

news from ica Flash



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Reykjavík 2015: breaking new ground

A Major Breakthrough for ICA

I am deeply grateful to Eiríkur Guðmundsson and his team at the National Archives of Iceland for their exemplary professionalism in preparing the third Annual Conference in Reykjavik. For the third consecutive year, the Annual Conference was a great success, justifying once again all the efforts made over the years to increase the active participation of all our members in our organization. I venture to suggest that in Reykjavik ICA went a step further than in the previous two conferences. In securing the services of John Hocking (who has the rank of Assistant Secretary-General at the United Nations) to deliver the concluding address, ICA also managed to connect with a decision-maker at the highest level of the world's most powerful international organization. As became abundantly evident as his address proceeded, John Hocking has the great gift of being able to highlight the importance of effective records and archives management with a clarity and an eloquence which many archive professionals would find difficult to match. It matters enormously that John Hocking, in his extremely powerful post, has become such a persuasive advocate for our cause, especially as ICA seeks to implement its strategy for Africa and to strengthen its network there over the next five years. In another article in this issue, Dzhevid Mahmud, one of our promising new professionals (a group which is going from strength to strength under the enlightened direction of Cécile Fabris), sets out the key points made by John Hocking in his address, and it repays careful reading. There is no need for me to reproduce these points here. Now is the time for ICA to assess the implications of this major breakthrough in order to get the maximum benefit from it. It is clear

that the late Tony Newton played a key role in the development of John Hocking's thinking about archives. The obvious conclusion to be drawn is that archivists should concentrate even more on the development of their communications skills and in the cultivation of good working relationships with senior staff. It will not do to quote a cherished piece of archival theory in a somewhat dogmatic way, and then to expect that we will be given all the resources we seek. We need to argue our case, but in a much more sophisticated way. The function of the archives always has to be placed in alignment with the objectives of the organization or business, rather than presented as an irksome imposition. Indeed, without effective archives management, the ability of any organization to achieve its main objectives is likely to be seriously impaired. Of course the message that archivists can progress from the backroom to the boardroom is tremendously encouraging. John Hocking has certainly practised what he preaches in promoting his chief archivist, Elizabeth Emmerson, to the top table. At a time when the top archival posts in many countries seem to be out of the reach of archive professionals, this should give us renewed confidence and determination that we too can reach the higher reaches of our organizations, as long as we pay heed to the wise advice of John Hocking and other influential decision-makers who wish us well. We earnestly hope that the relationship which ICA has established with the UN Mechanism for International Criminal Tribunals will develop further. Inspired by this example, we should actively seek out other international bodies

who might be receptive to our message that responsibly managed archives enhance efficiency and accountability. We should perhaps be more adventurous and move outside our traditional comfort zone in order to approach proactively major international organizations who would be pleased to work with us once we have explained in jargon-free language what ICA does and what it stands for. It is a very exciting time to be active in ICA, as the forces for positive change have rarely been stronger in our organization. We should shrug off the internal preoccupations which have so dominated our thinking for many years, and become a truly outward-facing organization, making imaginative partnerships with a range of international bodies in order to convey the key messages about archives to decision-makers and the wider public. The newly energized Secretariat team stands ready to play a full part in this process of organizational transformation.



David Leitch
ICA Secretary General
leitch@ica.org

Flash

Editor: International Council on Archives (ICA)

Publication Director: David A. Leitch

The International Council on Archives (ICA) is dedicated to the advancement of archives through international cooperation. 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.

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ICA

60, rue des Francs-Bourgeois
75003 Paris, France
T: +33 14027 6306
F: +33 14272 2065
E: ica@ica.org
I: www.ica.org

Graphic design: Raphaël Meyssan
T: +33 6 20 49 12 15
E: raphael@meyssan.net
I: www.editorial-design.org

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Reykjavík, Iceland Records Management Expert Group first meeting, September 2015

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Seoul, South Korea International Council on Archives International Congress, September 2016

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Latin America Cooperation and Transparency: project of development of public access to the records

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Yaoundé, Cameroon African Strategy Working Group mission, December 2015

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Singapore Joint Technical Symposium "Sustainable audiovisual collections through collaboration", March 2016

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Some reflections from the host country on the Reykjavik Conference

The third ICA Annual Conference was held in Reykjavík, Iceland, September 28th to 29th 2015. It was late in July 2014 that the National Archives of Iceland received the news that ICA had accepted the bid from Iceland to hold the Annual Conference in 2015, so the time to organize this international conference was relatively short. Soon a local committee was formed with representatives



David Fricker et Eiríkur Guðmundsson.

from National Archives of Iceland, Reykjavik Municipal Archives, University of Iceland and Alþingi, the Icelandic parliament. The local committee helped the host to organize the conference. Also a programme committee was formed with archival professionals from all over the world that had the task of deciding the theme of the conference, the call for papers and reviewing the submitted papers. These people along with the professional conference organizer, CP Reykjavik, and the ICA secretariat made the conference as successful as it was.

Submissions of abstracts were very slow the first weeks after the call for papers went out. But in the last week the submissions began to flow and at the end there were 181 submissions in all and of a very high standard. The same happened when the registrations opened. It was very slow to begin with and the goal to reach 400-500 participants seemed to be far way. But as before the numbers went up in the last weeks and the result was that over 500 participants attended the conference in Reykjavik.

The conference participants were in for a treat. The theme of the conference was Archives: Evidence, Security and Civil Rights. Ensuring trustworthy information. In all there were 74 speakers in 22 sessions. The keynote speakers also attracted attention. Guðni Th. Jóhannesson, professor in history at the University of Iceland, filled in for Kári Stefánsson who was not able to give his keynote address. Guðni told a personal story of sources, access and archives. Gísli Guðjónsson, Emeritus Professor of Forensic Psychology at King's College London, was

keynote speaker for the second day of the conference. He talked about the importance of archived information in cases of miscarriage of justice but Gísli has a long experience dealing with cases like these, such as the Guildford four and the Birmingham six.

An additional keynote speech, if you like, was given by John Hocking, Assistant Secretary General of the United Nations. He talked about the increased role of archives in our modern societies, not least as a result of information technology. A memorable part of the closing session, chaired by Hocking, was the direct, warm and honest reviewing of the conference by the new professionals. The social programme was well received, with the reception in the new Harpa Concert and Conference Hall as the highlight. Many of the conference participants took time to go sightseeing in Reykjavik and its surroundings, to see the great Geysir, Thingvellir and Gullfoss in South Iceland.

The third annual ICA conference has brought archival professionals, world wide, closer to each other, both professionally and on a personal level. That is a good result. The idea of an annual conference has proved to be valid. 96% of the delegates answered yes to the question: "Based on your experience at the ICA 2015 in Reykjavik, would you attend future ICA Conferences?"

Good luck to ICA with future conferences.

