

Support guide for the archives of Catalan sports associations



Archival
and document
management tools
Nº. 10

Directorate-General of Cultural Heritage

Support guide for the archives of Catalan sports associations

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Preliminary note

This document is intended as a support tool for sports clubs and federations (most being small or medium-sized non-profit organisations) so that the fonds generated by this sector receive the most appropriate initial basic processing from the staff working on them or playing an active part in their management and functioning and who are also tasked at the same time with preventing the loss of documents and/or information. Under no circumstances is this protocol intended to take the place of the work of a professional archivist.

It is important to note that Catalonia has a National Archive, a County Archives Network and municipal archives which, spread across the region, constitute each area's archival benchmark and the body to turn to for any queries. Provincial council areas also have support lines for municipalities regarding archives and document management. We therefore recommend and wish to promote the incorporation of documents no longer in daily use into the nearest public archive, to ensure conservation of the sports fonds, access to the information they contain and the dissemination of that information along with knowledge of the history of the associations. There are fonds-entry formulas in public archives that do not entail loss of ownership of fonds and which ensure a secure destination for this part of our documentary heritage.

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1. Introduction

The sports association movement in Catalonia has been an important feature of social cohesion and participation throughout its history and especially in the 19th, 20th and 21st centuries. The long existence of sport associations, clubs and federations (some of which are a century old) has produced a documentary heritage bearing testimony to the historical development of sport in this country. To highlight this heritage and ensure its appropriate conservation, we hereby present a few basic models for managing the fonds of the sports associations, grouped together under the title Support guide for the archives of Catalan sports associations and federations.

Catalonia currently has close to 600,000 sports licences, 72 sports federations and 9,454 sports clubs, of which 1824 have over 40 years of history. This remarkable associative vitality and their incorporation into in the social fabric of the country bears testimony to the interest in and need for ensuring their proper management and the survival of their historical memory.

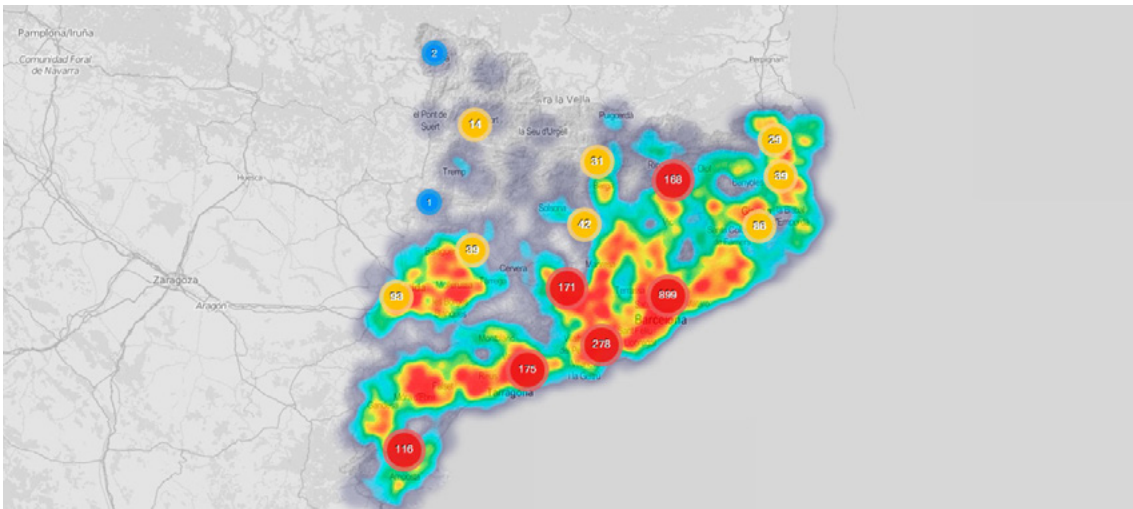


Image 1. Density map of Catalan sports clubs with over 40 years' history. Source: survey prepared by the General Archives Coordination Service of the Directorate-General of Cultural Heritage of the Catalan Ministry of Culture, 2018. Enric Cobo Barri and Anna Moli Seriola.

Catalonia's territorial diversity offers a map of sport clubs with more than 40 years' history, mostly concentrated in the more populated areas. At the same time, it identifies a profile of sport throughout the region, with practices normally associated with natural environments or sea or mountain activities or, in the case of some sports, that are not limited to a geographical area, these then go beyond geographical or other aspects.

The map also demonstrates the important number of clubs with more than 40 years' history, an aspect that positions Catalonia as a nation that not only boasts a strong sports network but that produces an important number of top-level and amateur athletes.

We should also highlight all the Catalan archives that have incorporated sports-related funds over the last few years, as can be observed in the following population-density map. They are mostly public, municipal, country and national archives, but they also include university, regional government and, in some cases, museum archives too.

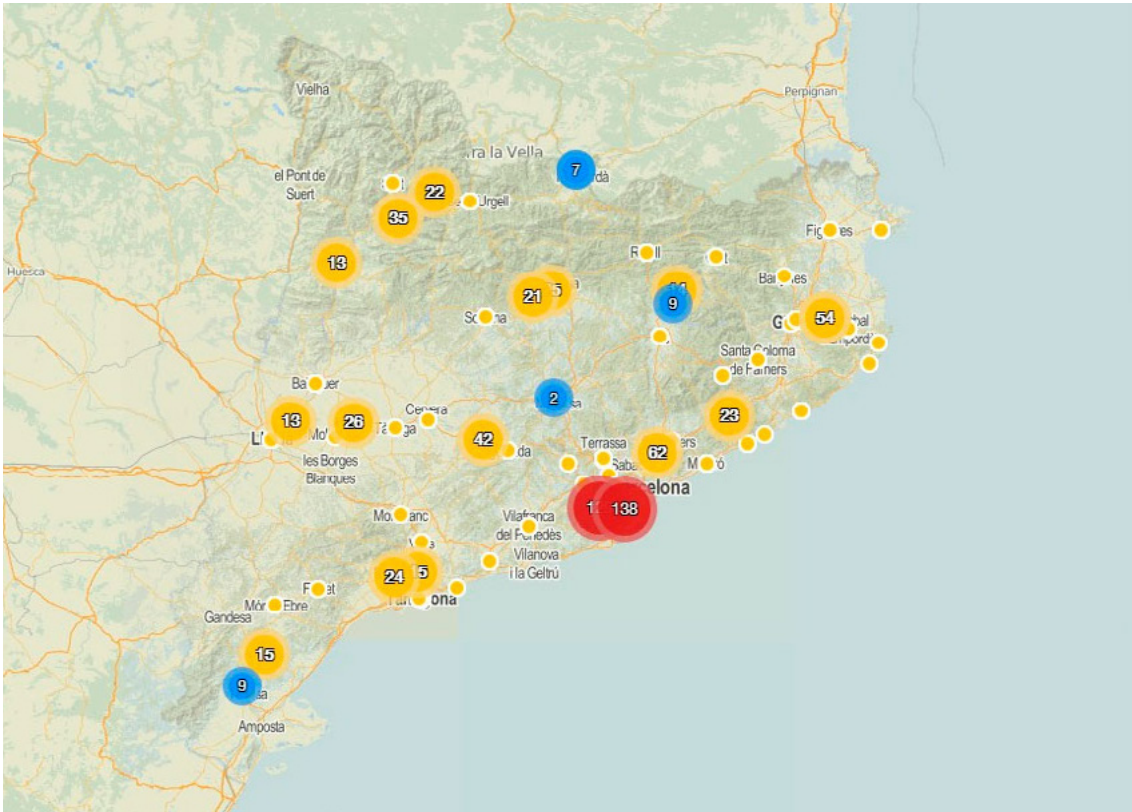


Image 2. Map of public archives that have contributed sports-related funds. Source: survey prepared by the General Archives Coordination Service of the Directorate-General of Cultural Heritage of the Catalan Ministry of Culture, 2018. Enric Cobo Barri and Anna Moli Seriola.

This interest in the organisation and conservation of the sports associations' archives can be seen in the initiative launched by the International Council on Archives (a UNESCO-linked organisation that brings together a good many archival institutions from around the world) to create the Section on Sports Archives at the International Council on Archives (ICA/SPO) in 2004, with the aim of reclaiming and dignifying archives in this area of civic activity.

Sensitive to this need and applying its know-how in archives, the Ministry of Culture at the Generalitat de Catalunya, has prepared this guide with the aim of promoting the proper conservation, processing and management of the sports associations' archives as well as to highlight the work that has been carried out by sports federations, associations and clubs from the beginning.

Given that this is a guide intended to provide clubs, associations and federations with the necessary

methodological tools for embarking on the proper management of their archives, a clear structure has been set out and comprehensive language used so that a continuous and systematic organisation of their archives and fonds can be undertaken. In addition, the guide also provides criteria under which a club or federation can decide to deposit its fonds in a public archive without losing ownership of these fonds.

The guide is presented here under the following structure:

- What an archive is and what it is used for.
- Brief description of legal and regulatory frameworks.
- Managing documents, concepts, benefits and methods.
- The actions and lines of support offered by the authorities and public archives.
- Basic technical terminology.
- Regulatory references and bibliography.

2. What an archive is and what it is used for

The archives have been described as all the documents received or produced by natural or legal persons, public or private, as a result of their activity, and organised and conserved for use for administrative management, information, research and culture. This definition, then, takes us to the basic reason for an archive's creation and subsequent survival: its practical utility, in the sense that such "use" of documents has been a determining factor in their formation, that is, their exploitation and the unavoidable need to conserve them for their constitution as a guarantee of the rights, obligations and properties of their possessor, whether an institution, a company or a natural person. Archives, then, do not arise at the whim of a person or organisation but are an inseparable part of their own activity.

