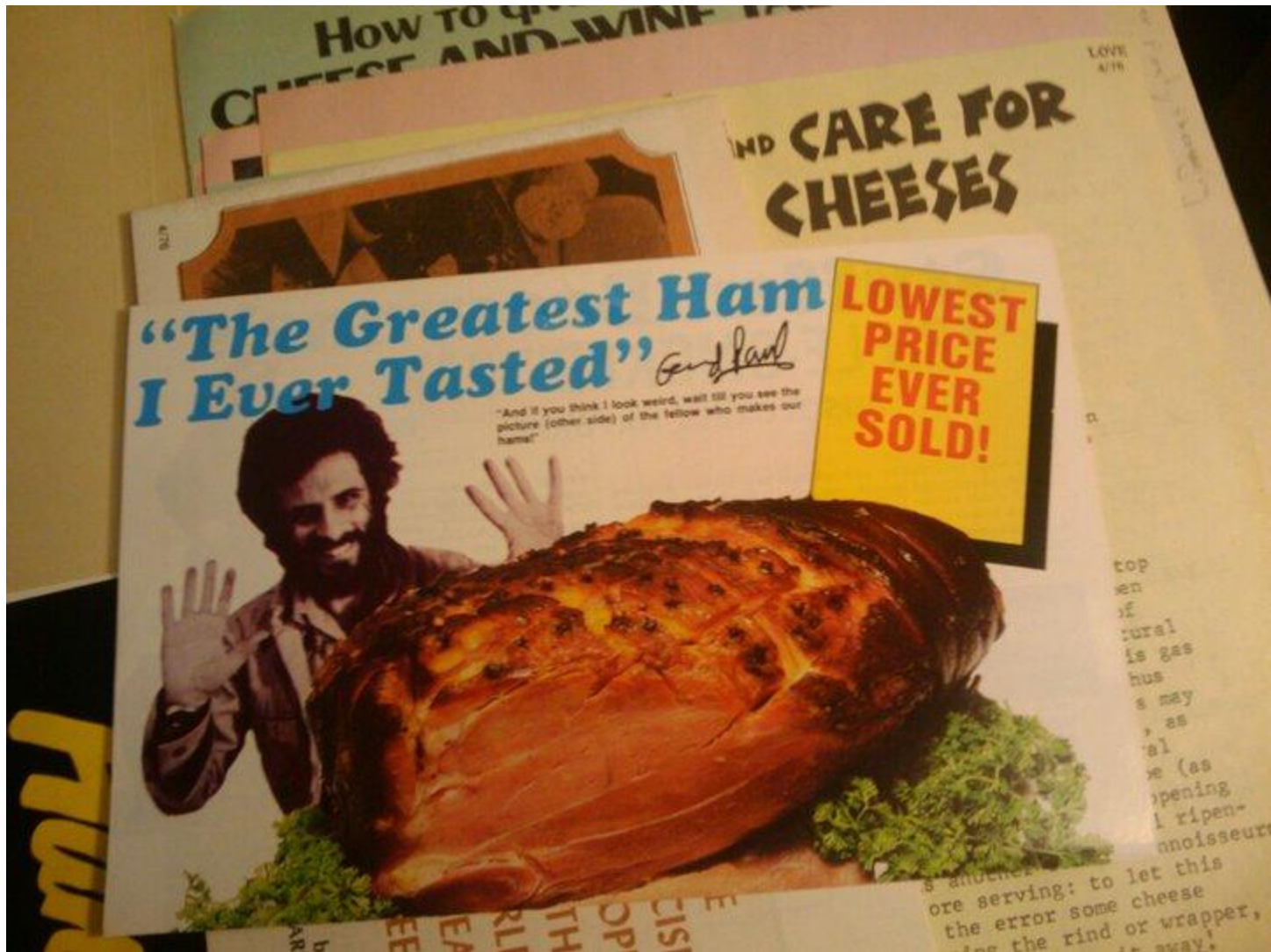
Institutional Surveys

Value

- **Evidential Value:** Materials that document organization, function, policies, actions, decisions (i.e., presidential diaries, organizational charts, minutes). Best evidence? Highest level? Most complete? (final draft, main committee report rather than sub-committee)
- **Informational Value:** Materials that document people, places, things, events. Importance? Researcher value? Uniqueness? (e.g., student newspapers, Sanborn maps)
- **Intrinsic Value:** Materials linked with fame, important event, artistic merit, uniqueness of format, high monetary value (e.g., Declaration of Independence, glass plate negatives)