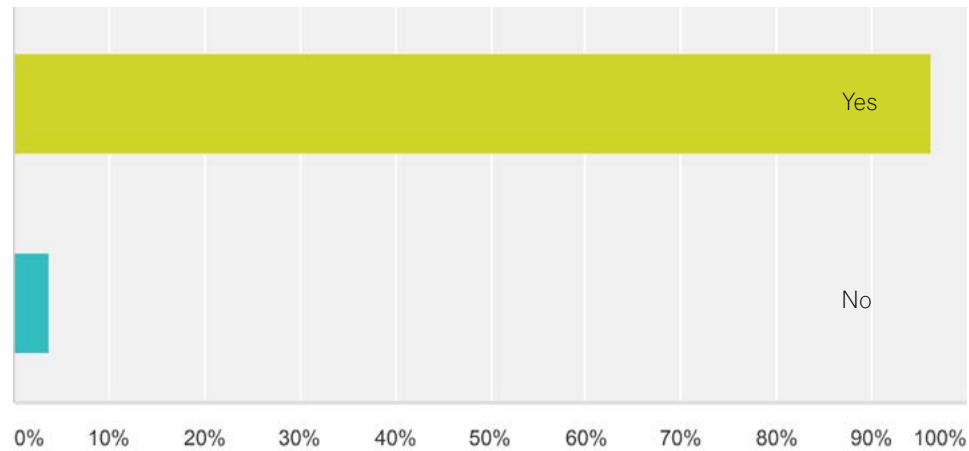


Eiríkur Guðmundsson
National Archivist
of Iceland
eirikur@skjalasafn.is

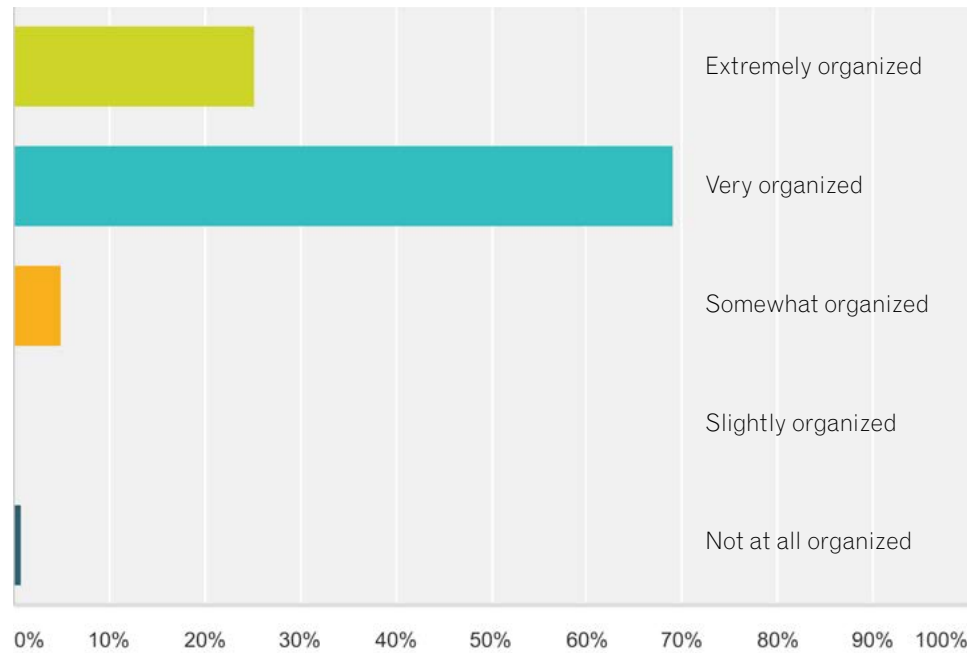
STATISTICS

General information	
Registrations	512
Nationalities	79
Students	0
Days of the Conference	2
Days of related activities	2
Keynote speakers	
Keynote speakers	2
Total speakers/presentations	74
Sessions	22
Papers received	181
Language of papers	2
Speakers nationalities	24
Related activities	
ICA meetings	25
Workshops	8
Registrations to workshops	56
Organizations and management	
Sponsors	3
Exhibitors	7
Other supporters	1
Programme Committee (members)	23
Local Committee (members)	11
Chairs of sessions	19
Web and social networks	
Twitter tweets #icareykjavik2015	~ 3000

BASED ON YOUR EXPERIENCE AT THE ICA 2015 IN REYKJAVIK,
WOULD YOU ATTEND FUTURE ICA CONFERENCES?



HOW ORGANIZED WAS THE EVENT?



DETAILED ASSESSMENT

Agree and strongly agree

The conference has met your expectations	87,3 %	
The topics of the conference have been of interest	87,4 %	
The offer of parallel sessions has been interesting	81,7 %	
The facilities are adequate in relation to comfort	90,8 %	
The facilities are adequate in relation to acoustics	88,9 %	
The facilities are adequate in relation to material resources	88 %	
The information prior to the Conference has been adequate	78,8 %	
The organization throughout the Conference has been optimal	87 %	
The duration of the Conference has been appropriate	81,2 %	
The time distribution (schedules) has been correct	83,9 %	
The simultaneous translation has been satisfactory	60,5 %	
The catering service has been satisfactory	89,6 %	

“Don’t burn your records!”

Sources, access, archives: a personal story

On Monday 28 September, nearly 300 people representing almost 40 countries gathered together in the Nordica Hilton Hotel in Reykjavik, Iceland, to hear the keynote address, set to open the International Council on Archives third annual conference. The announced speaker, Kári Stefánsson, was indisposed at the last minute, and [Dr. Guðni Th. Jóhannesson](#), associate professor of history at the University of Iceland, kindly agreed to step in. Most of the archives professionals present had travelled to Iceland from far away, some had already participated in the workshops which took place on the preceding day, and the room was filled with a palpable sense of anticipation as the conference, with its varied and topical [programme](#), was about to commence. Dr Jóhannesson did not disappoint: he delivered an engaging talk which, while treating quite a serious subject matter, also provoked frequent outbursts of laughter in the audience.

In his address, entitled “Sources, access, archives – a personal story”, Dr Jóhannesson took us on a journey through his research quest which dealt with phone tapping and

other surveillance of left-wing intellectuals and associations in Iceland during the Cold War. A frequent media commentator on Iceland’s recent history and current affairs, his presentation had a strong connection to the theme of the conference – Archives: Evidence, Security and Civil Rights. With his talk he brought Iceland, our host country, into focus, but as his research into foreign relations had taken him abroad to the UK and the USA, there was also a strong international perspective to his talk.

Dr Jóhannesson outlined his research by describing the moments of inspiration where he’d found out new information, hitherto unknown or unexplored, on state surveillance in Iceland during the Cod Wars. While conducting research in the National Archives in the UK – as part of his PhD on the fishing industry – he came across a report which mentioned tapping the phones of left-wing activists in Iceland. Some time later, while doing archival research in the USA, he uncovered another report, dated 1956, which mentioned wire-tapping, detailed card indexing, and other practices of state surveillance. His research into the matter was frustrated by the fact that while parts of the document were made accessible, the rest had been redacted by the institution. Following a review process, ten years after his initial consultation of the documents, they were once again made accessible to him without any substantial changes to the redacted parts, and so his research into the matter was stalled.

Back in Iceland, he tried alternative channels, such as interviewing individuals who might have had knowledge of the phone tapping

practices; but as he mostly came across a repeated answer of “there was never any state surveillance here!”, this method proved no more fruitful than the last. A breakthrough came in 2005, when the court files containing information crucial to his investigation were moved into the archives. Dr Jóhannesson was then given exclusive access to police files on phone tapings, with the proviso that he should not disclose any personal names. He uncovered eight cases of state surveillance and his research culminated in an article entitled “Phone tapings during the Cod Wars in Iceland” which initiated a public debate on the question of state security and state authority versus the personal freedoms of individuals.

Dr Jóhannesson’s talk thus highlighted some very topical themes: the ongoing relevance of archival research to discussions about not only historical issues, but also recurrent social ones such as balancing human rights with state security. It was interesting to hear what a furore his article caused in Iceland – yet another proof that archives are not just static dusty warehouses filled with half-forgotten documents, but repositories of information which can challenge existing historic narratives, provoke public debates, and serve as a springboard for discussing the public understanding of the social and political systems we live in.

As Dr Jóhannesson mapped his struggle to access the documents – being initially denied access, and then allowed in with certain restrictions in place – he wondered whether some access policies were failed or flawed. By discussing why he was granted permission to read the documents – which



Guðni Th. Jóhannesson.

happened because he was engaged in academic research – he pointed to questions of access debated not only amongst archivists but also the general public: not only who gets access to certain documents kept in our archives but when, how and why? Icelandic, as we were told, has an interesting way of expressing some of these complexities, as with one word, *heimild*, it conveys ideas of “access” and “privilege” at the same time.

Dr Jóhannesson closed his fascinating speech with two remarks, both of which prompted a warm applause from the gathered archive professionals. He stressed that archives matter as they keep and enable access to “stories which matter”. And as a last thought, Dr Jonannesson reminded all of us: “keep your records: don’t put them in a barrel and burn them!”