Once the purpose for generating a document has been attained, an assessment is made with the aim of conserving only the documents that are of use for their legal, evidential, information and historical value. This double use of archive documents as a support for administrative management and a historical research tool was very appropriately pointed out by the French archivist Charles Braibant when he referred to archives as "*granaries of history and the authorities' arsenal*". The utility of archives is presently made very clear in the "*Universal Declaration of Archives*" (DUA) launched and approved in November 2011 by the International Council on Archives (a UNESCO-linked body bringing together archives from all around the world). It describes archives as basic tools in policies promoting accessibility to information, transparency, open government, accountability and records, that is, they are an indispensable means of safeguarding citizens' rights.

Finally, it should be noted that the concept of an archive document has evolved over time. Although the concern was initially focused on textual or manuscript documents on paper and parchment, these days archive documents are divided up into four major types: figurative documents (iconographic and cartographic), image documents (photographs, films), sound documents (recordings, witness records) and lastly printed documents and periodicals (newspapers, magazines). As for media, archive theory and current legislation confer the same value on documents generated on paper or any digital medium provided their evidential value is established.

Therefore, and as a consequence of this guide, we consider any document, irrespective of the media used, whether analogue or digital, to be an archive.

3. Legal and regulatory framework

In the organisation of an archive, account must be taken of the legislation issued by the Catalan government on the one hand and the international rules adopted as normalisation standards by professional archivers on the other. Here, we need to consider the rules of the International Council on Archives (ICA) and the rules proposed by the International Organization for Standardisation (ISO). It is worth mentioning that the former rules are mandatory whereas the latter created by the ICA and ISO are guidelines and recommendations. The ‘RIC’ (Records in Context - Conceptual Model) rules promoted by the International Council on Archives’ group of archive-description experts recently took a step forward in the description and have been re-adapting a number of the current descriptive models.

Initially, it must be taken into account that federations, associations and clubs are private organisations that are affected by only part of the current legal provisions referring to archives and documents. On the one hand, Law 10/2001, of 13 July on archives and managing documents whose aim is to “*boost management and guarantee the conservation of Catalonia’s documents, public and private, in accordance with their values, so they can be put at the service of general interests...*” (Art. 1. The scope of this Law is defined in Article 3: “*Falling within the Law’s scope of application are all Catalonia’s publicly owned documents and any private documents that are or may be part of Catalan documentary heritage*”. Title II, in turn, develops the responsibilities of owners of private documents and their obligations. Catalonia’s federations, associations and sport clubs, as social agents, therefore fall under this Law’s scope of application, as a result of which their fonds are required to be classed, ordered and conserved in good condition so that they can be part of the Catalan documentary heritage in the future.

In second place, there is a general standardisation movement at an international level whose goal is to generate good practices in the management of documents and archives based on the rules issued during the first term of the International Council on Archives (CIA/ICA) and also the International Organization for Standardisation (ISO). The ICA has therefore been concerned with formulating rules referring to descriptions of documents (ISAD-G and ISAAR-CPF) and with consolidating good practices in the area of describing functions and institutions (ISDF and ISDHIA). We need consider here the Catalan Rules for Archival Descriptions (NODAC), which become a suitable tool for describing documents and files from an archive in their various types and media. Developed as an adaptation of the ISAD-G Rule, this rule has been applied to numerous archives around the world on account of its standardising nature.

As for the ISO, its regulations are very much aimed at giving rise to tools that help with the management of documents, especially when they have been generated in an electronic context. There are rules here specifically dedicated to document management (ISO 15489, 16175 and 30300) and others concerned with metadata, processes, security and risks, digitisation and migration, and conservation. **The Legal and bibliographical references** section explains the most relevant rules.

We should also note the importance represented by the appearance of the legislation aimed at launching the *e-Government* (which is also having an impact on private organisations) and especially Law 19/2014 on transparency, access to information and good government, which affects not just public associations but also “organisations, associations and foundations whose income comes significantly

from subsidies and public aid”, as is the case of federations, clubs and sport associations, so that these have to regulate and guarantee the transparency of their activity as well as ensure people’s right of access to information and documents. Ever since Law 19/2014 came into force, sports federations, clubs and associations have been under an obligation to apply transparency policies, especially important among which has been the implementation of a document management system.

Lastly, sport associations’ records may be threatened by poor document management, then run the risk of documentary loss or poor conservation of documents, whatever their format: it is evident then that good document management will be a guarantee that such records are not harmed.

It is worth noting that the International Council on Archives has a specific section called Section on Sports Archives (ICA/SPO-Section on Sports Archives) created in 2004 on the occasion of the International Congress of Archives in Vienna. The ICA/SPO is tasked with conserving and safeguarding sports archives around the world, of all existing features and sizes, by organising seminars and workshops to disseminate information on these types of archives and in collaboration with sports-research institutions and organisations with the aim of approaching the history of sport from several perspectives, ranging from economics to law, not to mention health, philosophy, politics and society (www.ica.org/spo).

4. Managing documents and archives

4.1. Some basic concepts

When organising an archive, special attention needs to be given to certain archival principles that help to ensure processing in accordance with methodological conventions commonly accepted at the international level. First of all, reference needs to be made to the **principle of provenance**, which means documents generated by an organisation must remain together without the possibility of being mixed with documents from other sources, even if they are from the same sector of activity. This principle goes hand in hand with that of **respect for original order**, which means keeping documents as they were produced by their original office or producing body.

It is important to distinguish between the concepts of fonds and collection, given that they correspond to different origins. **Fonds** are all the documents of any type and medium organically and naturally produced by a natural or legal person (corporate) while performing their typical duties and activities. **Collections** are artificial gatherings of documents organised and classed according to subjective criteria without taking their origins into account.

For example, take the fonds of the Club Cadí Canoe-Kayak at La Seu d'Urgell as a sports association incorporated into the Alt Urgell County Archives or the fonds of the Catalan Winter Sports Federation deposited in the Cerdanya County Archives; in addition to this are the collection of posters and photographs from sports contests that an individual may have at home and which are of high documentary, historical, social and sports interest. This last case, may or may not be incorporated in an archive; when it is, it would be done as a collection of posters from [*name and surname(s) of the person who made the donation, loan or deposit*].



Image 3. Campaña, Antoni. Josep M. Luengo taking part in the Catalan Federation Cup–Catalan White Trophy. 1976. Catalan Federation of Winter Sports Fonds, Cerdanya County Archives.

At a more practical level, we should point out the recommended use, as a unit of description, of **records** understood as ordered sets of documents and actions serving as the precursors and bases to administrative decisions. Here, records are compiled through the sequential addition of simple physically or virtually linked documents, the result of a regulated procedure, which provide evidence of organisational or management activities. Creating records is a basic administrative function insofar as it ensures that legal provisions are met, enables the procedures being carried out to be properly documented and serves as justification or evidence where there is a conflict of interests and/or claims on the part of the courts.

It should be noted that records are made on the basis of incorporating documents that are part of the same action or procedure and reflected in a wide range of documentary types (certificates, agreements, communications, professions, reports, notifications, resolutions, contracts, conventions, and so on). When closing records for their signature, we need to ensure that they only contain original documents and prevent the insertion of any copies or duplicates which, should they exist, ought to be eliminated before the records are closed.

When the same types of records are produced with a view to ensuring continuity as part of the same activity (recruitment of staff, subsidy applications, purchases, etc.) they constitute what is known as a **documentary series**. Finally, the creation of a **Classification Schedule**, based on the documentary series, is an essential tool for the organisation an archive. A classification schedule is therefore a hierarchical and logical structure that reflects an organisation's functions and activities, as well as the documents they generate.

The documents, from the moment they are automatically created or captured to the time they are deposited in the organisation's archive, go through a series of stages known in the broadest sense as a **life cycle**. During this period they will be created, classed and ordered, described, assessed and conserved in an appropriate way for their use and consultation. This cycle goes through three separate stages in organisations of a certain size:

- The active or procedural stage, where records are created and processed up to their formal approval.
- The validity or semi-active stage, during which records are necessary for administrative management and as a legal reference and lasting evidence of administrative proceedings where they are subject to periodic consultation.
- The inactive or historical stage where, after the records have been assessed, only those that have legal, informational, evidential and historical value go on to be permanently conserved and end up as part of the organisation's documentary heritage.

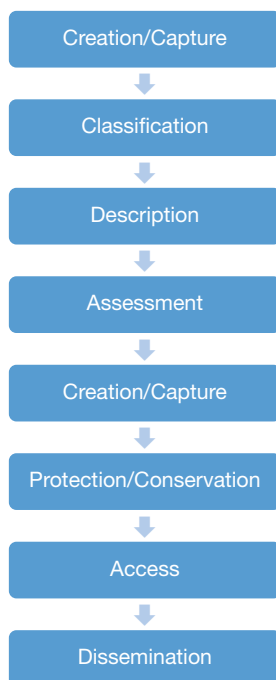
Such proper organisation brings numerous benefits to the organisation; in first place, it provides it with legal security for defending, where necessary, its interests before third parties. It also constitutes a factor of effectiveness and efficiency as it involves recovering information reliably and as quickly as possible. And, in particular, it serves to protect the interests of the organisation, its workers, partners and interested parties, to comply with the provisions of the Law on Transparency and Access to information, and to guarantee the protection of the personal details of the people taking part in the organisation's activities.

Lastly, proper management of documents produced by the organisation allows it to consolidate a documentary heritage that becomes a factor of identity and of cohesion as a source of precise information on the organisation's history.

4.2. Technical processes and tools and their practical application

The key to an archive's efficient organisation lies in the application of document-management principles, which basically means starting the processing of documents in the first stage of their life cycle (therefore, when they are being created or captured) for the purposes of ensuring a more efficient and economic exploitation of documents while they are necessary for the organisation. Consequently, such processing based on the processes and tools we will see below, extends throughout the life cycle, that is, from the production of documents/records to their elimination or forwarding to a final archive for their permanent conservation.