For more information see: Gregory S. Hunter, "Developing and Maintaining Practical Archives" (2003)





*Ham Order Form, circa 1970-1981, Ruth Underhill Collection.
Denver Museum of Nature and Science.*

Permanent Retention

- **Subject Correspondence**
- **Minutes, Proceedings, Reports (Administrative, Committee and Departmental)**
- **Material generated by and unique to your institution: Awards, Brochures, Certificates, Course Listings, Newsletters, Newspapers, Pamphlets, Press Releases, Syllabi**
- **Literary productions of individuals connected with your institution: Manuscripts, Memoirs, Research Notes, Reminiscences, Speeches and Lectures**
- **Legal and administrative documents: Deeds, Mortgages, Titles, Policies and Charters**
- **Photographs, Slides, DVDs, and other audio/visual materials produced by your organization**
- **Scrapbooks and ephemera that document your activities**
- **Maps, charts, diagrams and blueprints**

Important tip to remember: Take into account your “born digital materials” and where they reside

Temporary Retention

- **Bank statements, voided checks, check stubs and check register tapes**
- **Purchase records: orders, payment vouchers authorizing payment to vendors and vendor invoices.**
- **Sales records: invoices, monthly statements, remittance advisories, shipping and mailing papers.**
- **Travel and entertainment records: account books, expense statements.**
- **Monthly financial statistics and statements used for internal purposes.**
- **Routine form letters and correspondence**
- **Statistics compiled for office reports.**

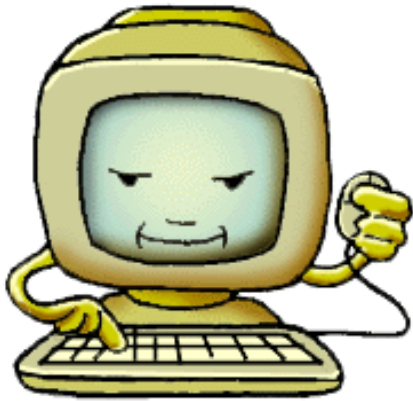
Important Tip to Remember: The Intrinsic Value of an item may make it worth keeping.
(Linked with fame or a famous individual, an important event, artistic merit, uniqueness of format, high monetary value.)

Materials That Usually Need No Retention Period

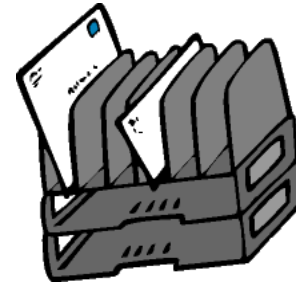
- **Duplicates**
- **Miscellaneous notes or memos that do not relate to the functions of your organization**
- **Preliminary Drafts (unless showing a significant change or reversal of policy)**
- **Published reference materials (working files)**
- **Routine memos or forms used to request or respond to requests for information, forms, mailing lists, etc,**
- **Routing slips**
- **Extra stocks of publications**

Important Tip to Remember: The Intrinsic Value of an item may make it worth keeping. (Linked with fame or a famous individual, an important event, artistic merit, uniqueness of format, high monetary value.)

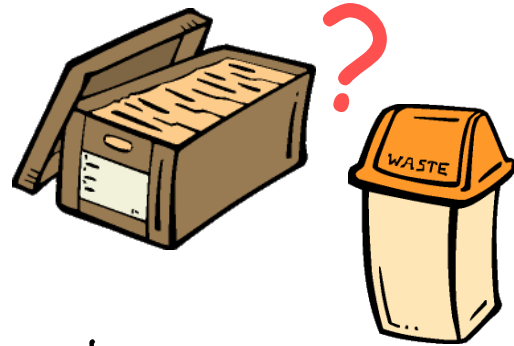
The Life Cycle of Records



Creation

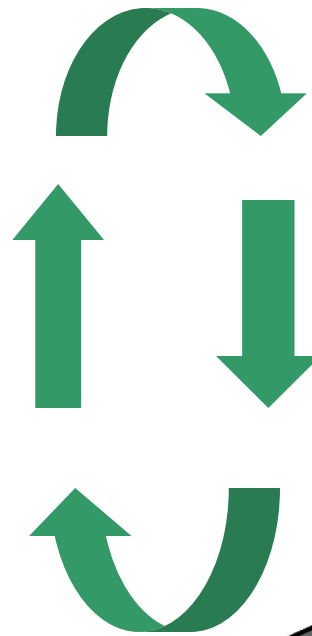


Distribution and Use

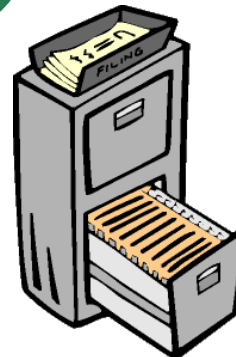


Final Disposition

Archive, Transfer, Migrate, Reformat, or Destroy?