Marta Lomza

mlomza@gmail.com

Archives and miscarriages of justice

Gísli Guðjónsson was the keynote speaker on the second day of the Reykjavik conference. Emeritus Professor of Forensic Psychology at the Institute of Psychiatry, King's College London, he was awarded the CBE (Commander of the Order of the British Empire) in 2011. The title of his presentation was "The importance of archived information in cases of miscarriage of justice" and showed, by means of a number of case studies, the fundamental importance of the preservation and use of records from archives in dealing with legal cases.

Instances of wrongful conviction occur relatively frequently. For example, since 1989, 330 verdicts have been overturned in the United States as a result of DNA analysis. Those wrongly accused spent on average 14 years in prison before they were found not guilty and their convictions quashed.

The results of these DNA analyses depend on evidence that was gathered at the scene of the crime and eventually archived. But reversal of verdicts obtained by DNA analysis represents only a small proportion of miscarriages of justice, and in England cases which go before the Court of Appeal often depend on other archival evidence. This is evidence that was either passed over at the time or was for some other reason not used during the trial.

It is unfortunately also the case that evidence which could lead to the overturning of a conviction, such as alibis, witness statements or medical reports, "go missing" or are destroyed. Knowing that archives could provide the key to reviewing a court case, it may be necessary to mount a "fishing expedition" for documents. It is

also of particular importance to examine the whole case in the round, especially the psychological aspect. Here you can see certain similarities between case review and archival practice, namely the importance of contextualization.

Context is the determining factor here: the record of the accused, the conditions during questioning, his or her personality and state of health as well as the moral or legal support received. For all this it is essential to have access to a wide range of documentation linked to the case.

In the cases cited by Gísli Guðjónsson (namely those of Thomas Quick, the Guildford Four, the Birmingham Six and Guðmundur et Geirfinnur), the documents examined either proved that an injustice had been committed or else called into question the initial verdict.

In the case of the Guildford Four and the Birmingham Six, the police had obtained confessions from the defendants, but a thorough investigation and exhaustive search of the records brought to light serious irregularities and those who had been found guilty were able to prove their innocence and were acquitted. False confessions obtained under duress or through violence can lead to wrongful charges. In the case of the disappearance of Guðmundur et Geirfinnur, two of the accused kept private diaries during their detention. Gísli Guðjónsson managed to unearth and examine these documents, which were part of a more general collection of items that had "gone missing" or been destroyed, and he was able to show irregularities in the investigation.

Gísli Guðjónsson laid stress on the critical



Gísli Guðjónsson.

importance of archives in resolving legal cases and consequently the need to preserve this material in a secure environment, safe from any form of physical deterioration or alteration; the question now is how archivists can help to ensure that crucial evidence is preserved and made accessible to legitimate any enquiry?



Céline Fernandez

celaeno.bafer@yahoo.fr

"Similarities between case review and archival practice, namely the importance of contextualization."

Records and archives in the open government era

Lessons from Hillary

As a new professional working in information and records management I found that Jason R. Baron's session, "Lessons from Hillary", best highlighted how important current recordkeeping is to the Annual Conference's overall theme. Baron, former Director of Litigation for the US National Archives, brightened what could be a dry subject with wide-ranging data, advice and anecdotes.



Paulette Dozois, Helen Walker, Jason R. Baron.

Baron began with useful background about US government email regulations. Since 2014, officials using non-government systems must "cc" or forward their emails within 20 days, but when Clinton was in office there wasn't any deadline. Although the regulation update happened last year, an obvious positive to happen since the Hillary Clinton email scandal began in March is higher public awareness: a recordkeeping story is now in the news 24/7! The problem of email records has become well known, creating an important moment in the profession.

The lessons from the session title were the matters that recordkeepers need to respond to with new policies. These lessons include that business information will be stored more often on personal devices; that internet-based email and word processing will increase; that deleting information doesn't always mean it's irretrievable; and that users are overburdened by traditional approaches to capturing records.

Next, Baron discussed why traditional approaches have failed, the most important reason being that users had to consciously decide when to 'drag and drop' into dedicated records management software. His call for new approaches is closely related to the conference theme of Archives: Evidence, Security and Civil Rights because records can't support transparent government when their capture relies on the choices of thousands of individuals. In the United States, the Presidential Records Management Directive sets standards that government departments must meet by certain

deadlines. For example, so that departments stop printing emails for archival preservation, emails must be managed electronically by the end of 2016. Baron recommended the National Archives and Records Administration's "Capstone" approach, where decisions about permanent email storage are made based on the creators' role and seniority. Some highlights from Baron's extensive "RM wish list" were to have an easy button that removes all extra records tasks from users. Since this may lead to too much coming into the archives he requested an equivalent to "block review methods" in the digital space so that documents are clustered together and release actions carried out in bulk. On release, there's a need for new user-focused search technology to make sense of the huge mass of data that we are now collecting. I was so impressed by how many topics and questions were discussed in such a short time. By the end of the session I had a better appreciation for why, as a profession, we need to challenge traditional approaches to EDRMS and how we need to harness technology to help us do this. Baron's opinion is that inventive technology will make future recordkeeping achievable, at least one motive being that people get tired, and can be inconsistent, whereas algorithms never sleep!



Kate Watson

kswatson351@hotmail.com

"Baron discussed why traditional approaches have failed. Records can't support transparent government when their capture relies on the choices of thousands of individuals."

Cooperation and transparency in Latin America

The Records and Archives Management Model for the Transparency and Access to Public Information Network

In the last few years Latin America has been part of the international wave of introducing transparency legislation. This has helped to raise public awareness of the relevance of records as evidence of the actions and decisions taken by those in authority. However, there is still a lot of work to do in this area, especially with regard to records management practices, that can ensure an effective implementation of those laws.

A very good example of this was presented by Beatriz Franco Espiño of the General Subdirectorate of the State Archives of Spain, during the session on the “Relationship between human rights and records management”. In her presentation she shared her experience of working on the *Red de Transparencia y Acceso a la Información* (Transparency and Access to Information Network) (RTA), an international collaborative initiative for the development and implementation of a records and archives management model.

The project – supported by the European Commission through their programme EUROsociAL – aims to develop and apply a theoretical framework that can facilitate the understanding and the uniform implementation of a records management system by different organizations. As Beatriz explained, the work was undertaken under the premise that better records management systems will benefit not only those public servants working in the different government agencies, but ultimately the citizens themselves, who will have better access to public information.

The model was created during the first part of the project, which took place between March and December 2014. It is about 1,000 pages long and is composed of a framework document together with guides to implementation, guidelines and annexes. Along with the development of this model,

the first part of the project also includes the identification of best practice in the literature; setting up surveys in ten Latin American countries; and organizing workshops in Colombia, Peru, Chile, Ecuador and Brazil. The second phase, which is currently underway, comprises training and dissemination activities, projects for improving and updating the normative framework on archival legislation in the countries where the model will be implemented, and most importantly, the development of pilot projects. During questions after the presentation, the crucial role of archival legislation for the effective implementation of the model, and of transparency legislation in general, was raised. As the speaker pointed out, sometimes the latter can be stronger than the former, acting as a barrier to the implementation of the model. However, despite these and other challenges faced by the project, Beatriz Franco maintained that, as the success of the project will depend on the implementation of the model in different institutions, the current collaboration of ten countries can be considered a great achievement.

The model is [available online](#).



Valentina Rojas

valerojasrojo@gmail.com

“The project aims to develop and apply a theoretical framework that can facilitate the understanding and the uniform implementation of a records management system by different organizations.”



Beatriz Franco Espiño.

Digital recordkeeping for sustainable data management and reuse

Archives : Evidence,
Security & Civil Rights
Ensuring trustworthy information



Tarvo Kärberg, Kari Smith, Alain Dubois, Malcolm Todd, Alex Thirifays.