The sequence that we should follow (and which we develop on in the following pages) is as below:



The documentary assessment process can be prior to their classification and even before the creation/capture stage, where the necessary information is available with respect to the documentary series. This means the life cycle and utility of a document/series can be known from its creation through to its conservation or elimination, depending on its historical, legal, economic, information etc. values.

Now let's address each of these actions sequentially.

First, we need to **create or capture** the document that triggers the administrative procedure. A document is created or automatically incorporated from another source during this initial stage, meaning

the start of a record that will gradually grow, through continuous additions of other documents, up to its completion. This is when we need to **record** it, generating a brief description at a basic level. The aim is to leave comprehensive evidence of the incorporation of a document into the document management system by entering brief descriptive information on the document. This record cannot be altered and must feature the following descriptive metadata/elements as a minimum:

- A sequential and cumulative unique identifier
- The date and time of the record
- A title and a brief description
- The author (person or organisation) and the sender or addressee.

The document/record has to be classed immediately afterwards in accordance with the **classification schedule**. Here, classifying means the identification and systematic structuring of the organisation's activities and the documents they generate in categories, in accordance with the methods and rules of procedure that are appropriately reflected in a Classification Schedule. It should be noted that the classification schedule has to be understood as an essential tool for systematically organising and controlling documents and records. The guidelines set out in the ISDF standard (International Standard for Describing Functions) have to be applied when preparing Schedules. Special consideration must be taken, when preparing schedules, of the organisation's structure and functions and the documentary series generated.

So, the following procedure is recommended for establishing a Classification Schedule:

- Having knowledge of the functioning of the sports association or club and its legal framework,
- Establishing the structure of the functions and activities being carried out,
- Choosing the type of coding that will be used based on the documentary needs,
- Drafting a manual for managing the archives of the sports clubs, associations and federations.

Classification schedules can be organic (reflecting the administrative structure, very useful for closed historical fonds) or functional (based on the organisation's functions and activities) irrespective of the existing management areas or units so as to allow a certain flexibility and changes over time, which is useful for open fonds or organisations that have frequent organic changes. For clubs, associations and federations we recommend using a functional schedule since it allows you to work with the same structure and code on a stable and permanent basis. A reference of a classification schedule can be seen in the proposal made as part of Club Atlètic Vic¹'s fonds deposited with the Osona County Archives. This sets out a **classification schedule** based on the functions of a sports association or club (they are more stable, as we have already pointed out, than organisation charts) and which we recommend as a starting point for adapting to each specific situation.

This schedule is divided into three levels: the first, which brings together an entity's five main functions; the second, which characterises subfunctions; and the third, where the documentary series would have to be treated as the schedule's backbone.

1. This classification schedule was prepared by archivers Fina Solà, Laura Ureña, Núria Carreras and Susana Muriel.

CONSTITUCIÓ I ORGANITZACIÓ ESTATUTÀRIA	ADMINISTRACIÓ GENERAL
<u>Constitució de l'entitat</u>	<u>Organització administrativa</u>
Documents constitutius	Memòries i plans d'actuació
<u>Òrgans de govern</u>	Organització documentació
Assemblea General	<u>Serveis jurídics</u>
Junta Directiva	Convenis, acords i protocols
Socis/sòcies	<u>Gestió econòmica</u>
	Elaboració del pressupost
	Contractacions
	Comptabilitat
	Subvencions
	Control del pressupost
RELACIONS EXTERNES I INTERNES	<u>Gestió dels recursos humans</u>
<u>Relacions amb organismes oficials</u>	Expedients de personal
Relacions amb l'Administració municipal	Sistema retributiu
Relacions amb l'Administració autonòmica	Voluntaris
<u>Relacions amb entitats i organismes</u>	<u>Gestió de béns</u>
Relacions amb escoles	Béns mobles
Relacions amb clubs i associacions esportives	Béns immobles
Relacions amb federacions esportives	
<u>Relacions amb empreses privades i particulars</u>	ACTIVITATS ESPORTIVES I SOCIALS
Relacions amb empreses	<u>Activitats esportives</u>
Relacions amb particulars	Competicions esportives
<u>Relaciones internes</u>	Formació esportiva
Relacions amb els socis	<u>Activitats socials</u>
	Organització de premis, trofeus i celebracions
	DIFUSIÓ I COMUNICACIÓ
	<u>Publicacions</u>
	Butlletí
	Web
	Articles
	<u>Difusió</u>
	Xerrades, col·loquis i seminaris
	Recull de premsa

Image 4. The classification schedule of Club Atlètic Vic's fonds prepared by Fina Solà, Laura Ureña, Núria Carreras and Susana Muriel.

As for sports federations, and given the fact they have certain specific functions and separate from those of sports clubs and associations, the schedules adapt to this reality. An example would be the classification schedule of the Catalan Football Federation, fonds deposited in the Arxiu Nacional de Catalunya [Catalan National Archives].

QUADRE DE CLASSIFICACIÓ DE LES FEDERACIONS ESPORTIVES	
01. ADMINISTRACIÓ GENERAL I ORGANITZACIÓ	
01.01. Documents constitutius	
01.02. Organització interna	
01.02.01. Circulars i instruccions	
01.02.02. Estadístiques generals	
01.03. Govern	
02. ASSUMPTE JURÍDIC	
02.01. Legislació	
02.02. Processos judicials	
02.03. Actuacions jurídiques	
03. GESTIÓ DELS RECURSOS HUMANS	
03.01. Dotació de personal	
03.02. Expedients de personal	
03.03. Condicions de treball	
03.04. Formació i perfeccionament	
04. GESTIÓ DELS RECURSOS ECONÒMICS	
04.01. Pressupost	
04.02. Estats econòmics	
04.03. Comptabilitat	
04.03.01. Comptabilitat auxiliar	
04.03.02. Comptabilitat general	
05. GESTIÓ DEL PATRIMONI	
05.01. Béns immobles	
05.02. Béns mobles	
06. GESTIÓ DELS RECURSOS DE LA INFORMACIÓ	
06.01. Publicacions	
06.02. Documentació gràfica i audiovisual	
06.03. Biblioteca	
06.04. Arxiu	
07. COMUNICACIÓ I RELACIONS PÚBLIQUES	
07.01. Activitats de promoció	
07.02. Actes protocol·laris	
07.03. Relacions amb els mitjans de comunicació	
07.04. Relacions internes i externes	
07.04.01. Registre de correspondència	
08. GESTIÓ DELS SERVEIS OFERTS ALS MEMBRES DE L'ORGANITZACIÓ	
08.01. Captació de membres	
08.01.01. Llicències de jugadors federats	
08.01.02. Tramitació d'altres, modificació i baixes dels membres de l'organització (expedients de clubs)	
08.02. Organització d'activitats pròpies de la federació	
08.03. Serveis jurídics / Actuacions col·legiades	
08.04. Serveis assistencials	

Image 5. Classification schedule of the Catalan Football Federation's fonds. Arxiu Nacional de Catalunya.

In parallel to the classification, we have to proceed with the **description of the documents** in accordance with **NODAC**, which regulates the contents of the archival descriptions through a series of general and specific rules, by levels of description and types of document, for each of the description elements included in 7 areas of descriptive information. By archival description, we mean the preparation of an accurate representation of a unit of description and, where appropriate, of the parts that make it up, by gathering, analysing, organising and recording any information that it serves to identify, manage, locate and explain the archive documents, also providing information on its creation context and the system they have been organised under.

The objectives of the description are:

- Facilitating access to the documents.
- Representing archive documents in an understandable way, giving information on their creation context, organisation and contents.
- Allowing verification of the authenticity of archive documents by providing information on the history of their conservation/safekeeping, classification and the circumstances of their creation and use.

This Rule is a valid tool for describing all the fonds, documents and documentary collections in Catalonia, now and in the future. The Rule allows the preparation of the main description tools that arise from defining the various possible description levels: above all guides, inventories and catalogues. One of the basic methodological features of the General International Standard Archival Description (ISAD-G) is that it is based on the technique describing the fonds called “description at several levels”. NODAC offers a basic proposal of levels as an example, which is as follows:

1. level 1: fonds
 2. level 2: subfonds
 3. level 3: series group
 4. level 4: series
 5. level 5: compound documentary unit
 6. level 6: simple documentary unit
- And, exceptionally, the level of installation unit (box)

The description should contain the following description areas:

1. Identification area. This area has the function of briefly and unequivocally identifying the unit of description through the identifying and unequivocal summary that adds the Reference code, Level of description, Title, Date(s) and Volume and media.

2. Context area. This area has the function of contextualising the unit of description as regards its producer, the archival baggage that has been incorporated to date when we start our description and, finally, as regards its entry into the centre where it is currently conserved. It contains the following four elements: Name of the producer(s), History of producer(s), Archival history and Entry details.

3. Content and structure area. Once the unit of description has been identified and contextualised, it falls to this area to describe the contents of the unit of description, its internal structure and system of classification; while following the logical sequence suitable for its correct comprehension. Its elements are as follows: Scope and contents, System of organisation, Information on assessment, selection and elimination and Increases.

4. Access and user conditions area. This area contains descriptions of the access and user conditions of the unit of description in its widest sense, and identifying current description tools is part of this. Its elements are as follows: Access conditions, Copy conditions, Languages and writings of the documents, Physical features and technical requirements and description tools.

5. Related documents area. This area must contain accurate news on the documents that one way or

another have significant relations to the unit of description, whether because it completes it, complements it or makes it more understandable or accessible. It also includes the reference bibliography. It contains the following four elements: Existence and location of the originals, Existence and location of reproductions, related Documents and Bibliography.