Classification and Filing



Storage

On site or remote?

By-Products of an Organizational Archival Survey and Inventory

- **Knowing what kind of records and information predominates your organization: Who needs it, uses it, and what purpose it serves**
- **Understanding “creation patterns’ and the culture of your organization—and what you need to document**
- **Gauging your organization's future ability to accession historic materials from other institution**
- **Practice in identifying types of materials (this will help you to organize other historic collections)**
- **Gathering the information to create a preliminary retention schedule for your active records if you do not have a records management system in place.**



III. Accessioning

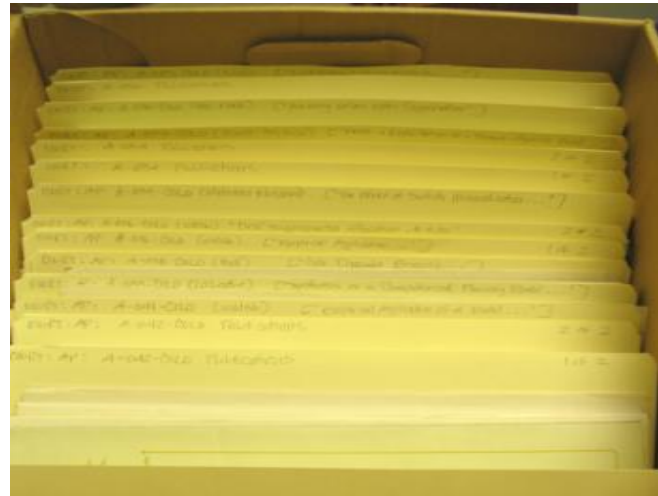
Considerations

Copyright

Forms

Things to Consider in Accessioning Archival Materials

- **Were these materials originally generated by my institution? (Separated at birth and now reunited)**
- **Does this collection fit with my institution's mission and collecting policy?**
- **Does this collection complement the collections we already have?**
- **Do we have the space to house these materials?**
- **Do we have the person-power to do base-level organization and processing of these materials?**
- **Can we get a grant to process these materials or is there funding attached to the donation?**
What stipulations are attached to donation funding?



Consider who holds the copyright to materials deeded to your institution

Forms Used in Accessioning Archival Materials

- **Internal Transfer Form (Institutional Records)**
- **Deed of Gift**
- **Informed Consent Form or Deed of Interview (e.g., oral history projects)**



When creating deeds of gift consider future digitization projects and donor permissions for other future uses of materials

IV. Arrangement and Description

Levels of Arrangement

Physical Arrangement

Finding Aids

MPLP

Arrangement and Description

Chaos → Order

- Processes used to gain both intellectual and physical control of the materials.



Arrangement and Description

Basic Principles of Arrangement

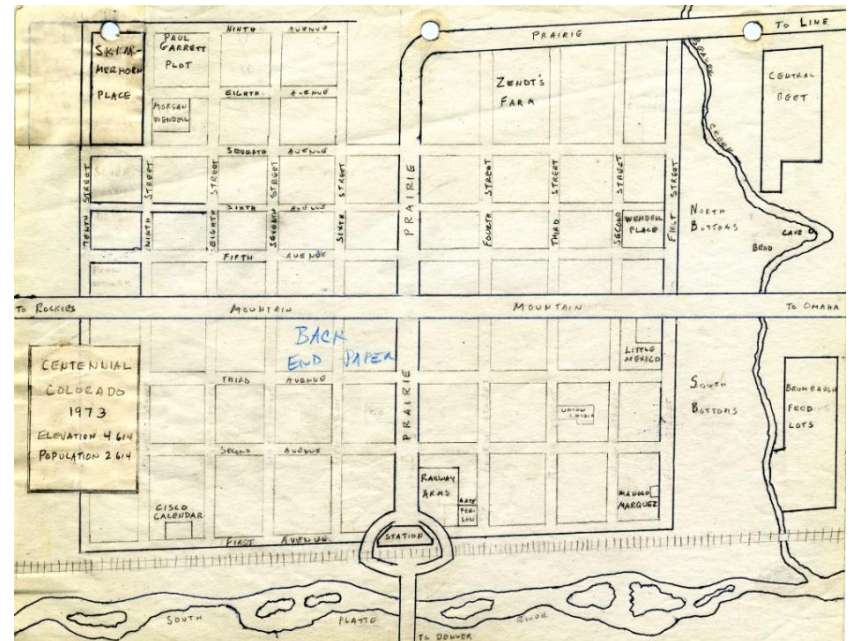
- Provenance: records of a given creator must not be intermingled with the records of other creators.
- Original Order: records should be maintained in the order in which they were placed by the organization, individual, or family that created them.