I found that the opportunity to attend this session has allowed me to engage with some issues of digital information, preservation and access that I will be able to make use of in my work and academic research. Clearly the digital environment, and specifically the management model of record keeping, requires a comprehensive analysis of requirements and the

implementation of a number of features that ensure the sustainability and reuse of the records over time.

Kari Smith, the chair of this session, emphasized the fact that we, as committed professionals, should have the facility to identify and to structure metadata so that it becomes the key to the different Document Management Systems that we use every day. Reuse of information is strictly related to search criteria and metadata from the beginning of any system (startup) and that can be the most important element in recovering and reusing information.

Another extremely important issue that was mentioned in this session by M^r Alain Dubois, is the management of electronic

files that were generated following a plan for long-term preservation in the Archives de l'État du Valais, Switzerland. Through a series of examples from the designed electronic system, the team in Switzerland showed the importance of structuring an electronic file that had all the characteristics required to meet the needs of correct classification for any record available, and where the final location of the record had a logical relationship with other electronic folders arranged to improve the experience of the user of the information contained in the register, that is, to facilitate the capture and subsequent access of information by the administrator.

Malcom Todd, from the National Archives of the United Kingdom, explained the route to a well-deserved recognition of the economic value of the archives of member states following their entry into the European Union, and the use of information generated by the public sector. I think that it is a very valid recognition of efforts made due to the intangible value of the information being handled. Another issue that I found very closely related to the previous one – and a great contribution to the session – was provided by the National Archives of Estonia, UK and Denmark, on improving interoperability between systems, and the new tools for reuse of information available nowadays that enable document management, through a common information package, giving access to any specific piece of data and, consequently, helping the way files are shown in a given digital document management programme.

The session ended with the very cutting-edge

topic of E-ARK, an ambitious and intelligent project designed for the preservation of and long-term access to digital information, where the primary objective is to reduce as far as possible the costs of information transfer and export through an interactive and efficient interface, and most importantly, retaining the data recorded regardless of whether or not these data are structured using OLAP (online analytical processing) technology, which in turn let you capture and index more dynamic formats, and finally search the data using a tailored analytical process.



Set Durán Carrión
setduran@hotmail.com

Annual Conference: the view of a New Professional



Security, Theft and Trafficking of Archives workshop.

The impact of the 3rd Annual Conference of the ICA in Reykjavik on me and on my career as a new professional archivist cannot easily be described. However, I will try to paint a picture of the impact of this unforgettable and transforming experience made possible through the New Professional bursary.

I found the keynote speakers, Guðni Th. Jóhannesson and Gísli Guðjónsson, very informative and thought-provoking, indeed revolutionary, changing my views and opinions on the archival profession and on the various topics covered, and renewing my confidence as a new professional archivist. Eminent archivists from across the globe who attended the conference, whether still practising or retired, served as a great source of encouragement. They were very willing to provide mentoring and support whenever I approached them and their contact cards are today my most valuable assets as a new professional archivist.

The breadth of the knowledge and information

I gained at the conference cannot be quantified. I am now better positioned, motivated and informed to practise as an archivist than I was before attending the conference and this experience has helped my resolve to work as an archivist for the rest of my life and to promote the archival profession and to uphold the core values of the ICA.

Indeed all my expectations about the conference were surpassed in terms of the quality of the presentations, the participation and interaction of the delegates, the organization, and the harmony and fellowship among all the delegates. The atmosphere was friendly and positively charged with effective knowledge sharing and professional brotherliness.

My two-week internship with the National Archives of Iceland, under the supervision of the National Archivist, Eiríkur Guðmundsson and Hrefna Robertdóttir has transformed my career, and positioned me as a thoroughly trained archivist with

a practical knowledge and insight into the inner working and operations of an archival institution at a global level and allowed me to acquire best principles and practice in the archival profession as an archivist who can hold his own anywhere in the world. My most remarkable moment was when Mr David Leitch, the Secretary-General, and Mr. David Fricker, the President of ICA, walked over to me to appreciate my contributions on the ICA 2015-2020 Africa strategy in an interview I gave to a leading television station in Nigeria. I was both surprised, delighted and motivated as a new professional archivist.

One of the areas I benefited from immensely that is directly connected with my job is that of the security of archival materials. As a new professional who manages records in my organization I had never paid serious attention in this regard. The workshop facilitated by Mr Ole Magnus Mølbak Andersen, where issues relating to security, theft and trafficking in archives were extensively discussed, was an eye opener. On my return, I did a thorough audit of materials in my possession and discovered that some items were missing, which led to my adopting some of the solutions and suggestions offered at the workshop to secure and safeguard archival materials under my care. I am now very cautious, watchful and pay close observation to all types of persons who use our materials in the reading room. The conference also taught me the importance of adhering to best principles in the discharge of my duties at all times.

Thank you to ICA, the National Archives of Iceland and all those who made this life changing experience and transformation in my career possible. ICA is indeed the best, most credible and reliable forum in which to develop one's career as an archivist or records manager to the utmost.



Elvis Efe Otodo

elvisotobo1975@gmail.com

Archivists and records managers as carriers of change



The third International Council on Archives Annual Conference held in September, 2015 took place in picturesque Reykjavik, the capital of refreshing Iceland. D^r Guðni Th. Jóhannesson had the honour of opening the conference, emphasizing the great value of the

archival profession in serving the people and democracy. After two fruitful days of discussion on archives as a means for ensuring trustworthy information, the conference reached its high point with the closing keynote speech given by John Hocking, who spoke of the importance of archivists and records managers as being ambassadors of change.

John Hocking, United Nations Assistant Secretary-General and Registrar of the International Criminal Tribunal for the former Yugoslavia (ICTY) and the Mechanism for International Criminal Tribunals (UNMICT), was born in the late 1950s in Australia. Prior to

his present position he had served as Senior Legal Officer for the Appeals Chambers of both the ICTY and the International Criminal Tribunal for Rwanda (ICTR). He has had more than 25 years' experience as an international lawyer, legal and policy adviser for the Organization for Economic Co-operation and Development (OECD), the Australian Government's national multi-cultural television and radio broadcaster, the British Film Institute in London, the Australian Film Commission among other organizations. During his career M^r Hocking has published numerous articles on international, humanitarian and criminal law. It is a particular pleasure for me as a New Professional supported by ICA to share with you some of the key points from this remarkable closing speech. The address was given in memory of Tony Newton, who was instrumental in moving archives and records management from the backroom to the discussion table in the boardroom. M^r Hocking began his presentation with the challenges that archival and records management professionals face in performing their extremely important duties to serve their organizations and humanity. Although in the work place those professionals are often located out of sight, in a back office or a basement, nevertheless, as the experience of the Mechanism archives shows, if you put enough willpower and effort into voicing your professional needs, it is possible for a "monumental transformation from necessary evil to mission critical" to take place and for archives to become "fundamental assets for the success of the organization".

Such a transformation was accomplished by the late Tony Newton at the UNMICT. The great work of Tony Newton only serves to emphasize the importance of one individual as a carrier of change. It reminds us how important each and every archivist or records manager is in performing his or her own duties, and how crucial it is to be able to communicate clearly the many positive aspects of our profession, for example that "archives are not just about the past, they are also the present and they are the future". ●●●

●●● In addition, Tony Newton's achievement reminds us how important it is that, besides being very passionate, we should also be highly competent in what we do, so that we are able to assess clearly the risks in advance and find ways to mitigate them, as difficulties might arise later on once the task has begun. We need to build robust strategies, retention and migration policies, recordkeeping systems, and, most importantly, establish governance regimes, providing the widest possible access to the public, while guaranteeing the tightest security available, because the fruits of good performance are an increased awareness of our organizations and of our profession. Not only this, but it will also lead to positive change in the internal structure of our organizations, giving us the place at the discussion table that we deserve.