6. Note area. This area is meant to contain information that does not have to be included anywhere else or which only has to be noted there and which, in any case, given the uniqueness it bestows on the unit of description, is archivally suitable for recording. It is made up solely by the Notes element.

7. Control area of the description. This area has the important function of documenting the authors and archivers responsible for the description, stating its sources, the rules and conventions taken into account and providing the description with an accurate chronology, through the Author and data, Sources and Rules or conventions.

From all twenty-six elements, only a few are considered indispensable in an archival description or essential for exchanging information.

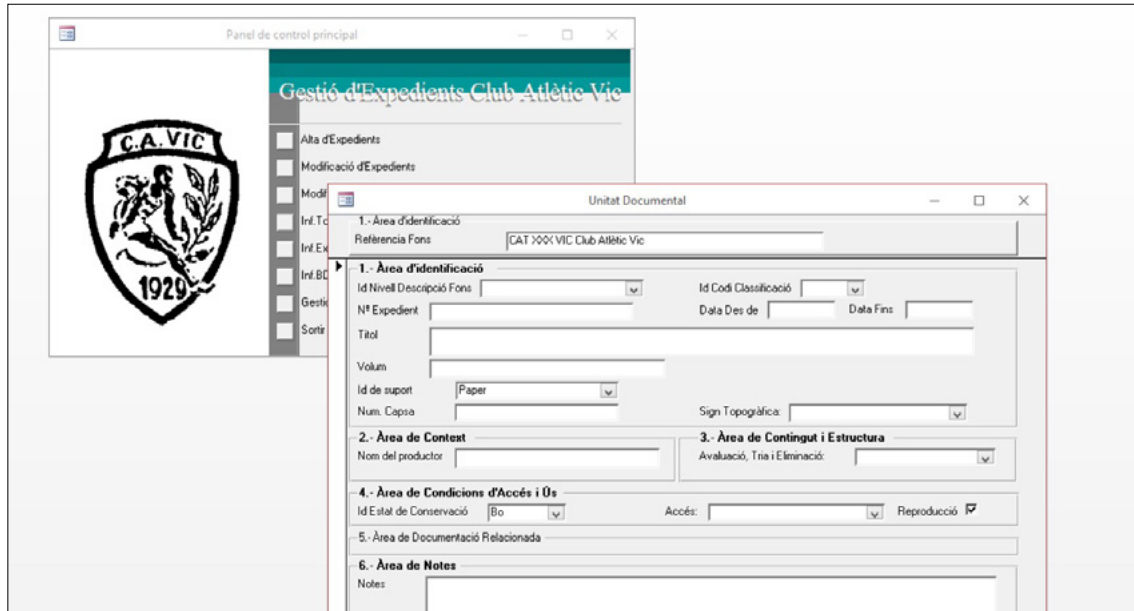
Incorporating a number of elements, under a certain archival description, that are superior to those considered essential or compulsory will depend, under the archiver's criteria, on the nature of the unit of description, on the human resources available and on the availability of information, etc. Below we present the description schedule by level:

TAULA DELS ELEMENTS OBLIGATORIS, RECOMANABLES I OPCIONALS

	OB Obligatori	RE Recomanable	op Opcional				
	fons	subfons	grup de sèries	sèrie	unitat doc. composta	unitat doc. simple	unitat instal.
1. ÀREA D'IDENTIFICACIÓ							
1.1	Codi de referència	OB	OB	OB	OB	OB	OB
1.2	Nivell de descripció	OB	OB	OB	OB	OB	OB
1.3	Títol	OB	OB	OB	OB	OB	OB
1.4	Data(es)	OB	OB	OB	OB	OB	OB
1.5	Volum i suport	OB	OB	OB	OB	OB	OB
2. ÀREA DE CONTEXT							
2.1	Nom del(s) productor(s)	OB	OB	op	op	op	op
2.2	Història del(s) productor(s)	OB	OB	op	op	op	op
2.3	Història arxivística	OB	OB	op	op	op	op
2.4	Dades sobre l'ingrés	OB	OB	op	op	op	op
3. ÀREA DE CONTINGUT I ESTRUCTURA							
3.1	Abast i contingut	OB	RE	op	RE	op	op
3.2	Sistema d'organització	RE	RE	op	op	op	op
3.3	Informació sobre avaluació, tria i eliminació	op	op	op	RE	op	op
3.4	Incrementos	op	op	op	op	op	op
4. ÀREA DE CONDICIONS D'ACCÉS I ÚS							
4.1	Condicions d'accés	OB	op	op	RE	op	op
4.2	Condicions de reproducció	op	op	op	op	op	op
4.3	Llengües i escriptures dels documents	op	op	op	op	RE	RE
4.4	Característiques físiques i requeriments tècnics	op	op	op	op	RE	RE
4.5	Instruments de descripció	RE	RE	op	RE	op	op
5. ÀREA DE DOCUMENTACIÓ RELACIONADA							
5.1	Existència i localització dels originals	op	op	op	op	op	op
5.2	Existència i localització de reproduccions	op	op	op	op	op	op
5.3	Documentació relacionada	RE	RE	op	op	op	op
5.4	Bibliografia	op	op	op	op	op	op
6. ÀREA DE NOTES							
6.	Notes	op	op	op	op	op	op
7. ÀREA DE CONTROL DE LA DESCRIPCIÓ							
7.1	Autoria i data(es)	OB	OB	OB	OB	OB	OB
7.2	Fonts	OB	OB	RE	RE	RE	RE
7.3	Regles o convencions	op	op	op	op	op	op

Image 6. Table of compulsory, optional and advisable fields proposed by the Catalan Rules for Archival Descriptions (NODAC) prepared by the Ministry of Culture. https://cultura.gencat.cat/web/.content/dgpc/arxiu_i_gestio_documental/09_publicacions/altres_publicacions/nodacpublicada.pdf

Below, an example of a NODAC description is provided adapting a database in MICROSOFT ACCESS as it was created in the processing of the Club Atlètic Vic's fonds, which was subsequently incorporated in to the Osona County Archives.



Imatge 7. NODAC description screen adapting a database in MICROSOFT ACCESS. Database prepared by Laura Ureña and Fina Solà

Thus, with a description of every record's most needed elements, we will have a very powerful recovery tool, insofar as it will facilitate searches on all the Archive's documents.

The archives have specific software programmes available for comprehensively managing the documents and information they store. These software programs facilitate computerised descriptions of the fonds and documents through databases. In the Ministry of Culture's case, it has GANC/GIAC software that allows descriptions of fonds deposited in County Archives and with the Arxiu Nacional de Catalunya. These software programs allow not just descriptions of the fonds (in catalogue or inventory format) but also the scanned documents to be shown through the "Online Archives" website. Two examples of this can be seen below. The first on information of the fonds and the second on scanned documents that can be consulted online.

GANC/GIAC software is complemented with an extension in Microsoft Access database format, called 'Initial-Processing File (PRITRA)' that the Ministry of Culture makes available, for free, to clubs, associations and federations that wish to deposit their fonds in public archives. This initial-processing file allows initial descriptions to be prepared in the same space where the documents are located (entity's headquarters) so that the mother software (GACN/GIAC) can later be blocked once the documents have been deposited in the corresponding archive. PRITRA can be requested from the county archives of reference or at the National Archives if it concerns a national-level association. The archives of reference will assess the specific needs of the club or federation and propose a work plan (advice, definition of the classification schedule, training, etc.)

The Ministry of Culture supplies the software for free to the municipal archives that request it. This software is currently used by the Arxiu Nacional de Catalunya, 38 county archives and 25 municipal archives. This guarantees universal one-shop-stop access to all the information and documents of more than 480 Catalan municipalities.

Therefore, before publishing the information on the Internet, through Online Archives, an internal-description procedure follows the procedure set out below:

Stage 1. An adapted database is prepared for collecting the information. This can be a PRITRA or a Microsoft ACCESS adaptation, compatible with PRITRA, like the one shown below prepared by the reference county archives and made available to sports clubs and associations. This task can be carried out by staff at the sports clubs following the advice of reference archivers², whether they are at a municipal or county level. An example of this would be the Image 6 database prepared by Atlètic Clubs Vic's collaborator archivers or made by the archives and made available to clubs from the previous advice or training session, as in the following case:

The screenshot shows a web application interface for a database. At the top, there are navigation buttons and a search bar. Below that, a legend indicates the status of records: Tràmit (green), Per arxivar (yellow), Arxiu de gestió (orange), Eliminat (red), Transferit (blue), and Transferit i eliminat (red). The main area displays a list of records with columns for Expedient, Any ini, Any fin, Títol, Estat, and Unitat d'instal·lació. The records are for 'Club Cadí Canoe Kayak' and include documents of constitution, affiliation, and organizational charts from 1966 to 1993. A 'Panel de navegació' is visible on the left side. At the bottom, there is a pagination bar showing 'Registro: 14 de 1370' and a search bar.

Expedient	Any ini	Any fin	Títol	Estat	Unitat d'instal·lació
Documents de constitució (5 folis)	1966	1966	<i>Estatuts del Club Kayak de Seo de Urgel</i>	00035	Club Cadí Canoe Kayak
Documents de constitució (5 folis)	1971	1971	<i>Fulls d'afiliació a l'entitat esportiva Sedis</i>	00035	Club Cadí Canoe Kayak
Documents de constitució (5 folis)	1982	1984	<i>Estatuts del Club Sedis Kayak</i>	00035	Club Cadí Canoe Kayak
Documents de constitució (5 folis)	00002	1982	<i>Inscripció del Club Sedis Kayak al Registre de Clubs, Associacions i ...</i>	00035	Club Cadí Canoe Kayak
Documents de constitució (5 folis)	1990	1990	<i>Alta del Club Cadí Canoe Kayak a la Federació Espanyola de Piragü.</i>	00035	Club Cadí Canoe Kayak
Organigrama	1977	1977	<i>Elecció de càrrecs de la Junta Directiva</i>	00035	Club Cadí Canoe Kayak
Organigrama	1993	1993	<i>Estructura de funcionament directiu i tècnic de règim intern la Fedei</i>	00035	Club Cadí Canoe Kayak

2. The reference archiver is responsible for a municipal archive where the municipality in which the club or association is located has this service or, failing that, the county archive for the municipalities where there are no municipal archives with accredited staff and this meets the requirements set out by the legislation on archives making up part of the Catalan Archives System under Articles 20, 21 and 22 of Law 10/2001, of 13 July, on archives and managing documents.