Arrangement and Description

Levels of Arrangement

- Repository
- Record Group (collection)
- Series
- File Unit
- Item



Arrangement and Description

Levels of Arrangement - Repository

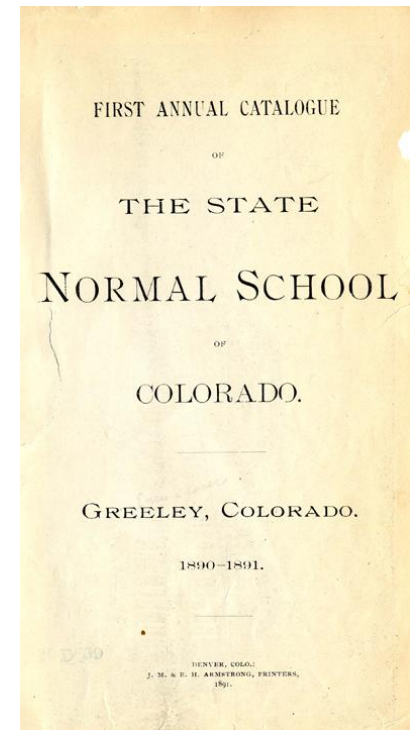
- Repository: top-level divisions within the institutional holdings



Arrangement and Description

Levels of Arrangement – Record Group

- Record Group: A body of organizationally related records established on the basis of provenance, with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organization.



Arrangement and Description

Levels of Arrangement – Series

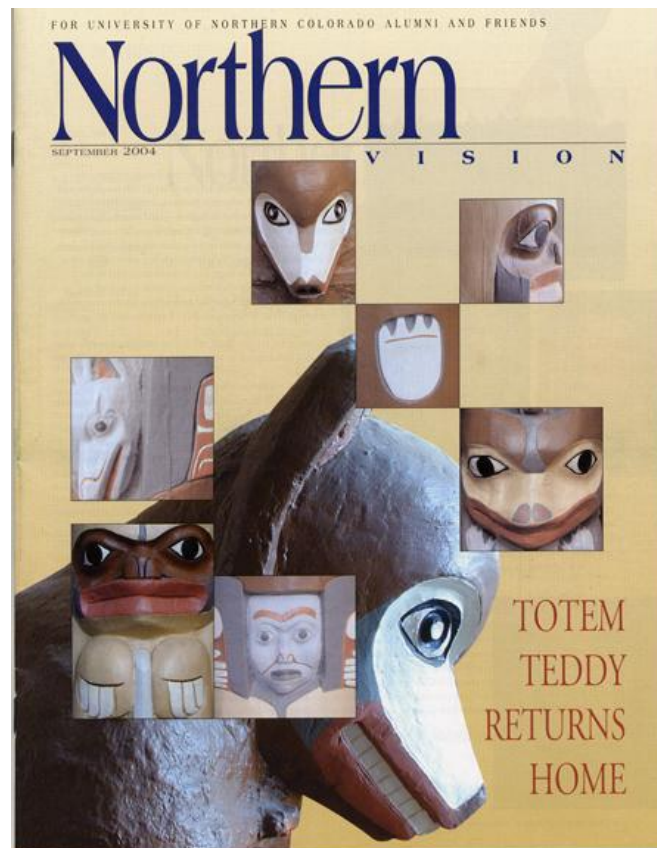
- Series – Group of files or documents maintained together as a unit because of some relationship arising out of their creation, receipt or use.