Before his closing remarks the Assistant Secretary-General expressed his pride at the endorsement by UNMICT of the Universal Declaration on Archives, as the first ever UN body to "subscribe at management level". The Mechanism Archives and Records Section (MARS) is registered as the biggest

archives section within the UN, providing evidence to support the pursuit of justice and to prevent future atrocities against humanity. To achieve those crucial ends even more effectively, Mechanism is developing a user-friendly, text-searchable public interface of its judicial records database. Mr Hocking invited all ICA members to Arusha in 2017 to visit the new building there and to discuss the future of archives.

In conclusion, the inspiring concluding remarks of ICA 2015 underlined the importance of the archival profession and its professionals, the need we have of support within our organizations to help us to perform our duties, as well as our "critical" support for the organization itself and the immense value of our work for preserving the past, serving the present and shaping the future of humanity. Each and every one of us has the responsibility to voice the needs of our "mission critical", since we are the carriers of change, and this very change starts with you.

As John Hocking concluded in his address, "Go out in the world and make a difference... Sometimes, it only takes one person, one archivist, to move up to the boardroom".



Dzhevid Mahmud
mahmudd@ceu.edu



John Hocking.

"The address was given in memory of Tony Newton, who was instrumental in moving archives and records management from the backroom to the discussion table in the boardroom."

The New Professionals Programme

Since its launch by the Programme Commission (PCOM) in the spring of 2014, the programme specifically designed for new professionals has been aiming to let them play a full part in the life of ICA and to facilitate exchanges to enable them to gain international experience and form friendships and networks across the world. It also aims to ensure that the make-up of ICA and its professional programme stays dynamic and relevant. The programme is open to archives students of a member institution of ICA, to trainees or interns of a member organization, or to people who have been working in an archives or records management post for less than five years, irrespective of their age.

To get to know new professionals and their needs better, an online questionnaire has been developed in [English](#), [French](#) and [Spanish](#). A hundred forms have already been completed from 35 countries. They show that new professionals are full of questions and expectations and are keen to get involved, whether taking part in projects or doing translation work, with as many as 20 different languages represented among them.

These questionnaires must now be analysed so that we can come up with

responses and some concrete actions. The main achievement of the programme up to now has been the participation of the new professionals at the congresses and conferences. Three of them received a bursary from PCOM to take part in the annual conference in Girona on 2014. Thanks to the support of the Section on Business Archives, two new professionals also attended the conference "Putting in place a better service for business archives" in Milan in June (Marta Miklaszewicz from Poland, and Pavel Kyung from Russia).

For the 2015 Annual Conference in Reykjavik, we received 139 applications from citizens of 41 countries. Six of these were chosen to receive a bursary, of whom one was financed by the Section for Archives of Faith Traditions: Set Durán Carrión from Costa Rica, Marta Lomza and Kate Watson from the UK, Dzhevid Sali Mahmud from Hungary, Elvis Ootobo from Nigeria and Valentina Rojas from Chile. They contributed to the workshops, attended various sessions and helped with communications on social networks. They also presented their own session, where they outlined their vision of the aims and practicalities of a new professionals network, which would involve a platform where they could share experiences and knowledge, receive information, get involved and support each other.

A special lunch allowed those new professionals who were in Reykjavik to get to know each other, meet the Secretariat team and have a discussion with John Hocking, Deputy Secretary General of the UN, and legal adviser for the Mechanism for International Criminal Tribunals. This was also the opportunity for David Fricker, president of the ICA, to tell them of the



hopes that the organization has for them as representatives of the new generation and agents of the changes to come.

The endless commitment and enthusiasm of the bursary-holders during the weeks before the conference and the intense few days in Iceland was demonstrated in the energy and warmth which they displayed in the closing session, where they gave a short account of what they had done and thanked the members of ICA for giving them the chance to be part of this exceptional occasion for the profession.

Aside from attending the conference, former bursary holders are continuing to play their part: Brenda Mamvura, 2014 bursary holder from Zimbabwe, is involved with the Africa Strategy; Ryder Kouba, 2014 bursary-holder from Egypt, is working on the PERSIST

programme; and the 2015 bursary-holders are taking forward their online network project. Other projects possibly involving new professionals are to be launched in 2016. The selection procedure for bursaries to attend the 2016 Congress in Seoul has been finalised and [the call for applications](#) has been launched.

The easiest way to stay in touch or to contact the new professionals or the programme coordinator is to join the 355 people who already like their [Facebook page](#).



Cécile Fabris

Coordinator of the New Professionals Programme
cecilefabris@yahoo.fr

First impressions of ICA

Two of the new secretariat team, Christine Trembleau, Marketing and Communications manager, and Monique Nielsen, Programme Officer for PCOM, give their initial impressions of life in ICA.

« Le dire au monde extérieur »

When I joined the ICA Secretariat team in the middle of September, I was reminded of the Wikipedia definition: “Archives are a collection of documents that are preserved in order to prove legal rights or to bear witness to certain activities which can serve as source material for the historian or for anyone who wants to learn about the past.” As someone who has devised new product offers and services in the pharmaceutical, jewellery and heavy construction sectors, and developed IFRS (International Financial Reporting Standard) standards of accounting, supported digital transfers in SMEs (small and medium-sized enterprises), written specifications for marketing and communications strategy in BtoB (Business to Business) and BtoC (Business to Consumer), I am now getting to know the “World of Archives”. Jumping in at the deep end of the Reykjavik Conference, after a very warm welcome, I discover an extraordinary world peopled by enthusiasts; a world in which the demands of the job and the pursuit of professional excellence run alongside curiosity and emotion, and a highly developed intellectual awareness; a “club” with its own codes and jargon (PCOM? SUV? FAN? ATOM?) and ways of doing things; a big family where everyone knows everyone else and where the mix of different cultures and languages make for a rich diversity rather than a barrier. Being a member of ICA is not just about receiving a monthly e-Newsletter, a twice-yearly journal and a professional publication; it’s not just about having access to the

members-only space on the website and use of its tools (software, tool-kits, advice) and the opportunity to attend an international conference every year. Being a member of ICA means, above all, sharing ideas in regional groups (13 regional branches) and taking part in work groups centred round areas of special interest (12 professional sections). It’s also about having the chance to engage with experts on specialist topics (8 expert groups) and making your views heard at the General Assembly. Currently ICA’s biggest challenge is developing the network, which involves upgrading the website, creating targeted products and services, and producing an outward-facing communications strategy. But the essence of ICA, what makes it unique and gives it its particular strength, is its international network of professional archivists, a community which is actively seeking to anticipate developments in the profession, which supports new professionals, and partners archivists from every country by giving advice, and even subsidizing their projects. Having spent several weeks in ICA, I am very keen to complete the dictionary definition which now seems to me incomplete: Archivists showcase the past and so allow people to advance into the future by giving them the means to take informed decisions today. Together let’s rise to the challenge of telling the outside world!

Christine Trembleau
Marketing and Communications Manager
trembleau@ica.org



Christine Trembleau.

“Archivists showcase the past and so allow people to advance into the future.”

« Both sides, now »*

* With thanks and apologies to Joni Mitchell.



Monique Nielsen.

Sometimes it's hard to see our own place until we gain a different view or perspective; once we have that new view it's impossible to "unsee" it. Since starting work with the ICA in Paris a couple of months ago I have realized that I have been lucky enough to see another view. In particular I have seen that there is an Australian view of archives; but what exactly is that view and how has it come about? Working with the ICA I have met a wide range of archives professionals, seen their passion and enthusiasm, and seen how the work of the ICA contributes to records and archives and their role in good governance and culture.

I have noticed that, relative to the practices in other parts of the world, there is widespread acceptance and embedding of the continuum model of records and archives management by Australian archivists. This model, which treats the management of records and archives as an ongoing process, fundamentally affects records and archival practice in Australia.

I have also noticed that Australians do not have a strong connection with their archives. Australia has a very long history of settlement and as an island it has clear borders which create a strong sense of place and nationality. Despite this, most Australians have not developed a relationship with their documentary heritage. Has this come out of Australia's own history? A less hierarchical society? Waves of migrants arriving in Australia? Or the general attitude of "she'll be right mate" or "no worries"? Have these factors contributed to the idea that archives are not valuable or is it that we haven't been able to establish the value of archives more widely?