Procedència: Documents de constitució (títols)
 Classificació: Inscripció del Club Sedis Kayak al Registre de Clubs, Associacions i Entitats Esportives de la Generalitat de Catalunya
 Expedient: 00002 Any: 1982

Anys de gestió: Tradicional

Expedient: Intervinents i tercers | Documents associats | Informació geogràfica | Anotacions | Anxii | Prèstec/Consulta | Control de canvis

Procedència: No assignat
 Classificació: Documents de constitució (títols)
 Títol: Inscripció del Club Sedis Kayak al Registre de Clubs, Associacions i Entitats Esportives de la Generalitat de Catalunya
 Municipi - Població: Seu d'Urgell, Ia - Castelliouat (Alt Urgell)

Nivell de descripció: Unitat documental composta
 Codi i datació: Codi: 00002 Ordre: 0

Inscripció: Dia: 0 Mes: No assignat Any: 1982 Data actual
 Finalització: Dia: 0 Mes: No assignat Any: 1982 Data actual

Image 8. Adaptation of the database in MICROSOFT ACCESS and compatible with PITRA for the comprehensive management (classification, description, etc.) of the Club Cadí Kayac's fonds deposited in the Alt Urgell County Archives. Database prepared by Julio Quílez. Base de dades elaborada per Julio Quílez.

Stage 2. Once the PRITRA or database classification, description, etc. fields have been filled in, they can be downloaded to the GIAC archives program. This operation requires validation from the closest reference (municipal or local) archiver.

Gestió de fons documentals - Anxii Comarcal de l'Alt Empordà (producció)

Recerca d'unitats d'instal·lació

Anxii: Anxii Comarcal de l'Alt Empordà (ACAÉ)
 Núm. fons: 263 Club Ciclista Empordanès

Ingrés: Data importació unitats:
 Dipositant:
 N.Proced.:
 Nivell classificació: Codi: Unif./abrie: Especific: Títol: Situació: Nivell desc: Desc. unitat: Observacions: Notes intern.: Expedient: Conservació: Municipi: Support: (Tots) Format: (Tots)

Finestra de selecció de nivells de classificació

- 01 GESTIÓ ADMINISTRATIVA
 - 01.01 Estatuts i reglaments.
 - 01.02 Moviment de socis.
 - 01.03 Juntes.
 - 01.04 Correspondència.
 - 01.05 Secretaria.
- 02 GESTIÓ COMPTABLE
 - 02.01 Comptabilitat.
- 03 ACTIVITATS
 - 03.01 Curses i voltes ciclistes.
- 04 ALTRES
 - 04.01 Imatges.
 - 04.02 Cartells.
 - 04.03 Impressos.

D'acord Anul·lació

Image 9. Classification screen of the GIAC software program (Integral County Archives Manager) of the Club Ciclista Empordanès Fonds deposited in the Alt Empordà County Archives.

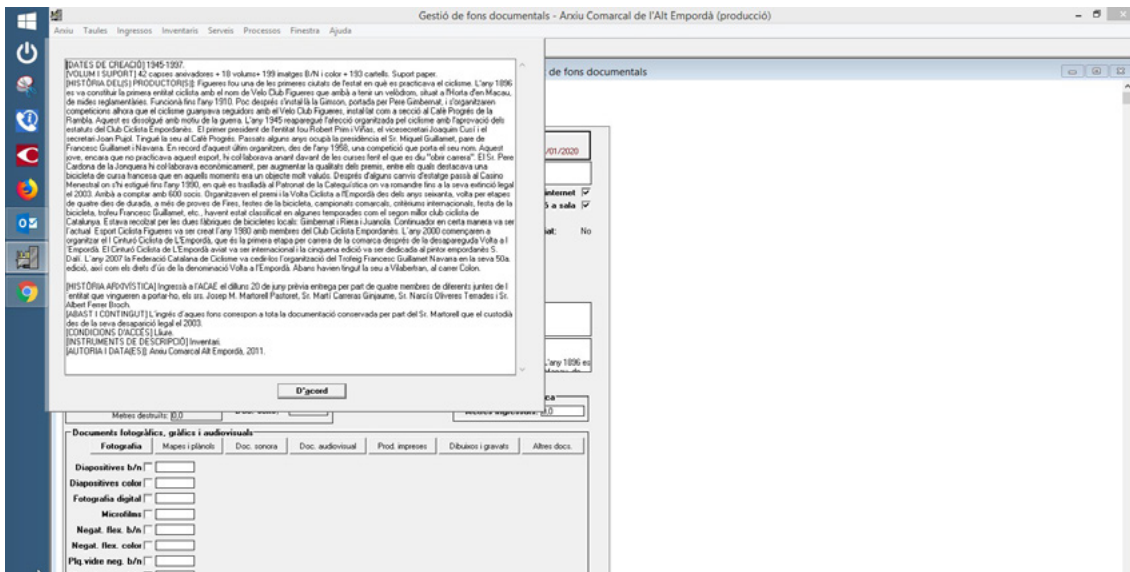


Image 10. Description screen of the GIAC (Integral Business Agent of the County Archives) software program for the Club Ciclista Empordanès Fonds deposited in the Alt Empordà County Archives. The screen shows all the information introduced in Stage 1 and a final revision is made before its publication and association of images of scanned documents (textual documents, photographs, etc.) that are meant to be published.

Stage 3. Publication of the contents online through Online Archives. Once the contents of the classification and description have been revised and the data introduced into the (GIAC) software, the county or municipal archives can publish the information on the Internet (description of the fonds, series or documentary units) as can be seen in the following image.



Image 11. Example of description file where the various information/description areas can be identified. This information is available online through the Online Archives on the Figueres Boxing Club Fonds. Only identification area and context have been displayed in the image; to see the full information click on [full description](#)

Fixed images (textual documents, photographs, maps, posters, etc.) or moving images (videos, films, etc.) can now be associated. Thus, the description can be complemented with scanned documents.

The final result is accessible online computer records (Online Archives) that make both the description of the fonds and documents and the scanned documents available to any city resident.



Image 12. Search results for the word 'football' in the Online Archives return over 11,800 images and there would be more than 500 fonds containing this word.

Although it is true that the management of documents up to now by sport clubs and federations has essentially been on paper, it is also evident that the future trend will be towards electronic document management. Consequently, it is increasingly likely that relations both with athletes and authorities will be online; in the former case, this is for generational reasons, as new athletes are already accustomed to using new technologies and therefore to online relations and using electronic documents. In the latter case, this is because of legal obligations, as Law 39/2015 on the common administrative procedure of public authorities provides exclusively for online relations between administrations and the general public, where the latter are not natural persons but rather sports clubs and federations.

This is creating a new paradigm in the management of the documents: this is electronic and therefore facilitates consultations, the availability of documents from remote locations, quick searches, etc. But it also calls for new requirements: structured information needs to be associated with the documents, so they can be identified (metadata), their digital conservation has to be guaranteed and, above all, their legal validity has to be guaranteed, as the most relevant.

This requires that we issue a set of specific recommendations for a club or federation regarding the management of these documents:

1. Records and dossiers need to be managed, as far as possible, referring to a simple subject and not documented separately. It will always be simpler to find a document in a single directory rather than leaving them all in separate directories without organising them.

2. A classification schedule is needed more than ever for organising directories where we will store documents in accordance with the organisation's functional structure. This will make it easy for us to locate documents when they are required.
This schedule can be copied on the server or computer to show the structure of the information and the documents and can therefore be organised, stored and recovered in a systematic and simple way.
3. It must be possible to associate data at a record and document level. If there is a document manager, this is very simple to do and implement; if not, it can be managed through databases that inform us where each record and each document is kept and where sufficient descriptive information must be associated with it: a place in the schedule where it is kept, years it has to be kept for, date of creation, the record manager etc.
4. Every time an electronic document is introduced, we will store it in the directory or the corresponding folder in this classification schedule and therefore in its record. Below is an example of how to organise these directories.
5. If the aim is to continue advancing with electronic documents, we even suggest you scan the documents that reach you on paper and store them in the corresponding record. In this case we can even associate information on where we will store the original document with the electronic document.
As for original documents, secure scanning is recommended.
6. When electronic documents are provided by an authority, we will also store them in the corresponding record.
7. It would also be advisable for administrators empowered to represent clubs or federations before third parties, through electronic means, to have digital certificates that identify themselves as such and being able to sign electronic documents. Across Catalonia, there are several certification organisations that issue this type of representative digital certificate: Firmaprofesional (www.firmaprofesional.com), the AOC Consortium (<https://www.aoc.cat>) the Fàbrica Nacional de la Moneda y el Timbre (National Mint) (www.fnmt.es), to name but a few.
8. They must be provided with tools enabling the generation of PDF/A documents and an Adobe Acrobat program so the documents can be signed electronically.
9. When documents are signed electronically, they should be time-stamped too, to ensure they can be validated over time. To this end, the process will require a time-stamp service-provider, such as the Consortium AOC (www.aoc.cat), which offers time stamps for free, and the Adobe Acrobat program set up, so that whenever documents are signed, signatures with time-stamps are generated.
10. Every week, a backup copy must be made of the directories that the documents are stored in, such as in an external hard drive, cloud or other security system. Ideally, there should be two external hard disks and two copies should be made, with one of these stored at the club or federation itself and the other outside the club or federation, but in a safe place.
11. Is very important for an assessment to be made of the documents that can be deposited, without their ownership being lost, in a municipal, local or national archive for permanent conservation. The conservation, processing, access and diffusion of fonds require special conditions that can only be guaranteed in the archives and, consequently, the conservation of a club or federation's documentary heritage will depend on sensitivity and trust in those archives.
In such cases, staff at the corresponding archives must be consulted to decide on how the physical or digital documents and available descriptive information on electronic media are to be conveyed there and on the formats they require.

