

## Universal Declaration on Archives endorsed by Unesco!

As you will already know, the General Conference of UNESCO unanimously endorsed in plenary session on 10 November the Universal Declaration on Archives proposed by the International Council on Archives. This landmark decision is a very important step forward in improving public understanding of archives. It should enable the international archival community to raise still further awareness of archives among the general public and key decision-makers. It is undeniably one of the most significant developments for archives at the international level for many years.

The Declaration is a powerful succinct statement of the relevance of archives in modern society. It emphasizes the key role of archives in administrative transparency and democratic accountability, as well as the preservation of collective social memory. While not neglecting the traditional concern with meeting the needs of historical research, the Declaration repositions effective archives management as an essential function which underpins modern public administration, good practice in private business, and ready access to information by citizens.

I am proud that the Universal Declaration has been endorsed by UNESCO during my time as ICA President, but the credit for this

great achievement should properly go to others in the global ICA network. It is a pleasure for me to thank them here. Colleagues in Québec did pioneering work in developing a prototype declaration on archives in 2007, which served as model for the Universal Declaration on Archives later on. At the CITRA in Québec in November 2007, SPA took on the responsibility for developing a Declaration as a document with wide cross-cultural appeal. Didier Grange, Christine Martinez and Henri Zuber, as successive SPA Presidents, showed considerable drive and determination in getting the document approved by ICA as a whole. The painstaking work of putting the Declaration together was carried out by a small but highly motivated working group, comprising Diane Baillargeon and Denys Chouinard (both Canada), Kim Eberhard (Australia), Didier Grange (Switzerland), Abdel Kader B Kapadonou (Bénin) and Colleen McEwen (Australia). Special mention should be made of Colleen's role, because she acted as project manager for the initial development across three languages, and also oversaw the production of the first poster publicizing the Declaration.

After the Declaration was endorsed in principle at the Malta AGM in November 2009, it was given final approval by the AGM in Oslo in September 2010. *(Continued on page 3)*



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international council on archives  
conseil international des archives

## Flash

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**The International Council on Archives (ICA)** is dedicated to the advancement of archives through international co-operation. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world.

*Flash* communicates news on ICA activities and highlights current issues in archives. It is the complement to the in-depth professional reflection, reports and debate in *Comma*.

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## People

New National Archivists have been appointed in the following countries:

Australia  
→ David Fricker (Director General)

Cambodia  
→ Lim Ky (Deputy Director)

Czech Republic  
→ Jiří Úlovec (Director)

Kyrgyz Republic  
→ Orunbai Ahmedov (Head)

Papua New Guinea  
→ Vicky Puipui (Acting National Archivist)

Thailand  
→ Sureerat Wongsangiem

Tunisia  
→ Hedi Jallab (Director General)

## Welcome

New category B members:

Luxembourg  
→ ALBAD – Associatioun de Lëtzebuurger Bibliothekären, Archivisten an Dokumentalisten (Association of Luxembourgish Librarians, Archivists and Documentalists.)

Spain  
→ Asociación de Archiveros de la Comunidad de Madrid

## New Publications Role at ICA Secretariat



The Secretariat was pleased to welcome Stephen O'Connor back to Paris at the beginning of October as the new Senior Publications Officer at ICA. Stephen worked in the Secretariat from 2000 to 2001 as Senior Programme Officer while on secondment from the UK Public Record Office (National Archives). Until September of this year, he was head of Medieval and Early Modern Records at The National Archives, but has continued to maintain his links with ICA, and worked as a volunteer in the extended Secretariat at the Kuala Lumpur Congress. He will be working part-time in Paris and will initially be responsible for editing *Flash* as well as joining Margaret Turner in undertaking a review of ICA publications. When not at ICA, Stephen teaches medieval Latin and Palaeography at the University of East Anglia in Norwich.

# ICA Reconnects with the International Institute of Archival Science

**For the last quarter of a century, the International Institute of Archival Science (IIAS), which was originally based in Maribor, Slovenia, and relocated to Trieste, Italy, in 2005, has made an important contribution to the development of the archival profession in central and eastern Europe. Every year it organizes a conference on topical subjects, which is the basis of its heavyweight publication *Atlanti*. It also provides training opportunities and administers a terminology database for the languages of the region. ICA has in the past enjoyed close contacts with IIAS and has great respect for its achievements. Both Slovenia and Italy play a major role in ensuring that IIAS operates on a sound basis.**

I was therefore absolutely delighted to be asked to address the IIAS participants for the second year running last November – or perhaps the participants are gluttons for punishment! I was

asked to summarize the present situation of archivists in the modern world – a vast subject that gave me plenty of scope. In my presentation I emphasized that the work of the modern archivist in the electronic environment begins at a very early stage, when systems are designed and before any records are created. The traditional mindset of some archivists, based on the primacy of historical research, can sometimes be a handicap in making this necessary adjustment. Archive services need to be at the heart of their parent bodies, whether in the public or private sector, rather than being consigned to the periphery.

The conference themes this year were European archival projects and the role of archives in society. Once again I was impressed by the high quality of the presentations, most but not all of which were delivered by colleagues from central and eastern Europe. One conclusion I drew is that it makes very little sense to speak of “Europe” as a monolith in the field of archives, as colleagues are working in administra-

tive traditions and political contexts that can vary enormously. My colleague Christine Martinez spoke eloquently about the development of the ICA competencies model, and later in the week Adele Torrance of the UNESCO Archives delivered a brilliant two-day training course on the ICA-AtoM software. The conference also provided a valuable opportunity to network with colleagues from countries as far afield as Australia, Sabah, Ukraine, Belarus, Spain and the United States.

I hope that the new spirit of co-operation between ICA and IIAS will become even stronger in the coming years, and that IIAS itself continues to flourish, as a new generation of committed archivists in central and eastern Europe resolutely meets the challenges of managing archives in the Information Age.



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*(Continued from page 1)* I would like to think that I played a minor part here, since I was in the Chair when it was approved unanimously. In the light of the Oslo decision, the international archival community worked tirelessly to have the Declaration adopted by UNESCO. The vote at UNESCO was the culmination of intense efforts led by Papa Momar Diop, the Ambassador of Senegal at UNESCO and the former National Archivist of Senegal (and President of WARBICA). He was ably supported by Jens Boël, Head Archivist at UNESCO, and national archives and professional associations throughout the world, who used their influence

behind the scenes to ensure that their country's delegation at UNESCO voted in favour of the Declaration.

The challenge now is to use the Declaration to maximum effect, so that archives shake off outdated perceptions of their role and finally take their rightful place as a major player at heart of public administration and the centre of social memory. As I write these lines, the Declaration on Archives is available on the ICA website in twenty-two different languages, and I would be pleased to see this already impressive total increase still further in the coming months. I know that Kim Eberhard has set up a blog for the Universal

Declaration, and that Eric Ketelaar, Honorary President, has been “tweeting” in its praise. It is good to see social networks being used to spread the message of the Declaration. The Declaration should be the centrepiece of archives awareness campaigns and of celebrations of International Archives Day in 2012.

We now have to make the most of this golden opportunity to move archives to the centre of the stage at national and international level. In that sense we are still in the early stages of our collective task, but in the Universal Declaration on Archives we now have an excellent base from which to make more progress.

# Toledo: A Hectic Week in the Life of ICA

There were many elements which contributed to a productive CITRA week in Toledo last October. The rich and stimulating professional conference on the major professional concern of preservation demonstrated the breadth and depth of expertise that ICA members collectively possess; the new Forum of National Archivists was launched successfully; and a full social programme offered numerous opportunities for informal networking. To these elements should be added the bold decisions that were taken at the meetings of the various ICA governance bodies throughout the week.



CITRA Toledo, 2011.

## The Management Commission Prepares the Ground

On 23 October the Management Commission (MCOM) assessed the two bids received to host the 2013 Conference and agreed that, while both of them had positive features,

further work on them both was needed before they could be accepted. For this reason bids from other candidates should not be ruled out. MCOM also considered the proposed conference on the Digital Heritage being organized by UNESCO in Vancouver in September 2012. While welcoming this major initiative, it noted that many

conferences on this subject had taken place recently and that the conference would take place very soon after the Brisbane Congress, which was the major priority for ICA in 2012. MCOM also endorsed the way forward for the ICA-AtoM project proposed by Geir Magnus Walderhaug as the responsible Executive Board member.

Executive Board Toledo, 2011.

Executive Board Toledo, 2011.





Executive Board Toledo, 2011.

## The Executive Board Strengthens its Commitment to Reform

On 24 October the full Executive Board (EB), which is responsible for the strategic direction of ICA, gave the green light to the development of proposals for the reform of the ICA constitution, especially in the light of the recommendation of the Audit Commission that the remits of the EB and MCOM need to be clarified. At the same time ICA needs to refresh its existing strategy and to strengthen its organizational structures, so that all ICA working groups have clearly defined terms of reference and a reporting line to the appropriate governance body. The EB therefore decided to set up a new Constitution and Organization Working Group, which was tasked with delivering a complete reform package, including a new constitution for the approval of the Annual General Meeting (AGM) in Brisbane in August 2012. This should mark the completion of a lengthy process of internal reform and enable ICA to be much more outward-looking after the 2012 Congress.