The value of archives (and those who care for them) is well understood, especially in Europe. I have found that people know what an archivist is and what we do – I haven't had to explain that no, I'm neither an activist nor a librarian! This value seems to be less well understood in Australia. I have also noticed in Australia, a greater tendency to look outside the archival profession and outside close networks for partnerships, inspiration and support, despite the often great physical distances between collaborators.

Since working with the ICA, I can see that there is a shared vision for archives among archivists around the world, even though we may follow different paths to fulfil it.

So, what do I make of my new view? It has given me new clarity and an urgency for our profession and our work into the future:

- ▶ We should reinforce the core principles of archives and records as evidence, of knowing archival value, and the fundamental role of archives in society. We must uphold these principles, while our society progresses towards realizing that value is primarily in the archives, not in the technology.

- ▶ We should strive to shift the way our society views information and especially archives to improve archives advocacy and funding, and attract the next round of professionals. How can we make sure that education services include archives and archives management? How could we include the Universal Declaration on Archives, evidence, access and privacy issues into school and professional education? How can we present archives in more dynamic and relevant ways?

"With the ICA, I have met a wide range of archives professionals, seen their passion and enthusiasm."

- ▶ We should change how we, as a profession, communicate. This means rethinking how we present the value of archives, how we communicate with a society that has a short attention span, how we communicate with each other and how we embrace technology to help us do this. This means making connections between our networks, including with other professions. How do we do this while keeping our identity and embracing cultural and regional differences? One thing I know for certain is that the future of archives is linked with our knowledge, our profession and our networks.

Monique Nielsen

Senior Programme Officer
nielsen@ica.org

Africa Strategy adopted in Reykjavik

PCOM's Africa Programme



Richard Wato addresses the Annual Conference in Reykjavik.

As reported in the September 2015 edition of *Flash*, ICA, through the Programme Commission, has identified Africa as an area where resources it routinely offers to help and support African colleagues and recordkeeping practices must be strategically deployed in order to have the greatest impact. The Africa Strategy, which describes the priorities and thinking behind the decision-making and planning, together with the Workplan

setting out the initial projects and initiatives with the responsible ICA entities, was adopted by PCOM and ratified by the Executive Board in September in Reykjavik ([documents on ica.org](http://documents.on-ica.org)). ICA's vision for Africa is one in which those managing records and archives have a clear voice and the confidence and resources needed to ensure that organisations manage and preserve records as evidence for good governance and accountability, individuals have access to trustworthy information for the protection of their rights, and archives are empowered to preserve those records as the documentary heritage of all peoples and cultures. The strategy does not seek to address everything, but a small number of significant issues identified by African members.

Consultation with and input from African members and those working in Africa has indicated that there is a need for:

- ▶ Advocacy work so that policy-makers better understand the significance of archives and records,
- ▶ Workforce training,
- ▶ Support and strengthening for archival education.

ICA is well-served with professional expertise from members volunteering their services but it has a limited budget to spend on projects and initiatives in Africa. Its action in this arena therefore

must be general, strategic and powerful rather than specific, uncoordinated or of limited global impact. Initially the focus will be on advocacy and training and education as this plays to the strengths of our leadership role and profile and network of experts and should achieve the greatest possible impact. Advocacy and training and education are most likely to effect long term change.

More specifically, ICA plans to:

- ▶ Strengthen national archives,
- ▶ Build on ICA's branch structure to ensure that strong regional branches are in place to support sustainable development,
- ▶ Deliver the 2018 Annual Conference in Africa,
- ▶ Support African archival educators in curriculum development,
- ▶ Develop a training plan to build capacity amongst African archival educators ([this film is available in French only](#)),
- ▶ Build partnerships to support conservation and preservation education and training,
- ▶ Strengthen old and establish new partnerships to build on existing initiatives and develop new projects and products and to leverage funding,
- ▶ Continuously review and improve the strategy and workplan.

Board and African stakeholders at the time of the African Annual Conference. In 2020 or early 2021, which will mark six years of this intensive new work in Africa, PCOM will report on the success of the Africa Strategy to the EB and ICA members. The Africa Programme needs above all to be flexible over time, another element of adopting a strategic approach to ICA's work in the continent. It was noted in Reykjavik that francophone members felt that there was not enough emphasis on the need for high-level advocacy and that projects to assert and support colleagues in arguing for recordkeeping in support of good governance and transparency were urgently needed. It was great to see such commitment and passion from both anglophone and francophone colleagues, both within and outside Africa. Since then a francophone co-Chair, Jamaâ Baida, Director of the Archives du Maroc, has been recruited to the Africa Programme Working Group, to join Justus Wamukoya, Professor at Moi University, Kenya, in leading this vital first phase. The Working Group is currently reviewing its membership and developing its plans for 2016.



In conjunction with the Strategy itself, a workplan has been developed to deliver ICA goals in Africa. The plan is intended to be flexible and deliver some initial results before being adapted to meet strategic goals as the situation changes (hopefully for the better). It also aims to be sustainable: in six years we hope to see positive results with colleagues being more self-supporting and increasing their own valuable contribution to ICA in the international arena.

Following the "green light" given by PCOM and the Executive Board in Reykjavik, the plan allows for an assessment of progress to date in 2018. The Africa Strategy Working Group will report to PCOM, the Executive

The next steps will include:

- ▶ A curriculum review and development project, led by the Section for Archival Education and training
- ▶ Advocacy missions and workshops
- ▶ The 2018 ICA Annual Conference bidding round to select an African country as host, followed by the detailed planning
- ▶ Measures to secure a host for an ICA Executive Board meeting in Africa in 2017
- ▶ African stakeholder projects, partially or fully funded by FIDA and PCOM projects that meet PCOM, Africa Strategy and FIDA goals
- ▶ Support to African branches to strengthen their governance, attract members and

develop a range of activities and initiatives to support their membership in a way that is responsive to immediate local needs.

The Working Group began its work with a mission to Cameroon in December 2015. The team consisting of francophone and anglophone members and presented the Africa Programme to a colloquium discussing the challenges to information science posed in modern Africa. Whilst there the team had meetings with a government minister to advocate the value of archives and records management as well as with members of CENARBICA. Thus this first mission will provide a pilot for testing the strategy of tackling advocacy, curriculum development and strengthening regional branches.

PCOM and the Working Group continue to welcome comments on the Africa Programme and proposals for projects and initiatives. Please contact Margaret Crockett (programme@ica.org) if you want to get involved.



Margaret Crockett

ICA Deputy
Secretary General
crockett@ica.org

"ICA's vision for Africa is one in which those managing records and archives have a clear voice and the confidence and resources needed to ensure that organisations manage and preserve records as evidence for good governance and accountability."

Records Management Expert Group



Members of RMEG attending the workshop in Reykjavik.

The Records Management Expert Group (RMEG) is now established with experts located in The Netherlands, Norway, Switzerland, UK, Chile, Hungary, Canada, Jamaica and Australia. The group comprises enthusiastic members who have expertise across the broad discipline of records and information management. The Terms of Reference were agreed when RMEG formed, and members suggested

topics that we thought would be of interest and relevant to the ICA. An initial meeting was convened with three group members on 13 October 2014 at the ICA Annual Conference in Girona. Building from this preliminary meeting, a work plan with some key topics and activities was developed and submitted to PCOM in February this year. Our main topics are: **1)** a review of the changes in the records and information management profession, **2)** the role of information governance in information management, and **3)** mobile technologies in records management. RMEG agreed that we are not able to address all topics relating to information management that need attention, so we decided to focus on a few for now. We remain open to new issues or revisiting old ones with new perspectives over time.