12. We recommend performing an annual review on the records introduced and deciding on those that need to be stored and those that can be eliminated within the framework of the current legislation in force. Depending on the municipality or county, the reference municipal or county archives can make recommendations and assess proposals for elimination promoted within the framework of the [National Commission for Documentary Access, Assessment and Selection](#):

Example of how documents could be structured based on directories:

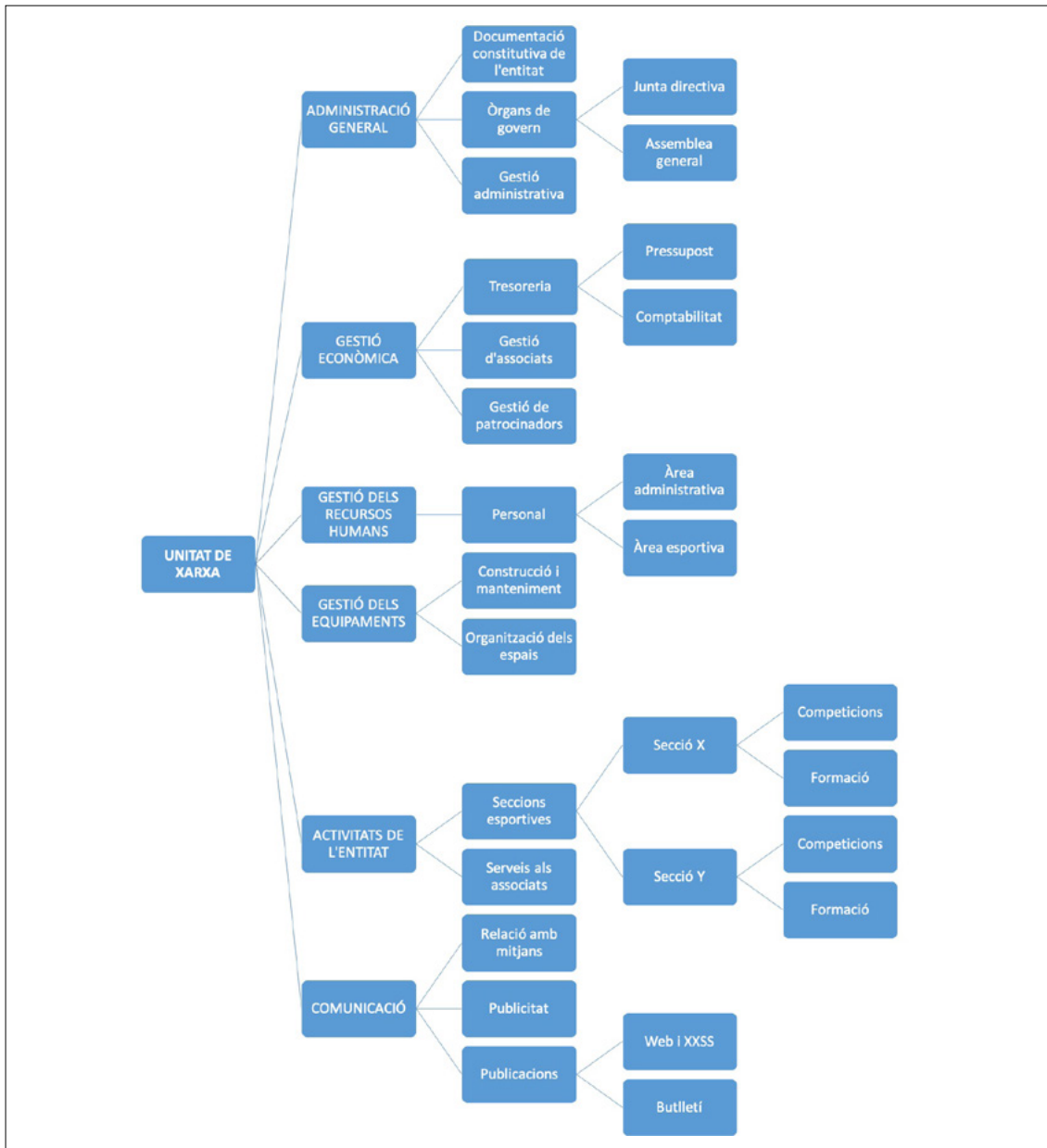


Image 13. Example of structure of folders for organising documents in the IT or computer network.

The **assessment** technique must be used when it is impossible to conserve all the documents generated by an organisation and given the fact that not every document produced has permanent conservation value, once they have achieved the purpose they had been produced for.

It should be noted that private documents more than forty years old produced or received, in the exercise of their functions, by private legal persons carrying out their activity in Catalonia are part of the Catalan documentary heritage, under the provisions of Article 19(2)(b) of Law 9/1993, of 30 September, on the Catalan cultural heritage and the Article (2)(g) of Law 10/2001, of 13 July, on archives and document management.

In Catalonia, the assessment process and subsequent elimination of public documents is founded on Decree 13/2008, of 22 January, on documentary access, assessment and selection. The decree establishes the configuration of the National Commission for Documentary Access, Assessment and Selection (CNAATD) consisting of a group of professionals from several disciplines (archivers, administrators, jurists, historians, technologists, etc.) who assess the relevance of the documentary series and make a detailed appraisal (conservation, sampling, elimination). The description of, assessment of and report on each of the series is published in the “Taules d’Avaluació Documental” [Documentary Assessment Tables] (see a TAD sample in Annex 1). This ensures that only documents lacking in administrative, tax, juridical-legal, informational, evidential and historical value will be destroyed, and in a controlled way. It should likewise be noted that this Commission has jurisdiction over public authorities but not private organisations³. In any case, documents that have been deposited in a public archive⁴, with the approval of the club, association or federation, could be assessed and, if necessary, eliminated.

The recommendation here is not to eliminate any documents generated or received by the organisation without having identified whether these are documents liable to being eliminated. Occasionally it is erroneously stated that some records may be eliminated once 4 or 5 years have elapsed since their creation; this is totally false and must not be taken into consideration. Many cases of indiscriminate eliminations have led to a loss of information that can affect the performance of daily tasks and the memory of the sports organisation. It is therefore very important for any elimination to have the support of a local public archive, whether at a municipal or county level. Identifying what can be eliminated must be performed through direct consultations with a public archive.

A key element in organising an archive is to pursue the **protection and conservation** of documents from external and internal factors, such as theft, fire or flooding, or deterioration caused by bacteria and fungi. As a result, a specific space is required for storing documents; it must have a controlled access point to ensure it is properly used. Conservation rules advise that paper documents should be kept at a temperature of between 18 °C and 21 °C and at between 40% and 60% humidity. Compliance with these requirements can be assured through a forced-air installation (as an economically low-cost air-conditioning system) and should the existence of a very high humidity be confirmed, by

3. For more information on the scope of the Commission, see Article 3 of Decree 13/2008, of 22 January, on documentary access, assessment and selection

4. Depositing the documents of a club, association or federation in a public archive does not necessarily imply loss of ownership, as they may continue belonging to the club, association or federation under gratuitous loan agreements where the club, [association] or federation continues to be the owner of the documents.

resorting to the use of dehumidifiers. In general, temperature and humidity control can be monitored by using thermo-hygrometers, which are devices that measure these indicators.

As for the physical protection of paper documents, the recommendation is to use standardised cardboard boxes, preferably those made with materials that contain a neuter ph, that is, free from acid components since they speed up the deterioration of documents conserved inside them.

As for electronic records, especially if they are of evidential value (that is, they create rights and obligations, normally with electronic signatures) a series of preventive steps also have to be taken to ensure the future conservation of documents that constitute original copies. In such cases, the following must be guaranteed:

- The suitable storage of the electronic records to assure that they keep to their requirements of originality, integrity, reliability, access and use in the future.
- Defining the formats that documents are to be created and conserved with. The advice is that the required formats for textual documents are PDF/A; for audiovisual documents the formats can follow the criteria of the digitisation guide of the Ministry of Culture of the Generalitat de Catalunya.
https://cultura.gencat.cat/ca/departament/estructura_i_adreces/organismes/dgpc/temes/arxius_i_gestio_documental/plans_d_actuacions/documentacio_tecnica/
- As for scanning documents, and following the criteria of the Digitisation Guide of the Ministry of Culture (archives), and as a summary, the following criteria could be applied:

Recommendation of parameters for fixed images

Formats de preservació					
Tipus de documents	Format	Resolució (fitxer sortida)	Perfil de color	Profunditat de bits	Compressió
Textuals	PDF/A o TIFF	300 ppp (mida real)	Gris Gray Gamma 2.2, Color Adobe RGB 1998	Gris 8 bits, color 24 bits	Sense compressió
Fotografia, imatge i creacions artístiques	TIFF	300 ppp*	Gris Gray Gamma 2.2, Color Adobe RGB 1998	Gris 8 bits, color 24 bits	Sense compressió
Mapes i plànols	TIFF	300 ppp*	Gris Gray Gamma 2.2, Color Adobe RGB 1998	Gris 8 bits, color 24 bits	Sense compressió

* A vegades hi pot haver documents que requereixin un ajustament específic com fotografies de petit format o plànols de molt gran format.