Arrangement and Description

Levels of Arrangement – Series

- Identification
- Creation
- Rearrangement



Arrangement and Description

Levels of Arrangement – Series

Series examples

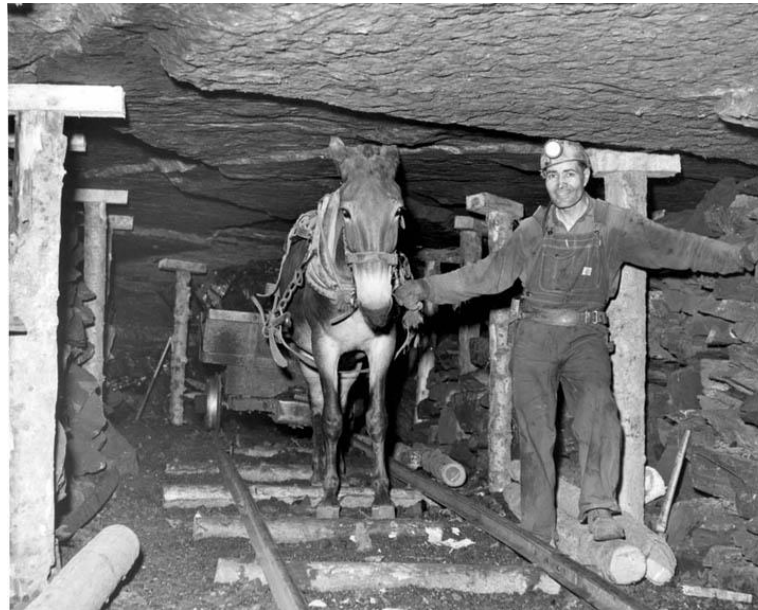
- Correspondence, 1970-1990
- Board of Trustees Minutes, 1892-2014
- Annual Reports
- Photographs
- Oral History Tapes
- Diaries, 1933-1965



Arrangement and Description

Levels of Arrangement – File Unit

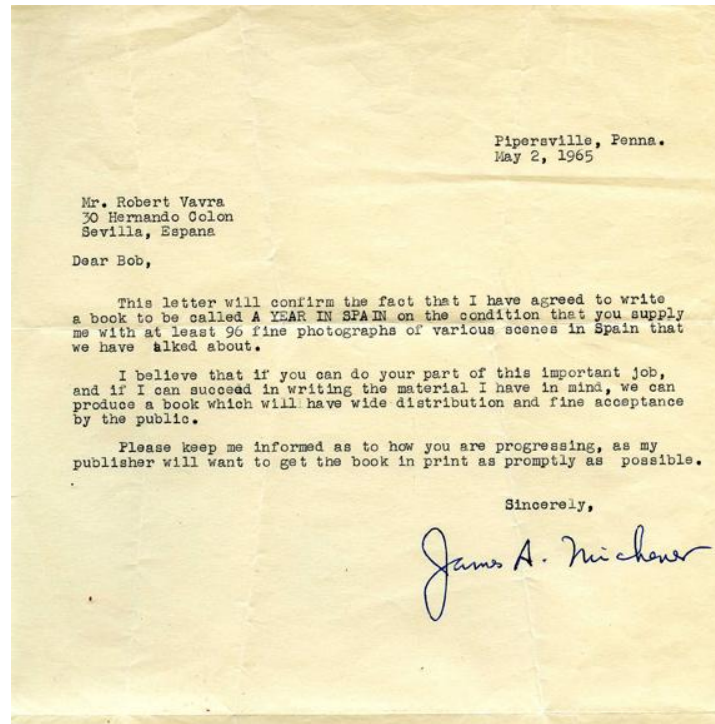
- Alphabetical
- Chronological
- Geographical
- Subject
- Numerical



Arrangement and Description

Levels of Arrangement – Item

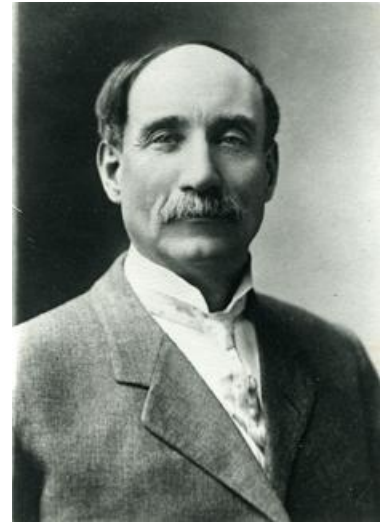
- Specific item within the file unit, such as a single photograph, letter or diary.