The EB also approved a new translation policy proposed by the Secretariat, now available for members on the ICA website. Translations of ICA documents in any language are always appreciated. However, the priority has to be the trans-

lation of ICA reference documents and standards into the six main languages recognized by UNESCO (English, French, Spanish, Russian, Arabic and Chinese). It is also essential that any translation published on the ICA website or in hard copy has to be subject to independent quality control.

It noted the proposals for the reform of membership dues that the Vice-President Finance intended to present to the AGM later in the week and approved the creation of new Working Groups on Membership Services and Revenue Raising.

It approved proposals for the future direction of the professional programme presented by the Vice-President Programme, as well as the budget and activities cycle. In addition, it endorsed the terms of reference for a new study concerning archival statistics.

It approved in principle the broad position statement on intellectual property issues that had been written by the relevant working group in a remarkably short time.

It also was very pleased to hear that a Memorandum of Understanding had been signed by ICA and the World Bank and looked forward to the further development of this partnership.

## The Annual General Meeting has the Final Say

The AGM approved reports from the Vice-President Programme and Vice-President Finance, as well as the Chair of the Audit Commission. Trudy Peterson, the Chair of the Working Group on Access Principles, updated members about the process and timetable for consultation of this important statement. George Mackenzie, ICA's constitutional expert, skillfully guided the AGM through the fourteen changes to the constitution needed in order to abolish the CITRA and to replace it with the new style Annual Conferences, and to make provision for the new Forum of National Archivists.

The AGM approved the route map and timetable for the reform of membership dues, including a three-year transition that will start in 2013. A full scheme, applying the criteria of per capita income and population size to all category A members, will be submitted for the approval of the AGM in Brisbane. Meanwhile the current scale of dues, including the reductions for the top ten contributors approved at the Oslo AGM (September 2010), will be applied for the final time in 2012.

The AGM approved by an overwhelming majority the Executive Board's recommendation that Korea should be selected as host for the 2016 Congress (see article below). It also approved by acclamation the nomination of Alicia Casas de Barran (National Archivist of Uruguay) as a Fellow of ICA (see article below).



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## South Korea is selected to be Congress Host in 2016

For the first time in the history of ICA, an open bidding process to select the host country for an International Congress has been conducted. At the beginning of 2011, the invitation to bid was published on the ICA website. Then the selection criteria drawn up by the Secretariat were reinforced by the Executive Board in Panama (March 2011), who wished to underline the importance of making the Congress accessible to everyone, irrespective of nationality. At the Management Commission meeting in The Hague (July 2011), it was agreed that the financial model supporting the Congress had to be extremely robust. Throughout the process the bid from South Korea was considered to be very strong, especially as it enjoyed solid support from its national government at a very high level. There was no doubt about the organizational capacity of the National Archives of Korea (NAK), after



M. Berendse, D. Leitch and the Korean delegation at the AGM Toledo, 2011.

it hosted a highly successful Executive Board meeting in Seoul in June 2010. The attractive and eye catching publicity materials packaging the Korean bid were accompanied by a detailed financial plan that provided all the assurances that ICA was seeking. Above all, ICA was impressed by the quality of the highly motivated team at NAK and its steely determination to host the Congress. On 24 October the Executive Board

unanimously recommended to the AGM that Korea should be selected as the Congress host in 2016. The AGM adopted this recommendation by an overwhelming majority and with considerable enthusiasm on 28 October. We congratulate Korea on organizing such a powerful bid and are grateful for its commitment to ICA. Everyone in ICA looks forward to working with Korean colleagues in order to ensure a successful Congress in 2016.

## FIDA Trustees met in Toledo

The FIDA Trustees met in Toledo on 25<sup>th</sup> October 2011 to consider 20 applications from colleagues from Western, Southern and Eastern African countries, from Eastern Europe, from Latin America and from the Pacific region. The range of applications was very wide from individual archivists and researchers; they were concerned with historical archives, audio-visual archives, current records management and appraisal matters, as well as training for and the digitising of material. FIDA now accepts applications in French, Spanish and English but we reply in English which is our working language! This way of communicating seems to work in the internet age and means that we can now reach the Americas, and French-speaking Africa and Asia. We are writing to applicants now about their proposals and hope to announce some awards shortly.

Please see our presentation about FIDA in French, English and Spanish as presented at the ICA conference in Toledo by Vitor Fonseca and Sarah Tyacke available on the ICA website.

Because we only have a small pot of money ourselves, as yet 25,000 Euros per year, much of our work is designed to help colleagues by funding part of their own development programmes in, for example, public sector records management and in appraisal in Guyana, rather than providing all the funds necessary. In other words we can provide international approval of their development plan and give them some money; also, most importantly, in some cases, "leverage" for them to raise some more money or support locally or even internationally. It's surprising what you can do with a little.

The requirement for the training or whatever development needs to come from the people themselves: it is not FIDA's role to give money to external providers where there is no request from the local archivists themselves. Of course, often it is external providers, who are sometimes volunteers from the ranks of ICA and archivists from across many countries, who actually deliver the assistance and training needed, in the hope that those trained will become trainers locally

themselves. This approach has been especially successful in our first year of operation: with the help of the New Zealand National Archives, archivists in the Pacific region, where there is little or no possibility for colleagues to receive the training they need locally in particular archives skills, are receiving training with FIDA's support.

The Trustees are all volunteers in this work, giving something back to the archival world which in its turn nurtured them over their own careers. They are all in some way distinguished and come at present from Brazil, USA, Japan, Tanzania, UK, and France.

They will be carrying on the good work until August 2012 and then reviewing their initial period of work at the Brisbane ICA Congress.



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## Alicia Casas de Barran: ICA Appoints its First Fellow from Latin America



Alicia Casas de Barran.

On 28 October the AGM unanimously approved the nomination of Alicia Casas de Barran as a Fellow of ICA. Alicia has been Professor of Archival Studies at the University of Uruguay since 1988 and Director of the National Archives of Uruguay since 2005. She was a Fulbright Fellow in 1993 and has carried out extensive research in the national archives of the United States and the United Kingdom. She has also been extremely active in ICA, serving as a member of the Programme Management Commission (2000-04), the CITRA Bureau (2006-2010) and the Programme Commission from 2008 onwards. She hosted the extremely successful PCOM meeting in Montevideo in the spring of 2009 and, under her direction, the staff at the National Archives have translated many ICA documents into Spanish.

All of those who have had the pleasure of working with Alicia will know that she really deserves this award. She is always courteous, helpful and constructive. ICA has greatly benefited from both her professional knowledge and human gifts.

Alicia becomes the second female Fellow of ICA, of which there are now nine in all, and the first from Latin America. Although she was unable to be present at the AGM and accept her award in person, ICA intends to organize a ceremony in the coming year when the President will bestow this honour upon her.

## ICA at WIPO

Copyright is probably not a subject that is close to the hearts of most archivists, but it is nevertheless an important one. Documents that are less than 50 years old are certain to be in copyright in almost all countries, and in many countries much older documents will be in copyright too.

Copyright gives rights to an owner. Unless they are limited in some way, those rights restrict what archivists may do with documents in their care. Archivists may not copy a document without permission, nor may they publish it, translate it or make it available online. However, international treaties permit countries to introduce limitations and exceptions to the rights of copyright owners, so long as they do not interfere with the author's normal exploitation of a copyright work or unreasonably prejudice his or her legitimate interests. All countries have some limitations and exceptions, but there are very wide variations in what they allow.

In 2008, the World Intellectual Property Organisation (WIPO) published a report on the limitations and exceptions for libraries and archives that were provided in the laws of 184 countries. The report found that these varied greatly, and 21 countries had no library and archive exceptions at all. The report is available at: [www.wipo.int/edocs/mdocs/copyright/en/sccr\\_17/sccr\\_17\\_2.pdf](http://www.wipo.int/edocs/mdocs/copyright/en/sccr_17/sccr_17_2.pdf)

WIPO has since recognised that libraries and archives, and through them society at large, would benefit from an international treaty setting minimum standards for limitations and exceptions that assist them to preserve their materials and make them available to the public.

In November 2011 WIPO's Standing Committee on Copyright and Related Rights (SCCR) dedicated three days to intensive discussion, to which the ICA contributed, of various texts prepared by member states. These were supplemented by an unofficial text prepared by the International Federation of Library



Members of a delegation from IFLA and the ICA meet the Director General of the World Intellectual Property Organisation. Left to right: Jennefer Nicholson, IFLA Secretary General, Martin Berendse, ICA President, Ingrid Parent, IFLA President, Francis Gurry, WIPO Director General, Tim Padfield, ICA representative at WIPO, Winston Tabb, past Chair, IFLA Copyright and other Legal Matters Committee.