Formats de consulta i difusió					
Tipus de documents	Format	Resolució (fitxer sortida)	Perfil de color	Profunditat de bits	Compressió
Textuals	JPEG (consulta)	150 ppp (mida real)	Gris Gray Gamma 2.2, Color Adobe RGB 1998	Gris 8 bits, color 24 bits	baixa
	PDF (OCR)		Gris Gray Gamma 2.2, Color Adobe RGB 1998		
Fotografia, imatge i creacions artístiques	JPEG (consulta)	150 ppp (mida A4)	Gris Gray Gamma 2.2, Color Adobe RGB 1998	Gris 8 bits, color 24 bits	baixa
	PDF		Gris Gray Gamma 2.2, Color Adobe RGB 1998		
Mapes i plànols	JPEG (consulta)	150 ppp (mida real)	Perfil de color	Gris 8 bits, color 24 bits	baixa
	PDF (OCR)		Gris Gray Gamma 2.2, Color Adobe RGB 1998		

Recomanació de paràmetres per a documents audiovisuals

Formats de preservació				
Tipus de document	Format d'origen	Còdec	Format preservació	Mida del fitxer requerida per hora
Audiovisuals	U-matic / Betacam	DVCPRO	AVI	13 GB
	BETA / VHS / S-VHS	MPEG-2	MPEG-2	3GB
		H264	MPEG-4	1,5 GB
	35 mm / 16 mm	DPX	DPX	1TB
		JPEG2000	MJPEG	50GB
	Super8, 8mm i 9,5mm	DVCPRO/DV	AVI	13GB
Microfilms /microfitxes	JPEG o JPEG2000	JPEG o JPEG2000	50GB	
Sonors	DAT/REVOX	WAV (24Bits)	WAV (24Bits)	1GB
		WAV (24Bits)	WAV (16Bits)	700mb
	Disc vinil / casset	MP3	MP3	150 MB
		AAC	AAC	90MB

Formats de preservació				
Tipus de document	Format d'origen	Còdec de conversió	Format resultant	Mida del fitxer màxima
Audiovisuals	AVI	H264	MPEG4	300 MB
	MPEG2			
	DPX			
	MJPEG			
	JPEG o JPEG2000			
Sonors	WAV (24 bits)	MP3	MP3	
	WAV (16bits)			
	MP3			
	AAC			

- The electronic signatures associated with the documents, normally the PDF/A, must be PAdES-LTV and always feature time stamps. For all other formats we suggest XAdES-A and always with time stamps.
- Taking account of the fact that, once the applications and formats become obsolete, a periodic migration to new media and programs will have to be provided for, to ensure that the reliability of the system is maintained. In such cases it will be important to receive external advice (see section 5. Actions and lines of support for document management).

Another function that an Archive has to perform is to facilitate the access and consultation of its documents for the organisation's own administrative management and also for experts interested in carrying out retrospective research. Although the criterion of free access has to hold sway over the performances of those in charge of associations and clubs, it is evident that such access has to take account of the Law on Personal Data Protection and the above-mentioned Law on transparency and access to information. The former establishes the legal framework for the assurance of a justified restriction to accessing data that affect privacy (such as the athletes' medical details), while also guaranteeing accessibility to documents containing information relating to the organisation's management, the use of economic and other resources and that have to allow greater transparency and accountability of associates and the public authorities or private companies where subsidies and grants are received from these areas.

As for paper records conserved in the organisation's archives, an archive manager must be appointed to control information requests, deliver the corresponding documents and ensure they are returned to their place of origin. This control has both the function of ensuring that whatever is requested can be consulted and that documents will not be lost by any office, but returned to their place of origin.

As for electronic documents/records that can be accessed from some type of terminal, it is essential to follow the rules and requirements arising from the ISO 27000 security standards. In such cases, a model must be created that makes rapid access to the required documents compatible with the security that such documents will only be used by people who have the corresponding access permits. A balance, then, must be found between access and security.

Here there must be a definition of a security and access schedule that is the tool for linking the documentary series and its degree of accessibility, which will meet the following requirements:

- Defining the user group
- Defining roles: this has to do with the personality that a user acquires in an environment, for example, Administrator, Lead Manager, Guest Manager.
- Set of permits: authority that a user has in an environment, for example, Reading, Writing and Amending, Deleting and Amending and Administering permits.
- Set of actions: what a user who has a defined role can and cannot do with assigned permits, for example, Opening a record, Adding Documents.

Thus, depending on the role assigned to an organisation's worker or executive, they will have a set of permits and a clearly defined set of actions they may perform on a document/record. These elements should be specified accurately in a guide to provide knowledge of the persons involved in the organisation's management.

As for **dissemination**, it is advisable for the organisation to be able to carry out some initiatives intended to enable better knowledge of their actions and to raise their profile. Besides using social networks to generate a strong presence of the organisation in the media and society (Twitter, Facebook, YouTube, Instagram and other social networks) it is important for the organisation's documents to be culturally exploited as far as possible as a factor of dissemination, knowledge and prestige of the clubs, association or federation. Numerous Catalan associations and clubs have remarkable collections of posters, photographs and audiovisuals in their archives, amongst other aspects, which can allow two complementary actions.



Image 14. Poster celebrating the 50th anniversary of the Club de Gel de Puigcerdà. Fonds deposited in the Cerdanya County Archives.

Recommendations for highlighting documentary heritage as a testimony to the history of the club and a very important element of social and associative cohesion. First, use the organisation's website to offer the sectors concerned access to scanned documents. Although the website can be the dissemination tool, it must be complemented with social networks. The recommendation here then is to identify the authors of the fixed and moving images that appear in the various dissemination channels. Second, launch cultural initiatives on an important date or anniversary, such as commemorative publications or exhibitions to show the organisation's documentary wealth and thereby confirm its development and age.

5. Actions and lines of support for document management

Under Law 10/2001 on archives and document management, the Catalan archival model is structured in the form of a System where the various public and private levels of archives operating across the region are reflected. We shall only refer to those that at a particular time can offer their support or advice to Catalan sports federations, associations and clubs. These include, county archives and the National Archive, county council archives and municipal archives.

5.1. XAC (County Archives Network) Coordination Service

Within the framework of the Directorate-General of Cultural Heritage, the County Archives Network Coordination Service is responsible, among other things, for coordinating the Catalan County Archives Network and managing the deployment of county archives' functions in their territorial area. These archives promote the recovery, conservation and processing (organisation, description, etc.) access and dissemination of fonds and advice on the correct document management of clubs in their territorial area.

From the point of view of support for the archives across the System, the Directorate-General of Cultural Heritage has several lines of support for describing and digitising Catalan fonds.

5.2. County Archives

In Catalonia, the principle of territoriality stipulates that the documents of a territory (in this case the county) must remain there as element of cohesion, identity, heritage, memory and knowledge. Therefore, each region must have its own archive where documents created by county organisations are brought together, support municipal archives and store documents from municipalities that are unable to guarantee their appropriate organisation and access and recover the county's documentary heritage in its role as patrimonial, corporate, photographic and other tools, through the signing of agreements.

Giving support and advice to public and private archives here is also part of their basic functions.

5.3. Provincial Council Archives

At a local level, provincial councils can also give effective support to the task of improving the situation of sports archives. The four Catalan provincial councils have lines of active support for protecting their documentary heritage and could consequently provide support to their province's municipalities.

5.4. Municipal Archives

Municipal archives, in turn, manage and receive documents from local public authorities in their various types since the creation of the old mediaeval municipalities, in addition to storing, under agreements, important documents for the municipality generated by private municipal organisations.

5.5. Arxiu Nacional de Catalunya

Its function is to organise, conserve and disseminate documents from the government, as well as of associations, companies or personalities of a national scope that wish to deposit their fonds to guarantee their conservation and public access. Therefore, in the area of clubs and sport federations, it can receive documents of great significance.

5.6. University archives

Within the framework of the functions inherent to the university archives for depositing, processing and disseminating the university's fonds, these archives are also part of the entire archives of the Catalan Archives System and, consequently, they must ensure compliance with current legislation. As for fonds relating to the world of sport, in all its areas of application, the university archives guarantee their conservation, processing, access and dissemination.

5.7. Other centres

Across the Catalan cultural fabric, there are heritage centres such as libraries, museums and the like at which sports or sports-related fonds are deposited; they are therefore subject to the fonds' archival conservation and dissemination policies.

5.8. Support actions

Both the Directorate-General of Cultural Heritage in the matter of archives and document management and the various levels of archives across the region (provincial, municipal and county councils and National Archives) provide support to sports federation, association and club archives. The Ministry of Culture promotes a line of subsidies through public tenders for describing and digitising sports fonds intended for the System archives that require support to prepare new description tools or tools for digitising the fonds of sports clubs or associations linked to the world of the sport.

Along these lines, the Girona Provincial Council has organised a call for subsidy applications on a competitive basis to foster projects for improving the management of documents and archives of the local councils of Girona's counties that includes lines relating to sports fonds.

As archives that are part of the System, municipal, county and provincial councils and national archives provide support in the following aspects:

- Advice in the tasks of organising, conserving, processing, accessing and disseminating the archives of clubs and federations.
- Advice in the application of the ICTs in archives, especially the processes of simple and secure digitisation, migration and conversion of formats, storage of digital documents in safe repositories and electronic signing.
- Support for clubs and federations in determining an archive for depositing an organisation's historical fonds and the contractual form of use.
- Advice on types of legal agreements for promoting deposits of fonds in a public archive (gra-

tuitous loan agreements, deposits, donations and so on). In this connection, support is given to clarify the differences between the various methods for associations and clubs to be able to decide on formulas for medium- or long-term temporary loans (gratuitous loan agreement, grant) or permanent donations of their funds.

- Assistance with the process of managing subsidy applications for implementing document management projects in the archives of private organisations issued by the Ministry of Culture.