Arrangement and Description

Levels of Arrangement - Example

- Repository: University of Northern Colorado: University Records
- Record Group: University Presidents
- Sub-group: Zachariah X. Snyder, 1891-1915
- Series: Photographs and Portraits
- File Unit: Box 2, Folder 15
- Item: Photograph - RG021_01_02_04_005



Arrangement and Description

Physical Arrangement

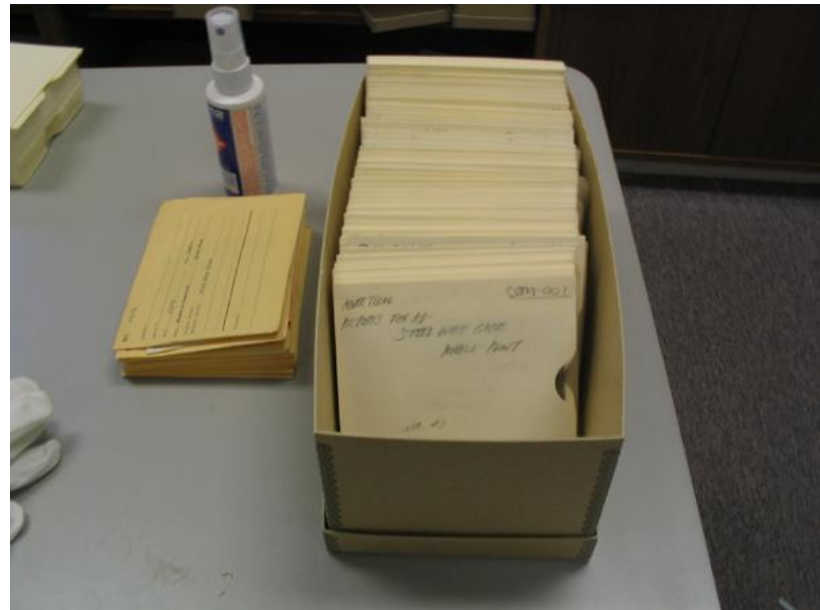
- Weeding
- Rehousing
- Labelling
- Basic preservation



Arrangement and Description

Archival Supplies

- Gaylord
- Hollinger Metal Edge
- University Products
- Archival Methods



Arrangement and Description

Description – Finding Aids

- Finding aids are the descriptive media, published and unpublished, created by an originating office, an archival agency, or a manuscript repository to establish administrative and intellectual control over holdings.



Arrangement and Description

Description – Finding Aids Inventory

- Administrative/Biographical history
- Description of the records
 - Scope and content
 - Series descriptions
 - Container/folder list
- Administrative information
- DACS



Arrangement and Description

Description – Finding Aids Accessibility

- Paper-based
- PDF/Electronic documents
- EAD
- MARC
- Archival Content Management Systems
 - ArchivesSpace
 - Eloquent
 - CollectiveAccess
 - Past Perfect



Arrangement and Description

Description – Finding Aids Examples

- CSU Water Resource Archive -
<http://lib.colostate.edu/archives/water/>
- University of Northern Colorado – James A. Michener Papers -
<http://library.unco.edu/archives/michenercollection.htm>



FILLING STATION

Arrangement and Description

More Product, Less Processing

- Goals of MPLP processing
 - Expediting the availability of collections to users.
 - Assuring adequate arrangement of materials for users needs.
 - Taking minimum steps necessary for physically preserving collection materials.
 - Describing materials sufficiently for use.



Arrangement and Description

Bibliography

- Greene, Mark and Dennis Meissner. 2005. "More Product, Less Process: Revamping Traditional Archival Processing." *The American Archivist* 68, Fall/Winter: 208-263. <http://www.archivists.org/prof-education/pre-readings/IMPLP/AA68.2.MeissnerGreene.pdf>
- Miller, Fredric. 1990. *Arranging and Describing Archives and Manuscripts*, Chicago: Society of American Archivists.
- Roe, Kathleen. 2005. *Arranging and Describing Archives & Manuscripts*, Chicago: Society of American Archivists.
- Society of American Archivists. 2013. *Describing Archives, A Content Standard, Second Edition*, Chicago: Society of American Archivists. <http://files.archivists.org/pubs/DACS2E-2013.pdf>

V. Preservation

Preservation vs. Conservation

Causes of Deterioration

Planning and Storage

“Quick Tips”

Preservation

Preservation vs. Conservation

- Preservation – range of activities associated with the extending the life of materials.
- Conservation – range of chemical and physical activities associated with stabilizing or restoring items.