Associations in cooperation with other library bodies, the ICA and the Society of American Archivists. Significant progress was made in these discussions and more discussion will follow at the meetings of the SCCR in 2012. It is to be hoped that the SCCR will in the next few years be able to agree a draft treaty text that can be recommended to WIPO's General Assembly for consideration.

So far as archives are concerned the principal elements of a treaty would permit:

- ▶ the making of as many copies as are required, in any format, of all kinds of copyright work for preservation purposes only, a preservation copy to be treated as if it were the original so that all other exceptions would apply to it;
- ▶ the making of a single copy in any format of any kind of copyright work for a user for limited purposes, and the transmission of the copy to the user anywhere in the world; and
- ▶ the making of copies of 'orphan' works, that is to say of copyright works whose owner is unknown or untraceable even after a diligent enquiry, and the use of those copies for instance on-line, with the proviso that if the copyright owner reappears he or she would have the right to require the use to cease or to receive fair compensation.

### Tim Padfield

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# CITRA 2011: Keeping Archives Alive in a Digital World

This conference was the last in the old CITRA format before ICA moves to the new Annual Conference in 2013, which will place greater emphasis on the professional programme. The CITRA bureau met for the last time to confirm arrangements for the Toledo professional programme and governance meetings. Members and the Vice-President, Nolda Römer-Kenepa, were thanked for their work over the past three years.

The theme of the conference was managing the preservation of archives in all media and the challenges this poses to archivists in the 21st century. Proceedings began with a keynote speech from David Bearman who warned the audience that no one is yet keeping electronic records successfully, because they are not being captured at the moment of creation. As a result we are left with 'sculpted' records, which are untrustworthy. Based on his periodic testing of the waters of digital archival preservation, Dr Bearman's opinion is that things have got worse over the last 15 years.

Proceedings went on to discuss themes such as security and user copies, digitisation as a preservation tool, concrete and virtual archive facilities, disaster planning and response and the benefits of using standards. Several common themes quickly began to emerge, including:

- ▶ The question of dealing with the transition from analogue to digital, and with



CITRA Toledo 2011.



records born digital at one and the same time, still has to be resolved

- ▶ In order to do so, a well-trained multi-disciplinary workforce is required
- ▶ Partnerships are vital: both with sister professions such as ICCROM and IFLA (both of which were represented among the speakers), but also with outside bodies ranging from local fire services to UN agencies
- ▶ Digitisation is NOT simply scanning
- ▶ That there is a danger of rushing into digitising material too quickly without realizing the on-going costs of preservation

Vladimir Tarasov shared the findings of his survey of surrogate record creation which indicated that there is no common strategy for creating security and user copies of archives regarding format (microfilm or digital). He also discussed the issue of criteria for deciding what to copy: physical condition; frequency of use; or overall project costs.

In a session comparing concrete and virtual archive facilities, Claire Béchu and Jean-Luc Bichet presented plans for the new French National Archives building and Jerry Handfield described the digital archive building in Washington State. The latter illustrated that expansion space is not just an analogue issue since digital holdings increased from 3.5 million documents in 2005 to 103 million in 2011.

The profession's ability to react quickly and work co-operatively was clearly

demonstrated in the session on disaster planning and response. Speakers from Japan, the Blue Shield Committee, Cologne, Heidelberg and France described experiences and demonstrated that ICA Members can respond well to requests for help following a disaster, although there is still room to work more strongly in that field.

There were two sessions giving participants the opportunity to learn about current ICA projects and programmes in various parts of the world. One of these was a plenary session on current projects on appraisal, vital records and ICA's emergency management programme. The other offered parallel presentations on the draft Principles of Access to Archives and how to successfully apply for FIDA or PCOM funding. There were also workshops on ICA AtOM, ICA-Req and disaster planning (one specifically focusing on tropical climate and the other more general).

The programme was well-received by participants who clearly enjoyed the opportunity to interact with so many varied and interesting speakers.



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# The first Forum of National Archivists met in Toledo in October 2011

**The first Forum of National Archivists (FAN) took place during the final International Conference of the Round Table on Archives (CITRA) in Toledo in October 2011. With over 75 participants the Forum was able to discuss in depth three important issues which face modern archives. The unique nature of these discussions was due to the fact that these issues were being addressed at the level of the directors of national archives. Since they are the individuals who are responsible for the success of these institutions both strategically and operationally, the discussions were able to link the technical demands which govern the day-to-day work of archives with the managerial dimension which is responsible for fulfilling their statutory obligations.**

Three themes were tackled by the forum: the impact of open government on archival practices, the principles of successful archival appraisal, and the challenges posed by digital preservation and the development of reliable digital repositories. In all these cases, both presentations and discussions were strongly influenced by the pressures coming from the ever-present digital environment.

The national archivists of the USA, Belgium and Brazil led on the first theme. Their presentations focussed on open government and its repercussions for the role of archives as well as for the work of archivists. What emerged was that the notion of open government highlights a dimension which has until now been little touched on in the work of promoting archives, namely the growing importance of the legal framework which supports access to the documents which are deposited in archives. Although this is not a new issue, it has acquired greater prominence both in the current digital environment and

through the practice of open government which has become increasingly popular among western democracies. This has forced us to take a stand on the rights of access, as people now expect to have immediate access to everything. Also following from this is the need to look into developing even faster ways of making available what is contained in our documentary heritage. Whereas previously we have served a body of users who were in somewhat less of a hurry, expectations are now more immediate and force us to rethink our business models for giving speedier access to the material which has been deposited with us. Finally, the papers and discussions highlighted the issue of the organization of archival material and questions relating to selection, since it is clear that users are increasingly overwhelmed by a mass of information in which they can so quickly and easily get lost.

The second theme was presented by the national archivist of the Netherlands, the librarian and archivist of Canada and the director of the historical archives of Mozambique. This session, which focussed on archival appraisal, demonstrated that the timescale for archiving documents, the point at which archival work begins, has shifted. With digitization, we must start work in the initial stages, and archivists must intervene much earlier if they are to collect documents of historical value before they are lost. Discussions later turned to the fact that the digital world has led to an explosion of document production and that as a consequence, we must, if we are to remain relevant, review the principles of archival appraisal. To do this, there must be greater collaboration with those in our society who are involved in the identification and preservation of documentary heritage. Collaboration therefore becomes an essential element in the successful construction of a documentary heritage that is representative of the views of society.

The third theme was the subject of

three presentations by the national archivists of Switzerland, Finland and New Zealand. This session addressed the question of a reliable means of storing digital records. The papers made a number of observations. First, and very simply, we have not yet produced a 'definitive' solution – we are still at the exploratory stage. Next, it is clear that the location of documents, that is, the physical dimension of preservation, is becoming a blurred notion, and this raises new issues of searchability, description and security. The archive of the future might well be virtual. Finally, and as a consequence, digital preservation forces us to review our business models for the whole of our operations. A global and integrated approach to archives management, from acquisition to access, is part of the new environment.

In conclusion, two big questions constantly appeared as a backdrop to these discussions. First, how do we ensure that the staff in our institutions will have the requisite skills to do their jobs in a changing world? Secondly, how do we increase collaboration among our partners to make our work easier and to benefit society? These two questions show how important an in-depth revision of how we tackle new challenges is, and also the need to collaborate with centres of learning to encourage research and to link research with the training of new professionals and the development of new approaches.

The Forum will next meet at Brisbane and will follow up on the developments which will have occurred during the year relating to these three themes. We shall then tackle one or two new topics from the same angle.



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# The CITRA conference in Toledo through the eyes of a Flying Reporter

The annual CITRA conference was held in Spain this year. The conference took place during the last week of October in the beautiful and historical city of Toledo. Toledo offered a wonderful setting and in the elegant Hotel Beatriz a large variety of activities had been organized: work meetings, Forum of the National Archivists, open sessions, lectures and workshops.