Fulfilling part of the work plan for 2015, members of RMEG facilitated a workshop at the ICA Congress on Sunday 27 September in Reykjavik entitled "Towards an ICA Statement of Knowledge and Capabilities for Information Managers". The workshop drew from experiences in Australia, The Netherlands, UK, Hungary, Canada, and the USA, and built on the ICA's 2013 report on "Sources relating to archival and record-keeping on competency and accreditation and certification programs". The various approaches to the ways knowledge and capabilities of information managers are considered throughout the world was discussed. Interestingly, there were similarities with many of the issues each region is facing, but the implementation of solutions and reported success was varied. Undeniably, a universal issue is that the knowledge and capabilities of information management professionals influence the archival information that is retained, and the ability for information to be accessed into the future. A small project team has been established to develop an ICA "Statement of Knowledge and Capabilities" for today's information managers, and a project plan is being developed. The intended project outcome is an online resource for the ICA, and more broadly, for the information management profession. RMEG members who were able to attend the ICA's Congress in Reykjavik met in the afternoon on Sunday 27 September. This was such a great opportunity and a catalyst for renewed enthusiasm. Six group members had a broad ranging and lively discussion about information management and its directions, and some attention was

THE MEMBERS OF THE GROUP

Name	Country
Jo Hanisch, co-Chair	Australia
Milovan Mistic, co-Chair	Switzerland
Frans Smit	The Netherlands
Kelvin Smith	UK
Alison North	UK
Eliana Gonzalez Gonzalez	Chile
Gabriella Ivacs	Hungary
Sharon Smith	Canada
Vilde Ronge	Norway
Dzhevid Mahmud	Hungary

paid to the various definitions, as well as the challenges in developing a consensus on definitions. The group considered the extent to which the RMEG could influence the information management profession, and what outcomes we can achieve. It was inspiring to be working with other experts in the field. We look forward to developing some papers and products for broader dissemination in the future.

During the year, the Records Management Expert Group was happy to provide some specific feedback relating to information management for the Human Rights Working Group's paper entitled *Basic Principles on the Role of Archivists*. The opportunity to provide feedback from experts in one discipline area to experts in another discipline on an important draft document demonstrated a great collaborative approach between the expert groups. We look forward to mutual feedback in the future as RMEG produces outcomes for the ICA community.



Jo Hanisch
Chair, RMEG
jo.hanisch@naa.gov.au

ICA International Congress in Seoul

South Korea, 5-10 September 2016



With the 3rd Annual Conference held in Reykjavik successfully concluded, the Secretariat and the Programme Commission are now gearing up to work with our Korean hosts to deliver the [2016 Congress in Seoul next September](#).

The theme of the Congress is "Archives, Harmony and Friendship", a concept that is designed to be as inclusive as possible and to inspire the ICA network – and beyond – to share their research, work and thinking with us at this important landmark event in the ICA cycle. The call for papers has now been sent out and we are expecting a lot of proposals under the various topics, which include:

1. Recordkeeping in the Digital Age: papers are expected to address the nature of digital records and their reliability and security as well as the skills and expertise necessary to manage them in collaboration with professionals outside the recordkeeping arena. Papers will be welcomed on the role of records and archives in ensuring accountability, transparency and good governance, as well as how to use and apply regulation and legislation in the context of the standards applicable to recordkeeping. We hope to receive proposals on challenges and progress in long term preservation of digital records.

2. Cooperation: here we expect papers on ensuring seamless management of both analogue and digital records, encouraging collaboration between archival institutions and related professions, and recognising and respecting different archival cultures and approaches.

3. Use of records and archives in justice, advocacy and reconciliation work: this topic is about the role of archives and records in documenting and supporting the resolution of conflict and restitution of human rights abuses around the world.

4. Harmony and friendship in the global archives world: in today's digital world, information moves seamlessly across borders, must be in forms that can move easily between jurisdictions and be accessible from various locations and systems. We hope for papers which will examine the trend of globalism and the impact of the borderless society on records and archives management.

5. Diversity and harmony among archival cultures and societies: papers on this topic are expected to consider the nature of any differences in the work of, and challenges to, records and archives management undertaken according to different archival traditions in a single country or across countries around the world. Presentations may also address the role of records and archives in addressing tensions arising from the intersections of different identities in a society.

6. Korean Archives and Records Management: the Seoul Congress offers a once in a lifetime opportunity to learn first hand about Korea's excellent documentary heritage, with its notable examples such as the Annals of the Joseon Dynasty, Royal Protocols of the Joseon Dynasty and the Royal Secretariat Diaries. Similarly, with the country's advanced Information and Communication Technology, we hope for papers about the Government's and private companies' development and operation of electronic records and archives management systems.

7. New Professionals: The ICA offers new professionals an opportunity to explore issues related to the conference topics and theme, we hope for proposals on issues, challenges and successes that New Professionals identify as important to their development and daily work.

8. Celebration of Achievements of the ICA Network since 2012: The ICA Congress which happens only every four years gives participants and ICA bodies a chance to take stock as well as showcase achievements over the past cycle. Papers will highlight achievements, present initiatives and introduce products developed across the ICA Network since the last Congress in Brisbane in 2012.

Please consider putting in a proposal to speak; if your preferred language is not English, French or Korean, you can submit in another of the UNESCO languages. If we have enough interest from one of those language groups, ICA is committed to negotiate interpretation provision. The final deadline for submitting proposals for papers is 15th February 2016.

The PCOM New Professional programme will be offering bursaries to new professionals again but in general there is no money to support speakers. If you are considering being a presenter or a participant but concerned about the financial aspects, make sure you make an early budget application or funding request to your appropriate body.

For all the up-to-the-minute information about the Congress, see: www.ica2016.com.



Margaret Crockett
Deputy Secretary General
crockett@ica.org

PERSIST meeting at ICA Annual Conference



“Most interesting to me in the discussion was the idea of ‘national strategies’ for collecting digital material as well as collaboration between archivists in different nations.”

In beautiful Reykjavik, Iceland, archivists from around the world met on September 28th and 29th to discuss archival challenges, and their solutions. The UNESCO PERSIST project had two sessions devoted to sharing information about the project as well as soliciting feedback to draft documents. The conference served as an excellent opportunity to share PERSIST’s progress, given the close ties between ICA and PERSIST and the quality and quantity of archivists to receive feedback from.

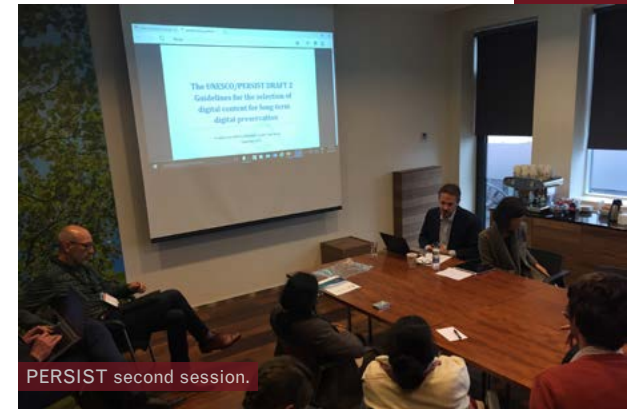
The first PERSIST session was part of ICA Programme Commission Showcase, and featured PERSIST Technology Task Force Deputy Chair Fred Van Kan as well as Rob Fisher and Sarah C. C. Choy, two of the writers of “Guidelines for the selection of digital content for long-term digital preservation”. The panelists discussed the work of the two committees since the previous ICA meeting in Girona. The project has moved forward quickly over the past year, including a consultative meeting of

experts at UNESCO headquarters in Paris in April, which featured a demonstration of the Olive Executable Archive by the Technology Task Force and the development of the Guidelines by the Content Task Force. The presentations provided those present with an excellent overview of what the PERSIST project is, what the goals are, and what has been accomplished to date. The second session was led by Rob Fisher from Libraries and Archives Canada and Sarah C. C. Choy of the Hong Kong Government Records Service. The purpose of this informal session was to share with attendees the latest draft of the Guidelines and solicit feedback on how it could be improved. The document had been previously discussed at the IFLA annual conference in Cape Town, South Africa, the previous month. Happily, the 90 minute session was well attended by a diverse group of archivists working at a variety of institutions, which resulted in interesting and enlightening conversations covering a wide variety of topics. Most interesting to me in the discussion was the idea of “national strategies” for collecting digital material (particularly web-based content) as well as collaboration between archivists in different nations. Other suggestions were specific improvements that could be made to the document to increase its usefulness as well as the scope of the project; specifically, the selection of material to be preserved, and the best criteria and decision-making tree for that. Overall, both sessions were successes as the project, and its importance, were

shared with archivists from around the world, who also provided useful feedback. PERSIST will continue to work with various stakeholders, including archivists and industry, to help guarantee the preservation (and access to) software for future generations.