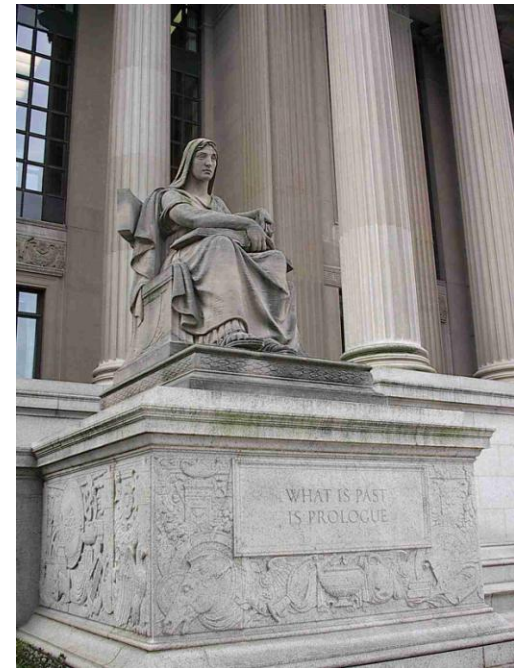


Preservation

- Paper clips or metal fasteners removed
- Folded items flattened
- Acidic materials interleaved with acid-free paper and tissue
- Re-housing original in acid-free folder or mylar sleeve
- Acid-free spacers used in storage boxes that are not full
- Preservation surrogate copy made
- Scanning and digitization of original to provide public access surrogates and eliminate further handling of original

Conservation

- Photograph sent out to conservation lab to repair tears and creases in image
- Tape and adhesive residue chemically removed from surfaces of posters and maps



“Preservation is what I can do. Conservation is what I have to send out for someone else to do.”

Preservation

- Clear off table and dust before using
- No liquids, food or drinks
- Keep out of direct sunlight
- Put archival items away when not in use
- Wash and dry hands
- No jewelry or loose fitting clothing

Prepare your
Workstation



Preservation

Causes of Deterioration

- Temperature and Relative Humidity
- Atmospheric Pollutants
- Light
- Biological Agents
- Abuse
- Disasters



Preservation

Preservation Planning

- Preservation Survey
 - Institutional
 - Collection
- Preservation Priorities
- Conservation?



Preservation

Storage Environment

- Temperature: 68°
- Relative Humidity: 45%
- UV Light Filtration
- Good Housekeeping



Photographs

- Handle all prints, slides and negatives from the edges
- If possible, remove photos from non-archival albums
- Only use pencil to write on the back of prints
- Store prints out of direct sunlight
- Scan original prints to have backups (300 dpi .tif or .jpg files)
- Attempt to date photographs!
- Digital prints fade quickly unless pigment-based ink is used. Most printers use dye-based ink



Brussels, Belgium October 8, 1944

Scrapbooks and Photo Albums

- If possible, remove photographs and news clippings from “sticky” or black paper albums
- Take photographs and/or scans of each scrapbook page
- Interleave acid-free tissue paper between each page
- Store in a cool, dry place
- Wrap muslin “tape” around overstuffed albums to keep binding intact



This newspaper scrapbook, "a treasure trove" of information, catalogs U of U events from the turn of the 20th century to the 1950s and 1960s.

Motion Pictures



Red Man's America, film series by Ruth Underhill, 1956

- VHS, Beta, 8mm, 16mm, etc.
- Store in a cool, dry, dark place
- If film smells like vinegar, get digitized ASAP and store original in freezer
- Transfer original movies to DVD format, update technology every 5-10 years
- Clean 8mm, 16mm film with dry film cloth while winding. Keep shiny side out



Archival film processing station, Denver Museum of Nature and Science

Textiles



- Clothing, hats, rugs, crafts, etc.
- Store in acid free box with acid free tissue paper
- Stuff sleeves and shaped pieces with tissue to preserve shape
- Roll rugs and tapestries around an acid-free cardboard tube
- Every year, refold garments and change out tissue paper
- Keep out of sunlight and moisture
- Do NOT wash, gently vacuum

Displaying Treasures

- Use reprints of original photographs
- Use archival (acid-free) matting
- If affordable, use UV-protectant glass in frames and shadowboxes
- Keep any materials out of direct sunlight



Preservation “Quick Tips”

- Wash hands often and avoid lotions
- Use gloves when handling photographic materials
- Mantra: “My pencil is my best friend”
- Shun scotch tape, paper clips, markers, and rubber bands.
- Not every supply marked “archival quality” is archival
- Avoid placing collections on floor, under pipes, against outer walls, in front of windows
- Study your institution to see care and maintenance patterns and potential problems (i.e., wooden shelves and off gassing, lack of fire suppression systems)
- Check to see if insurance riders are in place for your archival materials of high value
- Rotate archival collections if materials are put on display



Preservation

Bibliography

- Ritzenthaler, Mary Lynn and Diane L. Vogt-O'Connor. 2006. *Photographs: Archival Care and Management*, Chicago: Society of American Archivists.
- Ritzenthaler, Mary Lynn. 2010. *Preserving Archives and Manuscripts, 2nd Edition*, Chicago: Society of American Archivists.