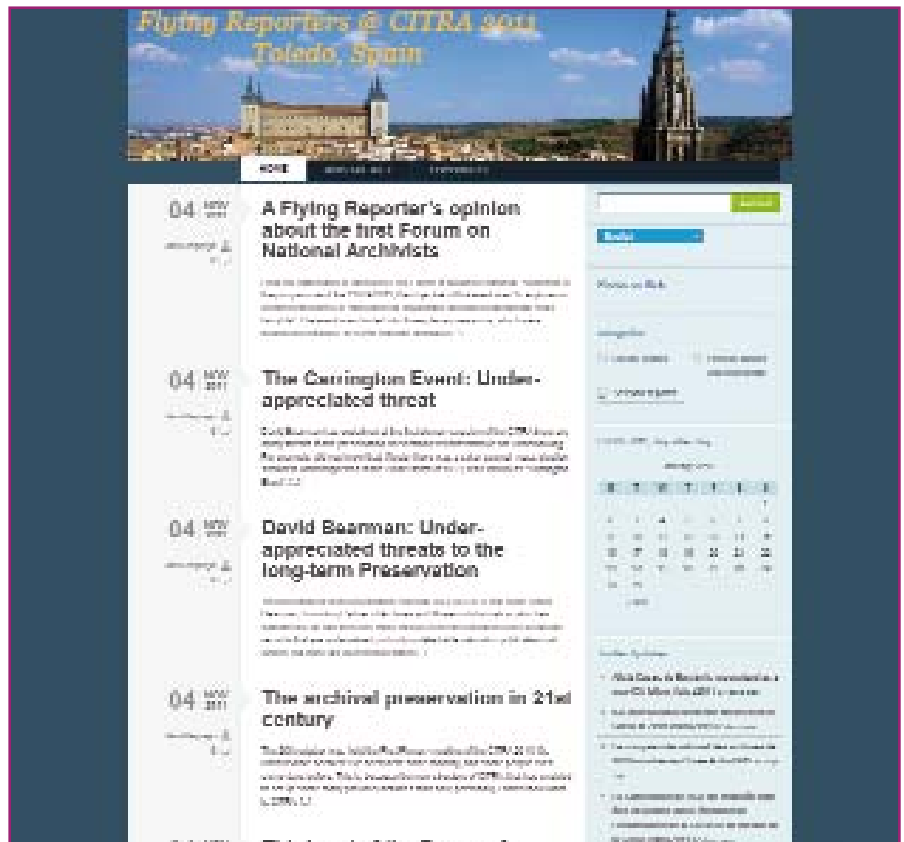
The theme of the conference was “Keeping Archives Alive in a Digital World – Archival Preservation in the 21<sup>st</sup> Century”. I was fortunate enough to experience it from the view of a Flying Reporter (FR). This time the group of archivists selected for the task was fairly small: there were only four of us. However, this fact proved to be an advantage rather than a disadvantage. We quickly found each other and established very good cooperation, under the supervision of Lourdes Fuentes Hashimoto.

My other two FR-fellows, two Spanish archivists, were Javier Requejo and Jorge Gomez Garcia. Despite representing very different backgrounds we formed a great team together. Christine Martinez, main organiser of the FR project, with her friendly manner and high degree of professionalism as well as broad knowledge in the archival field, became a very important contact to us Flying Reporters, before and during the conference.

The staff of the ICA made us feel very welcome and we not only received a lot of attention from them, but also from many of the visitors to the conference in



ICA Flying Reporters CITRA Toledo 2011.



Website of ICA Flying Reporters.

general. We all gathered on Monday, the 24th of October, and were on duty between Tuesday and Friday that week, although the activities lasted from Saturday to Saturday. We not only published articles and shorter updates about the presentations, but also interviews with participants. We did get some comments to our posts from enthusiastic observers, which was a sign that our work was appreciated.

We had a busy week, but I cannot emphasise enough how fun it was. And I think we all saw it that way. Apart from the articles and interviews, we had translations to think about and we used Twitter, etc.

It was a week full of experiences and impressions. Beside the professional element, and the opportunity to deepen our knowledge in a number of areas, I would also like to mention the social side of the conference, with its benefits. As Flying Reporters, we were given an

absolutely unique opportunity to network and to make new contacts.

It was a wonderful thing to be able to meet so many people from all corners of the world, with the same professional background as oneself. The fact that we got access to an otherwise, so to speak, closed circle of people, much higher up in the archival hierarchy than ourselves, was an opportunity I am grateful for.

I wish to thank Christine Martinez and my colleagues in the FR-team for a great week together. Furthermore, I wish to thank the ICA for doing so much in terms of building bridges between young archivists from different countries in the world.

**Martin Ståhl**

Flying Reporter in Toledo

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# Only eight months to the International Congress!



It is countdown time as we head towards August, 2012 and the ICA Congress – “A Climate of Change”. The Australian archival and information management communities together with the Programme Committee are keen to provide a Congress programme that is innovative, informative, relevant and above all, one that provides a unique experience to attendees from all levels of experience and expertise. Now is the time for us to make our aspirations for the Congress a reality.

## Call for Abstracts

Our Programme Committee is reviewing those papers received to date via the online Call for Abstracts process ([www.ica2012.com](http://www.ica2012.com)). The Congress themes are – Sustainability, Trust and Identity. The program will be structured around these themes. Sustainability seems to be a favourite theme, with Identity next and some fewer being proposed under “Trust”. The type of subject matter that we see sitting under the ‘trust’ heading includes ethics, good governance, accountability, developing standards and gaining international acceptance, and the role of the archivist and records manager in e-government/administration/strategic information - issues that affect our day-to-day professional work and environment.

## Keynote speakers

The Keynote Speakers Program is expected to provide a stimulating start to each day of the Congress.

Judge Baltazar Garzón Real is a Spanish jurist who, among other things, specialises in international cases involving genocide and crimes against humanity. His work has been supported by archival documentation and we look forward to an inspirational presentation.

David Ferriero, 10<sup>th</sup> Archivist of the United States, expressed his view that the National Archives was at a ‘defining moment with regard to our existing electronic records, social media communications, and emerging technologies being used throughout government offices.’ We are keen to hear how these issues are being handled and provisions for the future.

Information and Privacy Commissioners in our societies form an important safeguard to the accessibility of information to citizens. A strong keynote presentation is being developed featuring the Australian Information Commissioner, John McMillan, Miriam Nisbet, Director of the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA, US) and Jennifer Stoddart, Privacy Commissioner of Canada. This presentation will be a must to attend.

Michael Carden from the Digital Preservation section of the National Archives of Australia, has presented a number of stimulating papers in many international forums and will present a thoughtful perspective on digital initiatives and future outcomes and consequences.

Australia is recognized as a leader in developing innovative archival management, practice, policy and theory and Australians are keen to enter the Congress conversations and discussions and offer their experiences for scrutiny and discussion.

We continue to strive for a programme that is motivational and inspirational. Keep up to date via [www.ica2012.com](http://www.ica2012.com) and check on the twitter link on the website.

## Key dates

- ▶ A Climate of Change, ICA Congress 2012, Brisbane, Australia, 20<sup>th</sup>-24<sup>th</sup> August.
- ▶ Call for Abstracts closed on 31 January 2012.
- ▶ Early Bird Registrations close April 2012.



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# Digital Recordkeeping Programme: a PCOM Proposal to Face Together Current and Future Challenges

Chiming with the programme-driven approach, PCOM submitted last spring to the Executive Board the idea of a specific programme on Digital recordkeeping. The idea was endorsed.

No wonder: digital recordkeeping is a major development for all countries worldwide, and the issues that archivists and records managers used to face in a paper-based system, while remaining the same, are even more challenging. Though the ICA cannot be involved in the specific or local developments and projects in this area, it has, at a higher level, an important role to identify and support the most innovative approaches or important developments initiated by specific members, and subsequently act as a mediator in making them available for other members so they could use them and help in strengthening their position. The ICA using its worldwide network and expertise aims to provide members with a platform to exchange, share and benchmark.

This is the purpose of the programme created in between two CITRAs, in Oslo and Toledo, which brought together a number of members to debate about digital recordkeeping issues. The programme embraces from before records are created through creation, active maintenance, appraisal, and long term preservation. Its scope includes trusted digital repositories, electronic recordkeeping and archival processing tools such as ICA-AtoM. Programme activities will include ICA participation in and reporting about the professional conferences of interest, surveys to identify best practices and ongoing projects and share findings and experience with members, and specific PCOM projects in this field, aiming to develop standards and tools.

What have we done so far?

New projects have been approved in the framework of this programme, including training sessions to promote the use of ICA-AtoM (delivered by Adele Torrance, UNESCO, at the International Institute of Archival Sciences of Trieste-Maribor); support to the follow on phase of the ICA-Req toolkit (development of implementation scenarios and training modules which have been tested in various international conferences including the two last CITRAs); and the project "Curator's workbench: engaging archivists through tools for digital content" (see article). We hope that the next PCOM call for projects, which aims to focus on the specific programmes, will attract new projects in this area.

Our experts have been sent to some conferences relevant for the profession in 2011: Hans Hofman wrote a report on the conference "Aligning national approaches to digital preservation" held in Tallinn on 23-25 May 2011, while Lourdes Fuentes-Hashimoto delivered a paper on "ICA-Req as a tool for audit software functional requirements: evaluating data and metadata to ensure long-term preservation" at the PV International Conference (ensuring long-term Preservation and adding Value to scientific and technical data) held in Toulouse (France) by the French National Center of Spatial Studies in November. ICA-Req, which was adopted by ISO in 2010 as ISO 16175, will also be promoted at the DLM Forum Conference in Brussels in December, with a paper prepared by Margaret Crockett and Hans Hofman. Ineke Deserno, member of PCOM is representing ICA in the Scientific Committee of this conference. Reports about these events have been or will be published on the ICA website on the programme page.

One of the important activities is for ICA to remain up to date in the field of standardization: we need to develop the archives input to this key technical area and try to influence the development of future standards. Not only is PCOM supporting the ICA-Req toolkit project aiming to provide members with the standard in different languages and with a range of helpful tools for a better understanding and implementation of it: PCOM is also maintaining the link to ISO TC46/SC11 with a liaison expert regularly reporting to the Commission, or collaborating with the DLM Forum which has, at the European level, developed the MoReq2010 standard.