Ryder Kouba
American University
in Cairo
ryder.kouba@aucegypt.edu



Publications review

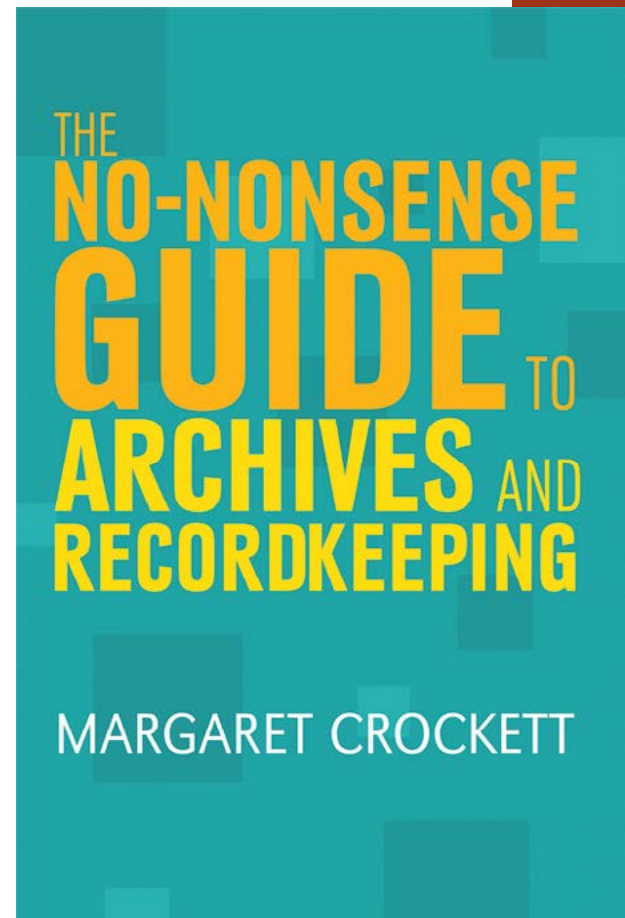
Margaret Crockett, *The No-nonsense Guide to Archives and Recordkeeping*
Facet Publishing, 2015, 224 pp.

The No-nonsense Guide to Archives and Recordkeeping by Margaret Crockett is a 5-chapter, 224-page, well-rounded and informative guide to archives and records management. Each chapter covers an important area of management: Concepts and Context; Managing Current Records; Records Management; Archives Management and Archival Preservation. The reader is provided with practical steps, charts, graphs, check lists, and sample forms to enhance the skill sets every professional should possess for managing archives and records. While the guide is aimed towards new professionals or those with minimal training, it is a useful review for current archivists and records managers.

The chapters are divided into sections to provide an easy reference to information. For example, the chapter on Managing Current Records is full of information related to filing, tracking, surveying, classification, security and vital records. A major portion of the book is devoted Records Management and covers the life cycle of records, programme planning, developing retention schedules, and disposition of records. It also details handling legacy records, reviews and audits. Another major section encompasses Archives Management with policies and strategies, appraisal, arrangement and description, finding aids and a host of other relevant information related to handling archival material. There are sections on disaster prevention, emergency planning, conservation and preservation. While each of these sections may be in-depth topics covered in other volumes, nothing is left out of this work, its basic concepts and grasps of the tools and knowledge needed by every archivist and records manager. Crockett's work is based on 30 years of professional consultant experience and developing workshop training with records and archives in all formats. This work is essential in the archives and records management world and will be used by many in the field of archives, records, libraries, information management and digital asset management. It is a must on every shelf.



Émilie Gagnet Leumas
lleumas@archdiocese-no.org



Carol Couture et Marcel Lajeunesse,
L'archivistique à l'ère du numérique
 Presses de l'Université de Québec, 2014, 298 pp.

I am sure that there are many ICA members who, like myself, find that much of their time and energy is taken up by professional and administrative duties. The post of Secretary General is a rewarding one in so many ways, but one of its few drawbacks is that there is never enough time to keep up with the wide range of professional literature. I therefore have to select my archival reading for pleasure quite carefully. I am very pleased that, among my choices for 2015, I opted for the latest work published by the highly productive partnership of Carol Couture and Marcel Lajeunesse. It provides a wealth of information and many ideas to stimulate deeper reflection on the ways that the archival profession has to change, if it is to flourish in the early 21st century. It also leaves the reader in no doubt that archival science is a distinctive discipline at the cutting edge, which must not be absorbed into a vague and woolly "information science".

The book, which updates the research carried out by the authors in the 1990s, is divided into three parts : archival legislation and archival policies ; archival principles and functions ; and training and research in archival science. A commendable attempt is made to set out the major developments in each of these key areas in the wider context of the rapidly and radically changing environment, largely brought about by information and communications technology, with which archivists are confronted today. I would

have welcomed the inclusion of a short introductory chapter, in which the authors could have summarized their views about the challenges and opportunities of the digital era. This would have set the scene for their detailed description and analysis in each of the three areas.

The authors' research into archival legislation and policy has always very been rigorous, and this book is no exception. My only reservation stems from the notable omission of the Spanish-speaking world from the sample of twenty-six countries selected for this study. The authors are right to underline that it makes little sense to propose a template or model archival law which can be applied everywhere. There are simply too many cultural, linguistic, political and institutional variables to make such an exercise fruitful. However, throughout this section of the book the authors argue, almost always successfully, that any modern archival law should fulfill a whole host of specific requirements. There is no doubt in my mind that ICA has missed in recent years the authoritative contributions of the former Committee on Legal Matters. I found myself wondering whether a newly constituted Expert Group on Archival Legislation might develop a checklist of essential requirements for any new archival law, which of course would be drafted in accordance with the legal and cultural traditions of the country concerned. At any rate, although this was certainly not their intention, the authors have performed a service in highlighting what is now a weakness in ICA coverage, and one that needs to be corrected soon. ICA cannot be silent on the matter of archival legislation. In the second section, devoted to archival principles and functions, the authors revisit already well-trodden ground. However, they summarize very well the ongoing

debate about the application of archival principles and the nature of archival functions in the digital era, and add their own original perspectives. In the final section, concerning archival education and research, the authors are inevitably taking aim at a rapidly moving target, especially in connection with the management of 'born digital' records. Digital preservation is a field where there are a bewildering array of initiatives springing into life, and it is highly unlikely that any one programme will have all the answers.

All told, this is a very informative volume packed with insights and plenty of references to printed and online sources that are readily available for further research. The text is written in a very clear and accessible French which assists ready comprehension of the many valid points made, and which often apply across the different archival traditions. Although I am not in the best position to judge, I expect that this work will become an indispensable reference work wherever archival science is taught in the French-speaking world because it does indeed provide, as the authors claim, most of "the fundamental elements of the discipline". And I can say with greater confidence that any archivist outside the French-speaking world, who has acquired a decent reading knowledge of French, will find that their efforts to read this volume from cover to cover will be more than amply rewarded. It is a very healthy exercise to read archival literature outside the confines of one's native language – no one tradition has the monopoly of archival wisdom.



David Leitch
 ICA Secretary General
leitch@ica.org