VI. Research and Access

Archival Reference

Access Restrictions

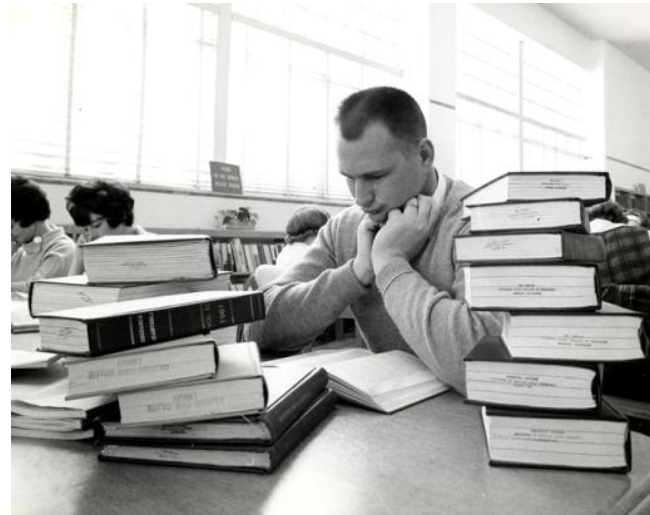
Digitization

Grants

Research and Access

Archival Reference

- Providing information about holdings
- Assisting with research visits
 - Research interview
 - Reference room activities
 - Duplication services
 - Copyright concerns



Research and Access

Access Restrictions

- Copyright/Legal restrictions
- Donor agreements
- Preservation



Research and Access

Digitization

- Digitization planning process
 - Access
 - Priorities
 - Preservation
- Equipment
- Metadata creation
- Standards
 - File Formats
 - DPI – minimum 300



Research and Access

Grants

- NHPRC
- NEH
- IMLS
- CHRAB



VII. Outreach and Publicity

Promotional Materials

Web and Social Media

Fundraisers

Community Events and Activities

Printed Promotional Materials and Branding



Website for CSU's Agricultural and Natural Resources Archive: <http://lib.colostate.edu/archives/agriculture/>

- **Brochures and pamphlets**
- **Postcards**
- **Press releases**
- **Cards and calendars with historic images**
- **Giveaways (post-it notes, magnets, pencils, coasters)**
- **Articles in the local newspaper**

Digital Displays, Web and Social Media



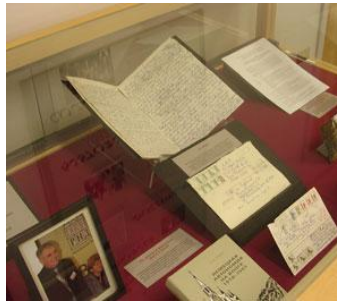
CSU's "RamStories" Oral History Project



Google Liquid Galaxy Display @ CSU

- **Websites**
- **Digital signage**
- **You Tube**
- **Blogs**
- **Entries in Wikipedia related to your archive's topic**
 - https://en.wikipedia.org/wiki/Ruth_Underhill
- **Online oral histories and testimonials**
- **Crowdsourcing information about digitized objects**

Community Events, Activities and Fundraisers



WATER TABLES

Dinner and conversation to benefit the
Water Resources Archive



Website for CSU's Water Resources Archive: <http://lib.colostate.edu/archives/water/>

- **Reading Room Exhibits and Traveling Exhibits**
- **Thematic Speaker Programs Highlighting Archival Holdings**
- **Community Workshops**
- **Community Open House**
- **K-12 Artwork Inspired by Collection Holdings**
- **Fundraisers**

VIII. Continuing Education

Continuing Education

Professional Organizations

- Society of American Archivists
- Society of Rocky Mountain Archivists
- Colorado Historical Records Advisory Board
- Colorado Association of Libraries
- Colorado-Wyoming Association of Museums
- Northeast Document Conservation Center



Thanks!

Are there any questions?