Last, but not least, a survey on trusted digital repositories has been launched on the ICA website and list-serve. More than 25 institutions or organizations have already reacted and are keen to share their more or less developed experience about creating a trusted digital repository. A second phase for this initiative will be to encourage those who have expressed their willingness to contribute, to describe their project and provide PCOM with short case studies available for members, as well as to use an ICA dedicated platform for their debates.

All this information is available on the dedicated programme page on the ICA website: visit it and help us to keep up to date!

Further information:  
[www.ica.org/9079/digital-recordkeeping-programme/digital-recordkeeping-programme.html](http://www.ica.org/9079/digital-recordkeeping-programme/digital-recordkeeping-programme.html)



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# Join the “Curator’s workbench” community!

Erin O’Meara, Electronic Records Archivist, and Greg Jansen, Software Developer at University of North Carolina at Chapel Hill were awarded a PCOM grant to explore partnerships in the United Kingdom surrounding the recently developed open-source tool, Curator’s Workbench. Curator’s Workbench is a collection preparation and workflow tool for digital materials. The Workbench helps archivists manage files before they are stored in a repository or dark archive. As files are selected, arranged, and described, a METS file<sup>1</sup> is generated that documents these processes. In addition, checksums and UUIDs<sup>2</sup> are generated for each object. MODS<sup>3</sup> descriptive metadata can be created for individual objects and folders or mapped to them from tabular data files.

Erin and Greg travelled from North Carolina to the UK and led three meetings with archivists and developers about the Curator’s Workbench. Greg Jansen is the software developer for the Curator’s Workbench at UNC.

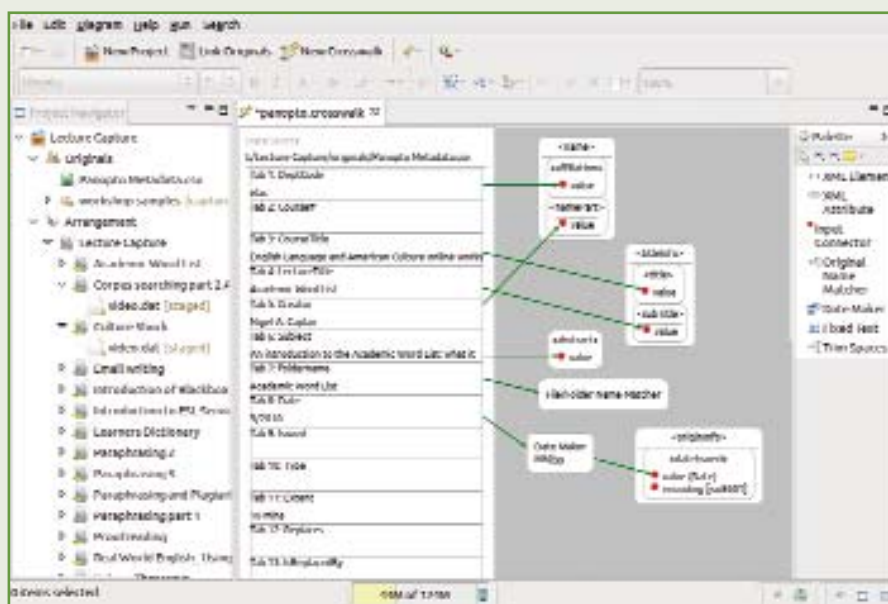
- The goals of these meetings included:
- ▶ Promote the Curator’s Workbench software;
  - ▶ Engage ICA members and UK higher education institutions (with JISC participation<sup>4</sup>);
  - ▶ Gather feedback regarding future uses and features for the software;
  - ▶ Find partner institutions to develop the software;
  - ▶ Facilitate discussion of new

1 Metadata Encoding and Transmission Standard (METS).

2 Universally Unique Identifier (UUID).

3 Metadata Object Description Schema.

4 Joint Information Systems Committee.



Screenshot of metadata mapping portion of Curator’s Workbench with MODS elements and user-supplied metadata.

approaches to workflow for handling born-digital material.

Meetings were held in London, Oxford and Glasgow. A wiki page was created to keep participants informed about details of the meeting, <https://github.com/UNC-Libraries/Curators-Workbench/wiki/ICA-JISC-Workshops>.

Participants were interested in the tool as a way to demonstrate readiness for growth in repository development at their institutions. Some saw the ingest tool as a way to show progress in the area of digital preservation and to prepare data without a formal preservation repository. A consistent finding was that the tool provides a better than usual overview of digital materials, allowing archivists and curators to make and visualize linkages between digital materials. Another consistent theme was that the tool enables archivists to tackle more technical steps that are usually passed to other staff. There were several suggestions the participants said would make the tool more useful to them. Incorporation of data mining and forensic tools would help archivists

find and protect sensitive information.

Many participants do not use MODS and need the ability to edit or map metadata to other schemas. Many also need support for other export packages, such as Bag-IT or other METS profiles.

If you are interested in learning more about Curator’s Workbench, please contact the authors. We are interested in working with other institutions who are looking at ingest tools for born-digital materials.



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# A Chronology of Media

Girona City Council through the Centre for Image Research and Diffusion (CRDI) and the Cinema Museum, in collaboration with the International Council on Archives (ICA) through the Photographic and Audiovisual Archives Group (PAAG), celebrated the World Day for Audiovisual Heritage, 27th October, with the publication of a chronology of photography and audiovisual media.

The chronology is in the form of a poster produced in four languages (Catalan, English, Spanish and French) presenting the historical development of audiovisual media: cinema, photography, television, video and sound recording.

There is in addition a website, also in four languages. Here the information has been expanded with more text (including, for example, a separate chronology for amateur film), and more images and audiovisual material. There are in all 280 chronological references, some 30 audiovisual records and 140 images. Both resources, printed and electronic, allow you to view simultaneously the chronology of the key events in the evolution of the different media.

The chronology of photographic and audiovisual media not only provides a common and universal tool for archivists, but is also of benefit to the public by contributing to the management and preservation of photographic and audiovisual heritage. It also describes the morphology and functions of the materials used in establishing information about photographic and audiovisual records in order to contribute to their better preservation. It helps to make people aware of the vulnerability of this heritage due to the rapid obsolescence and deterioration of the physical media. It promotes awareness and it provides tools for the work of archivists in the field of photographic and audiovisual records. And last but by no means least, it highlights the importance of the development of those technologies as a means of recording the memory of the people. The participation of the PAAG and the



experience of the CRDI and the Cinema Museum in creating similar resources was key to the success of this project. ICA's role was also crucial as, through the PCOM programme, it financed the translation of the resources into the four different languages. It also has a major role to play in helping to disseminate these products widely among the archival community and other institutions related to cultural heritage.

Website: [www.girona.cat/sgdap/cat/patrimoni\\_audiovisual](http://www.girona.cat/sgdap/cat/patrimoni_audiovisual)  
 Poster: [www.girona.cat/sgdap/docs/cartell\\_patrimoni\\_audiovisual\\_ENG.pdf](http://www.girona.cat/sgdap/docs/cartell_patrimoni_audiovisual_ENG.pdf)



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# Association of Latin American Archivists: Origins and Development



ALA General Assembly, Toledo, 2011.

**During the First Interamerican Meeting on Archives, which occurred in Washington DC, it was proposed for the first time, and approved on October 17<sup>th</sup> 1961, to establish an interamerican archivists' association, and those present declared themselves founding members of this association.**

In the Technical Meeting on the Development of Archives, organized by the Organization of American States (OAS), in Washington DC, from July 24-28<sup>th</sup> 1972, the "Charter of the American Archives" was approved and again it was recommended that an association of Latin American archivists be set up.

During the Multinational Seminar on Planning and Reorganization of National Archives, on April 6<sup>th</sup> 1973, at Lima, Peru, an agreement was finally reached to found the Asociación Latinoamericana de Archivos (ALA).

In 1976, at Santa Fe de Bogotá, ALA's statutes were approved and it was registered in Colombia, as a professional and cultural non-governmental organization,

with the objective to "serve as a tool for an effective collaboration between its members through the unification of standards and the exchange of experiences that will improve the development of archival work as a whole and ensure that Latin American documentary heritage is effectively conserved and used".

Soon afterwards, ALA became a regional branch of the International Council on Archives (ICA). From 1985 onwards ALA consolidated itself and developed important projects such as the publication of a magazine and specialized publications, courses and seminars, the creation of a website, etc.

As a product of the Summit of Iberoamerican Heads of State and Government, at Isla Margarita and Oporto in 1998, a multilateral fund was created to promote the development of Iberoamerican archives. The successful Program ADAI - Iberarchivos has since its beginning used ALA's infrastructure to implement its grants.

In 2000 the International Seminar on Archives of the Iberian Tradition (SIATI) was created as an official event of ALA.

The 7<sup>th</sup> SIATI was held in 2011, at Rio de Janeiro, Brasil and the 8<sup>th</sup> SIATI will take place in 2013 in Colombia.

ALA is currently continuing with its strategic plan for 2011-2015 to develop itself by means of various activities such as: stimulating the affiliation of new members and integrating more countries; supporting research and the exchange of knowledge; creating and/or restructuring its Technical Commissions (CTs) and Work Groups (GTs).

For more information, visit ALA's new website: [www.ala-archivos.org](http://www.ala-archivos.org).



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# Meeting of EASTICA in Tokyo



EASTICA General Conference, Tokyo 2011.

**EASTICA met again in November (15-18) this year in Tokyo for its 10th General Conference. The weather in this capital city of Japan was most beautiful and welcoming.**

**A** new team of management was elected during the 10<sup>th</sup> General Conference for another four-year from 2011 to 2015. You can find details of the new team on the ICA website.

The theme of the seminar for this year was "Archives Today: Legislation, Access, and Preservation in Digital Age." Three resource persons were invited to speak in the seminar. Barbara Berce, Policy and Strategic Projects

Director of the National Archives of Australia, spoke of the open government reform in Australia and the pressure from legislative reforms "forcing" government agencies to be more open and to make their information more accessible to the public. The other two resource persons were both from Japan, Professor Akira Baba of the University of Tokyo and Professor Katsuya Uga, also of the University of Tokyo. Professor Baba spoke of the impact of digital archives on the knowledge society while Professor Uga explained the newly enacted Records and Archives Management Act and the challenges ahead. In the "Country Report" session, Professor Simon Chu of the Chinese University of Hong Kong commented on the lamentable archival situation in Hong Kong where the government, unlike its counterparts in the region, had "curiously" refused to provide a legal framework for the management and preservation of records and archives.

Earlier in the year, EASTICA, in conjunction with the University of Hong Kong, organized a course of study leading to the award of a Postgraduate Certificate in Archival Studies (PCAS). This is a three-week course of full time studies offered once each year at the campus of the University of Hong Kong. This year's program was held from May 30 to June 18 in Hong Kong. Archival experts and educators such as Dr Trudy Peterson (US), Dr Wendy Duff (Canada), Mr. John McDonald (Canada), Dr Marian Hoy

(Australia), Dr Lee Sangmin (Korea) and Mr. Simon Chu (Hong Kong) were invited to give lectures and conduct seminars. 17 full-time and 3 part-time participants enrolled this year, most of them are serving archivists coming from Hong Kong, Macao, Malaysia, China, Korea, the Philippines, etc.

Another professional development venture of EASTICA was the custom-made training program EASTICA developed for its Mongolian colleagues. Mongolia was making a serious effort to introduce modern records management throughout its government, but has been held back by lack of training in international standards. In this connection, EASTICA had developed and delivered a training package funded by the World Bank for the National Archives of Mongolia in May 2010. It was a 2-week intensive program of study comprising about 80 hours of lecturing and seminar and taught by leading experts from archives and universities in the US, Canada, Korea, Hong Kong and Australia.

To find out more about EASTICA's activities and programs, go to [www.eastica.org](http://www.eastica.org).



EASTICA General Conference, Tokyo 2011.



EASTICA Bureau, Tokyo 2011



**Simon F. K. Chu**  
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# APENet Liaison Group of EURBICA: new content providers for the Archives Portal Europe

In 2011 EURBICA got especially involved in the APENet Liaison Group, an EURBICA project funded by PCOM. Since January 2011 the pilot of the Archives Portal Europe, that is developed jointly by 17 European national archives within the framework of the APENet project, is available online. You can search currently in 9,380,998 descriptive units linked to more than 771,747 digital objects from 49 institutions. To inform and integrate more European archives, especially the ones from non-EU Member States, the APENet Liaison Group of EURBICA has been initiated.

The first meeting took place in Bern on April 12<sup>th</sup> 2011. 15 participants of eight countries participated in the meeting: Albania, Austria, Croatia, Liechtenstein, Luxembourg, Norway, Serbia and Switzerland. Seven of these countries have already declared their interest to be content providers of the Archives Portal Europe and two of them (Croatia and Norway) are going to work as project partners in APEX, the follow-up project of APENet.

The second APENet Liaison Group meeting was a hands-on workshop on the APENet tools taking place during the CITRA conference at Toledo on Tuesday 25<sup>th</sup> October 2011. About twenty archivists from seven European countries representing twelve different institutions attended the workshop. Divided into morning and an afternoon sessions, the workshop showed the functionalities



APENet workshop.

**APENet**

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APENet (Archives Portal Europe) is a Best Practice Network project supported by the European Commission in the [eContentplus programme](#) and its objective is to build an **Internet Gateway for Accessible and Archived in Europe** where European national archives in close cooperation with the Internet-World archive will create a common access point to European archival descriptions and digital collections.

This website is intended to inform you about the development of the project.

Please give us feedback and comments on the website through the [contact form](#).

Third version (Alpha) of the Archives Portal Europe released

**ARCHIVES PORTAL EUROPE**

The third version of the Archives Portal Europe is now online at [www.archivesportal.eu](http://www.archivesportal.eu). You can search across the holdings of 49 institutions, 6.026.344 descriptive units and 776.316 digital archival objects.

Read about the most significant improvements of the new version [here](#). As always we welcome your feedback which can be sent using the contact form. Please note that this is still an Alpha version of the portal's pilot.

NEWSFLASH

The APENet project, the pilot release of the Archives Portal Europe and Europe's follow-up the news project were presented at the ICA/ICP2011 conference in Rotterdam.

IN CO-OPERATION WITH

WHO'S ONLINE

We have 18 weekly online

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and the tools designed to pool the descriptive resources of the partners associated in the APENet project.

Some participants used their own data (online finding aids), converted them into APENetEAD and became acquainted with the dashboard. By using the testinstance of Archives Portal Europe they got an impression of how easy it is to get data into the portal and how their data could be published and presented at [www.archivesportal.eu](http://www.archivesportal.eu).

The presentations held during the second meeting can be found on the APENet project's website for more information (see [www.apenet.eu/index.php?option=com\\_content&view=article&id=119%3Aapes-in-toledo&catid=3%3ANewsflash&lang=en](http://www.apenet.eu/index.php?option=com_content&view=article&id=119%3Aapes-in-toledo&catid=3%3ANewsflash&lang=en)).



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# “KUMUSTA” and “MABUHAY” from SARBICA

**18<sup>th</sup> SARBICA executive board meeting and seminar on management of electronic records Manila, the Philippines.**

The SARBICA family had its gathering for 2011 in Manila during the 18<sup>th</sup> SARBICA Executive Board (EB) Meeting which was held on 17<sup>th</sup> October 2011. The National Archives of The Philippines was the host of the EB meeting and the organizer of the International Seminar on The Management of Electronic Records with the theme ‘Bridging Worlds through the Management of Electronic Records’, held in conjunction with the celebration of Archives Month, from 18 – 19 October 2011 at the Hotel Pan Pacific, Manila.

The EB meeting was attended by 11 Executive Board Members and 12 observers from member countries. Mrs. Sureerat Wongsangiem, Chairman of SARBICA, convened the meeting which discussed various pertinent matters, including current and future projects of SARBICA, membership, annual subscription and publication of the Excusive Heritage Coffee Table Book and the Journal of the Southeast Asia Archives.

The International Seminar attracted 66 foreign and 134 local participants and brought together speakers from National Archives of The Philippines, Malaysia and Singapore who shared their experiences and lessons learned from their Electronic Records Management Programmes respectively. We also had counterparts from industry who spoke about latest digital technologies, systems and equipment. Throughout the seminar it was acknowledged that managing e-records has become an important task for Archives with different resources and capacities. Therefore the seminar made the following recommendations:

► The National Archives of the different ASEAN countries shall take the lead in



SARBICA Executive Board and Seminar, Manila 2011.

effectively addressing electronic records management issues in ASEAN in general and in their individual countries in particular in keeping with internationally accepted standards.

► Electronic records technology will bring conveniences which will enhance archival operations but such records technology must also be managed responsibly.

► Government agencies stand to benefit from coordinating with their National Archives to develop effective electronic management systems in their agencies which take into account human resource, technological (software and hardware) and policy and procedural aspects.

► Electronic records management requires constant vigilance especially with regard to technological changes which may render digitized records unreadable and obsolete.

► Effective metadata management is an essential aspect of electronic records management.

► ASEAN National Archives shall take advantage of the enhanced capacity provided by advancements in electronic records technology to share resources and experiences with each other, especially given their shared histories and heritage.

► Advances in electronic records technology also empower ASEAN archives to interact and share experiences and resources with other archives all over the world.

A bonus feature of the seminar was a special lecture delivered by Prof. Aurora Gómez Galvarriato Freer, the Director General of the National General

Archives of Mexico, on ‘Bridging the Archival Heritage of Mexico and Southeast Asia through Electronic Technology’ which revealed new knowledge on the history of the National General Archives of Mexico and on relations between New Spain (now Mexico) with the Philippines and other parts of Asia. Prof. Aurora cleverly related the subject of her lecture to digital technology and related how digitization of archival documents helps to share our common heritage.

All foreign delegates/participants particularly were treated to the best hospitality, the Philippines way. We were also taken for both a professional visit to the National Archives of The Philippines and a social visit to the Ayala Museum. The SARBICA Executive Board would like to thank Mr. Victorino M. Manalo, the new Executive Director of the National Archives of The Philippines and his able staff for a job well done.

The next EB Meeting will be held in Bangkok, Thailand, in May or June 2012. The National Archives of Thailand will play host to next year’s meeting and seminar. Please visit our website or contact the SARBICA Secretariat for further information on the next seminar and membership application.



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# PARBICA 14: Evidence and Memory in a Digital Age

The PARBICA family was reunited for PARBICA 14: Evidence and Memory in a Digital Age. Over 100 attendees from 18 countries met for a week of presentations, discussions and workshops, which addressed some of the challenges and risks related to managing information in a digital age. We also continued to work on developing the capacity and competencies required to support and improve recordkeeping in the Pacific Region using our Recordkeeping for Good Governance Toolkit.



PARBICA 14, Apia 2011.

Conference participants reported they would be taking the conference learning back to their respective countries to up skill the recordkeepers and information professionals in their governments. Concrete action identified included; work around developing disaster preparedness guidance and enabling greater access to information through utilising digital technologies and promoting digital literacy.

The conference reconfirmed that strong systems for the creation and management of records and the preservation of archives are key foundations of sustainable economic development and good business practice, as well as essential to support good governance and collective memory in all countries, states and

territories in the Pacific region.

The PARBICA bureau has undergone a period of change: we have farewelled Setareki Tale, Adrian Cunningham and Mark Crookston. On behalf of the membership I would like to express our thanks for the significant contributions made by Seta, Adrian and Mark. A new Bureau was elected at PARBICA 14, full details of which are available on the ICA website.

The Bureau has taken the conference resolutions and is developing a business plan which focuses on 5 key areas – Professional Development and Education, Co-operation and Advocacy, Governance and Membership, Recordkeeping for Good Governance, and Archival Capability.

PARBICA has experienced a period of great productivity and significant support from our funding partners. We have achieved great things for recordkeeping in the Pacific through the Recordkeeping for Good Governance Toolkit. The focus of the Bureau is now on consolidating this great work and looking for ways to implement the toolkit across the Pacific.

For more information:  
[www.parbica.org](http://www.parbica.org)



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# Section on Notarial Archives

On 25 October 2011 the Section on Notarial Archives met in Madrid (Spain), welcomed by Teresa Diez de Los Rios de San Juan, director of the Archivo Historico de Protocolos de Madrid, and the authorities of the General Subdireccion for Archives of the Comunidad de Madrid, in the very beautiful building, renovated in 2003 for the archives, of the old brewery named El Aguila.

The meeting took place during the 2011 CITRA held in Toledo, very near to the Spanish capital. Attending the meeting were two new members : Lucia Maria Velloso de Oliveira, from Brazil, and Marc Torras, for Catalonia (Spain). Even if Makhone Toure, who is representing Senegal, was unable to come, the section welcomed him very enthusiastically, because he will be able to open the section to Warbica. The chairwoman, Paola Caroli, wished to focus the meeting on PCOM's project.

The project aims globally to present



SAN Bureau, Madrid 2011.

to the archival community a pack of resources on notarial archives. It is composed of actions already launched but also of new ones. The section tried to meet general interest points of view for the whole archival community, and not focusing only specifically on notarial archives. In this regard, it decided to launch an inquiry on born digital notarial records with the help of the International Union of Notaries (UINL) and of the International Institute On Notarial History (IIHN), in order to understand better the stakes of preservation of the authenticity of the born digital acts. As regards the dissemination of notarial archives, the section wants to focus and contribute to a better under-

standing of the programmes of digitization of notarial archives. There are already a lot of experimentations in quite a lot of countries.

At the end of the day, the section went to visit the magnificent Archivo Historico de Protocolos de Madrid, guided by Teresa Diez, director. We saw archives on Cervantes, Lope de Vega, la Zarzuela and their notaries...! Muchas Gracias!



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# Section on Archives of Universities

Archivists know that they can no longer assume that their contributions to their institutions are understood and valued. For this reason, the ICA Section on Archives of Universities and Research Institutions (SUV) examined the importance of archivists becoming advocates within their own institutions, a notion called "inreach," at its July 2011 Conference, hosted by the University of Alberta in Edmonton, Alberta, Canada.



Gatis Karlsons, Latvia, presenting in regard to his PCOM funded project on Student Records.

While the call-for-proposals emphasized inreach, it is not surprising that there were an equal number of papers on outreach, which has received much attention

since the 1980s. Still, as the conference proceeded and speakers discussed their advocacy activities, it became clear that the line between inreach and outreach was unimportant. Indeed, most all activities for support and building of user communities could provide significant inreach benefits if planned critically. Both internal and external advocacy programs share many strategies and techniques that build strong archives with engaged institutional support and committed public audiences.

The conference demonstrated that there was little difference in effective execu-

# Section of Professional Associations

The second SPA World Conference of Archives Associations was held in Edinburgh between 31 August and 2 September. The event was hosted by the Archives and Records Association (UK and Ireland) as a separate stream at the Association's annual conference. Representatives from associations in Europe, North America, South America, Asia and Australia attended the conference where experiences were shared and issues of common concern discussed.

The program included sessions on:

- ▶ The Universal Declaration on Archives
- ▶ Developing a competency model
- ▶ Managing associations in financial hard times
- ▶ Government and archives politics
- ▶ Merging records and archives associations; merging archives and libraries.

An Association Fair was included in the Conference program where participating associations displayed publications and other items developed for sale or general distribution.

The event also marked the 35<sup>th</sup> Anniversary of SPA which was established on 29 September 1976 at a special meeting of the ICA International Congress held in Washington. To mark the occasion there was a panel discus-

sion with past SPA Presidents: Yvonne Bos-Rops, The Netherlands, President 1996-2000; Margaret Turner, United Kingdom, President 2000-2004; Didier Grange, Switzerland, President 2004-2008, and Christine Martinez, France, President 2008-2009. The session was titled "Here's SPA: Looking Back, Looking Ahead" and was chaired by the current SPA President, Henri Zuber. Each panel member noted highlights from their presidency and included the development of the ICA Code of Ethics and the Universal Declaration on Archives and the establishment of the Archival Solidarity Project. All agreed that SPA had played an important role supporting professional archives and records associations and helping them to promote and protect the interests of the profession. At the conclusion of the Conference a birthday celebration was held to mark the occasion.

The SPA Manual was launched at the Edinburgh Conference. The Manual brings together in one document all of the guidelines developed by the Section to assist associations establish sound administrative structures and effective programs for their members. The publication has a number of themes:

- ▶ Good governance, with guidelines on developing a constitution and conducting elections, and advice on setting up a records management program and on developing an association retention schedule;



Panel of SPA Presidents at the Edinburgh Conference: D. Grange, C. Martinez, H. Zuber, M. Turner, Y. Bos-Rops.

- ▶ Education and professional development, with guidelines on organising conferences, training workshops and seminars and on establishing a mentoring program, and

- ▶ Advocacy and promotion, with guidelines on developing promotion strategies and on conducting lobbying and public campaigns.

The Manual is available in English, French and Spanish on the ICA/SPA website at: [www.ica.org/9217/professional-resources/manual-for-association-management.html](http://www.ica.org/9217/professional-resources/manual-for-association-management.html). Individual guidelines are also available on the SPA website.



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tion of inreach vs. outreach projects, whether exhibits, lectures, websites, or social media. Speakers reported on varied activities, including "embedded records management," discipline/community-driven collection building, oral history in partnership with "storybook" memory projects, curriculum development, Facebook pages, and blogs. All successful projects depended on clear strategic goals, sufficient resources were to complete the project, and realistic planning. Most importantly, advocacy programs that were successful for inreach all proceeded by researching the prospective audience and then build-

ing relationships, especially by turning the target audience into partners. Perhaps the meeting's most valuable contribution was the emergence, based on case studies, of commonalities among the successful projects.

The papers also demonstrated that virtually any properly conducted outreach project could become a good inreach tool. As one speaker noted, when a project emphasizes the content of archives, it would show how evidence forms a legacy, which then creates institutional memory. In today's competitive higher-education market, this is an espe-

cially important service as universities seek to "brand" themselves by means of their institutional identity. When such strategic outcomes are part of the archives' planning of outreach, the resultant inreach will ensure that its parent institution understands and values its contributions.



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# Annual Conference of SPP in Vilnius, Lithuania



SPP Annual Conference, Vilnius 2011.

The Annual Conference of the Section of Archives and Archivists of Parliaments and Political Parties (SPP) of the International Council of Archives (ICA) Archives and Democracies in Transition was held at the Seimas (Parliament) of the Republic of Lithuania in Vilnius on 6-7 October 2011, presided by a member of the Steering Committee of SPP, Ms Vida Kisuniene. The Conference was attended by 87 participants from 14 countries around the world, as well as by students of history and archives from Lithuanian universities.

The Conference discussed the impact of democratic processes on the activities of archives and the challenges that preservation and communication of historical documentary heritage pose to these activities and their significance for democratic development. The Conference mainly focused on the activities of parliamentary and party archives in Central and Eastern Europe over the past two decades, especially on changes they experienced after the first conferences of the SPP held in this region (Prague, Budapest, and Warsaw).

In his opening speech, Mr Ceslovas Vytautas Stankevicius, Deputy Speaker of the Lithuanian Seimas, underlined the importance of the preservation and communication of archives, as well as the role of the Conference in the community of archivists. He also noted that political parties in Lithuania should focus more on preservation and communication of their historical documentary heritage. At the Conference, presentations were made by representatives of parliamentary and party archives, scientists, and historians from Austria, Germany, the Netherlands, Estonia, Latvia, the Slovak Republic, Georgia, Hungary, and Lithuania. During the two days of the Conference, the participants had an opportunity to share their professional experience and cover relevant issues while holding discussions and personal conversations. The Conference was directly broadcast online and on the Seimas Television channel Seimas-tiesiogiai. Dr Günter Schefbeck, Vice-President of the SPP chaired the Conference and gave an interview to the Seimas Television, which was preparing a report on the visit of the participants of the Conference to the Archive of the Seimas. The Conference was also directly covered in the news programme of the Lithuanian National Television.



SPP Annual Conference, Vilnius 2011.

During the Vilnius Conference the General Assembly of the SPP adopted a Resolution which is available on ICA website in the member space : [www.ica.org/5415/governance/archives.html](http://www.ica.org/5415/governance/archives.html)



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# Advancing archives and human rights: The ICA Human Rights Working Group

The 2003 CITRA in Cape Town adopted a resolution on archives and human rights violations which, in part, invited ICA and UNESCO to put in place a program to support the preservation of archives that document violations of human rights. To implement this resolution, ICA established a Human Rights Working Group (HRWG). The Working Group aims to raise awareness of the importance of archives for human rights and to support the better and wider use of archives in defense of human rights.

Starting in December 2009, the Working Group began producing a monthly newsletter reporting on human rights issues that have an archives component. The newsletter is distributed through the ICA listserve and by UNESCO (to subscribe, enter the required information on the form at [www.unesco.org/archives/hrgnews/managesub.php](http://www.unesco.org/archives/hrgnews/managesub.php)). A French translation of selected items in each newsletter is available through the Swiss archives association courtesy of translator Cristina Bianchi; the issues are available on the Swiss association website at [www.vsa-aas.org/fr/doku/archives-et-droits-de-lhomme](http://www.vsa-aas.org/fr/doku/archives-et-droits-de-lhomme). The Working Group hopes to find a volunteer to translate parts into Spanish. News and information from all parts of the world are actively sought, and persons with items to share are asked to send them to Trudy Peterson ([trudy@trudypeterson.com](mailto:trudy@trudypeterson.com)). Previous issues of the Newsletter

are online at <http://new.ica.org/4535/ressources/ressources-relatives-aux-archives-et-droits-de-lhomme.html>, on the UNESCO website, and on the Council of Europe's electronic repository ArchivalWare (<http://128.121.10.98/coe/public.jsp>).

In 2010 the Working Group began a project to build an on-line directory of (1) archives that identify themselves as human rights archives and (2) archives that are part of a human rights organization and are open to the public. Aileen Cornelio (Canada) and Tessa Fallon (United States) volunteered to lead the project. The ICA's International Standard for Describing Institutions with Archival Holdings is used for gathering directory information, and the first round of entries is complete. The Working Group decided this autumn to expand the directory to include institutions (excluding national archives) that hold special bodies of records relating to human rights issues; the Working Group is particularly interested in listing the institutions holding archives of truth commissions, international courts and human rights commissions, secret police, and land registries. Any institution that wishes to be part of the directory should contact either Aileen ([aileen.cornelio@gmail.com](mailto:aileen.cornelio@gmail.com)) or Tessa at ([taf2111@columbia.edu](mailto:taf2111@columbia.edu)). The first entries will be available via the ICA website in early January 2012.

The Section of Professional Associations (SPA) and the Human Rights Working Group are undertaking a joint project to develop a statement

of professional responsibilities for archivists with regards to human rights. The statement will be modeled on the United Nations' document, "Basic Principles on the Role of Lawyers," ([www2.ohchr.org/english/law/lawyers.htm](http://www2.ohchr.org/english/law/lawyers.htm)) and informed by the UN Principles Against Impunity (<http://daccess-dds-ny.un.org/doc/UNDOC/GEN/G05/109/01/PDF/G0510901.pdf?OpenElement>).

Giulia Barrera (Italy), Montserrat Canela (United Nations High Commissioner for Refugees) and Sigrid McCausland (Australia) are the first members of the project team, with one or more additional persons to be added shortly. Persons interested in joining the group should contact either Henri Zuber, chair of SPA, via the SPA page on the ICA website, or Trudy Peterson at ([trudy@trudypeterson.com](mailto:trudy@trudypeterson.com)). This statement is both important and timely because the United Nations High Commissioner for Human Rights will soon be appointing a Special Rapporteur to look at the question of impunity, and the role of archives in the fight against impunity should be an important part of that study. Having a statement of professional responsibility will be useful to the Rapporteur as a guideline to archival thinking on the responsibilities of archivists when handling records important to human rights.



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# Changes for “Comma”



The *Comma* board, Toledo 2011.

In 2012 there will be major new improvements to the way in which *Comma* is produced and distributed – and ones which will lessen the overall costs to the ICA too. In common with

most professional journals *Comma* will now be published by a commercial publishing company; in our case the academic publisher, Liverpool University Press. In practice this means, for the reader, an improved reading experience both in the paper version – and online. *Comma* will be available through the ICA website as usual, but with much improved access and navigation between articles and individual issues. Behind the scenes the new arrangement will mean that the Paris Secretariat will have fewer administration tasks to perform and will no longer

have to oversee the distribution process; editorial control remains, of course, solely with the *Comma* board. The first issue to appear with LUP is the SAE/CITRA2009 issue on education and training and the Board hopes that members enjoy the ‘look and feel’ of the new product.



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## Publications



### ESARBICA Newsletter

Issue 25 October  
only in English  
Contact: Mr Mpho  
nNgoepe, Development  
Bank of Southern Africa

(DBSA), mphongoepe@tsamail.co.za or  
Prof. Patrick Ngulube, University of  
South Africa – UNISA, ngulup@unisa.ac.za



### WARBICA Half yearly journal of the West African Regional Branch

N° 6, September 2011  
“The management of

audio-visual archives in West Africa:  
issues and perspectives”

Available only in French

N° 7, October 2011

The management of medical archives in  
West Africa: issues and challenges.

Available only in French

Contact: Babacar NDIAYE, Director of  
the Archives of Senegal,  
pmarchi@primature.sn



### ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families, 2<sup>nd</sup> Edition

This standard provides  
guidance for preparing archival author-  
ity records which provide descriptions  
of entities (corporate bodies, persons

and families) associated with the  
creation and maintenance of archives.  
Translation into Russian provided by  
Boris Yeltsin Presidential Library,  
Russian Federation  
de Russie. ISBN 978-5-905273-13-1

### Publications of the Society of American Archivists

Contact: Society of American archivists  
www.archivists.org



### Encoded Archival Description – Tag Library Version 2002 – Russian Version

Prepared and maintained  
by the Encoded Archival  
Description Working Group of SAA and  
the Network Development and MARC  
Standards Office of the Library of  
Congress

Society of American Archivists (2011),  
379 pp., ISBN 1-931666-00-8



### I, Digital Personal Collections in the Digital Era

This book explores  
issues, challenges, and  
opportunities in the  
management of personal digital collec-  
tions, focusing primarily on born-digi-  
tal materials generated and kept by  
individuals, as opposed to electronic  
records that are generated within and  
managed by formal organizational

record-keeping systems.

Edited by Christopher A. Lee  
Society of American Archivists (2011),  
379 pp., ISBN 1-931666-38-5

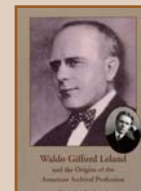


### A Different Kind of Web, New Connections between Archives and our Users

Edited by Kate Theimer  
Foreword by David S.  
Ferriero

Thirteen case studies describe archivists’  
experiences in creating blogs, wikis, and  
interactive website. A series of short  
essays present viewpoints of archives  
users - historians, educators, students, and  
genealogists- as they consider the possibil-  
ities social media present for them to inter-  
act with archives in new ways.

Society of American Archivists (2011),  
369 pp., ISBN 1-931666-39-3



### Waldo Gifford Leland and the Origins of the American Archival Profession

Edited with an introduction  
by Peter J. Wosh

This splendid basic brings  
together Waldo Gifford Leland’s most  
significant writings concerning archives  
and archival methods, concentrating on  
the period from 1908 to 1920, when  
Leland was most involved in helping to  
create the American archives profession.  
Society of American Archivists (2011),  
398 pp., ISBN 978-1-931666-40-7