6. Technical terminology on documentary and archive management

For the purposes of creating unambiguous terminology that allows everyone involved in managing the documents and archives of sports associations and clubs in a coherent and harmonised way, some basic terminology has been provided below.

Access: action involving the obtaining of information and knowledge through the consultation of documents and records, which includes the possibility of obtaining copies or certificates.

Archive: set of documents, whatever their date, form and medium, accumulated in a natural process by an organisation in the course of its management, and conserved with respect for its original order so that they serve as evidence and information for the organisation itself and citizens as sources of their history.

Assessment: basic function aimed at determining the possible clarification of documents according to their administrative, tax, legal and juridical uses, both present and future, and their evidential, informational and research value.

Life cycle: each of the stages that documents successively pass through, from when they are created at offices to when they are eliminated or transferred for conservation to an archive institution.

Classification: intellectual action that allows a document or record to be identified and distributed under categories and classes through a Classification Schedule.

Conservation: process through which the necessary conditions are guaranteed for ensuring the conservation and integrity of a documentary item over time. This is achieved with physical documents by incorporating them into a documentary deposit under the appropriate security and climatic conditions. This is achieved with electronic documents by deploying a logical space, whatever the medium, in which the documentary item can be recorded individually and its future recovery guaranteed.

Datum: basic unit of information that is appropriately made available for its automated processing. It can also be defined as a representation of facts, concepts and instructions formalised and suitable for the communication, interpretation and processing by automatic or human means.

Description: gathering, analysis, organisation and recording of any information that is used for identifying, managing, locating and explaining an archive document, providing information on the circumstances of its creation.

Digitisation: technological process enabling one or more electronic files to be obtained which contain a coded, faithful and complete image of a paper document through photo-electric scanning techniques.

Document: set made up of a medium and the information it contains, usable for the purposes of consultations or as evidence. Also, the smaller and intellectually indivisible archival unit, for example, a letter, report, photograph or sound recording.

Electronic document: a document created, managed, conserved and transmitted by electronic, computer or online means, provided it incorporates electronically signed data.

Record: set of documents produced under a rule of procedure, whose purpose is the administrative resolution of a specific matter. A record is usually the basic unit that makes up a documentary series.

Document management: set of measures relating to economy and efficiency in the creation, maintenance, conservation and use of archives.

Metadata: data that define and describe other data. They are used for describing the context, contents and structure of documents and their management over time.

Documentary heritage: set of documents conserved for their historical or cultural value.

Document management policy: formulation of an organisation's general intentions and guidelines regarding the management system for the documents, formally expressed by the senior management.

Principle of origin or provenance: principle according to which each document has to be located in the archive fonds it comes from and, in this fonds, in its place of origin.

Principle of respect for the original order: principle of archival theory according to which archives from the same origin must conserve the classification established by the body of origin; implicit principle within the principle of respect of fonds, also known as the principle of registratur.

Classification schedule: description tool that identifies and codes the functions and activities that generate archive documents. It has a functional and hierarchical structure and it allows corporate, cross-cutting and unambiguous classification and coding.

Record: Act by which a unique identifier is assigned to a document during its entry into the system.

Documentary series: set of organic and functionally related documents, established under the principle of origin, with special emphasis on the administrative history, the structure and quantity of the documents of the office, institution or organisation involved.

Electronic signature: set of data in electronic form, consigned together to others or associated with them, which can be used as a means of identifying the signatory. In an online context, they are a fully legal replacement of traditional handwritten signatures.

Medium: item which data can be recorded on and recovered from.

Documentary type: type or genre of documents of a unit of description (letters, applications, certificates, minutes and so on).

7. Legal and bibliographical references

7.1. Basic legislation

- Law 10/2001, of 13 July, on archives and documents.
- Catalan Rules for Archival Descriptions (NODAC). 2007.
- Decree 13/2008 on documentary access, assessment and selection.
- Decree 190/2009, of 9 December, on the requirements of archives from the Catalan Archives System, on the integration procedure and on the Catalan Archives Register.
- Law 32/2010, of 1 October, on the Data Protection Authority.
- Law 19/2014, of 29 December, on transparency, access to information and good governance.
- Law 39/2015, of 1 October, on the Common Administrative of Public Authorities.
- Law 40/2015, of 1 October, on the Public Sector's Legal System.

7.2. Reference standards

- UNE/ISO 15489-1: 2001. Information and documentation. Records management. Part 1: General.
- UNE/ISO/TR 15489-2:2001. Information and documentation. Records management. Part 2: Guidelines.
- UNE/ISO 15489-1:2016. Records management.
- UNE-ISO 30300: 2011- Information and documentation. Management system for records. Fundamentals and vocabulary.
- UNE-ISO 30301: 2011- Information and documentation. Management system for records. Requirements.
- UNE/ISO 30302: 2015. Information and documentation. Guidelines for implementation.
- ISO 14721: 2003- Open Archival Information System (OAIS).
- ISO 23081-1: 2006- Records management processes. Metadata for records. Part 1: Principles.
- ISO 23081-2: 2007- Records management processes. Metadata for records. Part 2: Conceptual and implementation issues.
- ISO 23081-3: 2011- Records management processes. Metadata for records. Part 3: Self-assessment method.
- UNE-ISO/TR 13028: 2010- Information and documentation. Implementation guidelines for digitization of records
- UNE-ISO/TR 13008: 2010- Information and documentation. Digital records conversion and migration process.

7.3. References

- Andreu, Jordi: “El proyecto de creación del archivo del Futbol Club Barcelona: los primeros pasos para la implantación de una unidad de gestión de documentos en el Club”, *Archivamos*, 75 (2010), p. 41-48.
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 - International Council of Archives. Monographic number dedicated to sports archives. *Comma: International Journal on Archives*, 2011.
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 - L'ingrés de fons privats en arxius públics”, *Lligall. Revista catalana d'arxivística*, 37 (2014), p. 16-77.
 - Ribalta Alcalde, Maria Dolors: *Dones, esport i dictadura: Memòria oral d'esportistes catalanes durant la primera etapa del franquisme (1939-1961)*. Barcelona, October 2015, doctoral thesis. http://www.tesisenred.net/bitstream/handle/10803/352226/Tesi_Dolors_Ribalta.pdf?sequence=1
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 - Sjöblom, Kenth, Solà and Gasset, Fine, Orefice, Isabella: Sports Archives: “Introduction: Improving conditions for sports archives”, *Comma. International Journal where Archives*, Paris, October 2011.
 - Solà and Gasset, Fine: “Els arxius d'esports: de la Secció Internacional d'Arxius d'Esports al fons documental del Club Atlètic Vic “La cursa per a l'organització dels arxius d'esports”, *Lligall. Revista catalana d'arxivística*, 33-34 (2011-2012), p. 107-125.
 - Solà and Gasset, Fine: “Els arxius dels Jocs Olímpics”, Barcelona, 1992.

Annex 1. Example tables documentary evaluation

Code:

130

DOGC:

2279

Documentary series:

Sports organisations register

Administrative function:

Support for procedure for registering organisations with the Register.

Legal framework.

- **Law 8/1988, of 7 April, on Sport.**
- **Order of 22 May 1981 on the functioning of the register.**

Documents that make up the record:

- **Registration application form.**
- **Minutes of the organisation's constitution.**
- **List of names, addresses and national ID card numbers of the members of the board of directors.**
- **Minutes of approval of articles of association.**
- **Articles of Association.**
- **Written document from the Register addressed to the organisation requiring it to produce new documents or correct those according to the regulations to continue the procedure.**

Medium:

Paper

Assessment:

Permanent conservation

Body:

Secretary-General of Sport.

Date of updating:

14 February 2020 16:59:00

Annex 2. Club Atlètic Vic Classification Schedule (Osona County Archives)

CONSTITUCIÓ I ORGANITZACIÓ ESTATUTÀRIA	ADMINISTRACIÓ GENERAL
<u>Constitució de l'entitat</u>	<u>Organització administrativa</u>
Documents constitutius	Memòries i plans d'actuació
<u>Òrgans de govern</u>	Organització documentació
Assemblea General	<u>Serveis jurídics</u>
Junta Directiva	Convenis, acords i protocols
Socis/sòcies	<u>Gestió econòmica</u>
	Elaboració del pressupost
	Contractacions
	Comptabilitat
	Subvencions
	Control del pressupost
RELACIONS EXTERNES I INTERNES	<u>Gestió dels recursos humans</u>
<u>Relacions amb organismes oficials</u>	Expedients de personal
Relacions amb l'Administració municipal	Sistema retributiu
Relacions amb l'Administració autonòmica	Voluntaris
<u>Relacions amb entitats i organismes</u>	<u>Gestió de béns</u>
Relacions amb escoles	Béns mobles
Relacions amb clubs i associacions esportives	Béns immobles
Relacions amb federacions esportives	
<u>Relacions amb empreses privades i particulars</u>	
Relacions amb empreses	ACTIVITATS ESPORTIVES I SOCIALS
Relacions amb particulars	<u>Activitats esportives</u>
<u>Relacions internes</u>	Competicions esportives
Relacions amb els socis	Formació esportiva
	<u>Activitats socials</u>
	Organització de premis, trofeus i celebracions
	DIFUSIÓ I COMUNICACIÓ
	<u>Publicacions</u>
	Butlletí
	Web
	Articles
	<u>Difusió</u>
	Xerrades, col·loquis i seminaris
	Recull de premsa

Annex 3: Catalan Football Association Classification Schedule (Catalan National Archives)

QUADRE DE CLASSIFICACIÓ DE LES FEDERACIONS ESPORTIVES

- 01. ADMINISTRACIÓ GENERAL I ORGANITZACIÓ
 - 01.01. Documents constitutius
 - 01.02. Organització interna
 - 01.02.01. Circulars i instruccions
 - 01.02.02. Estadístiques generals
 - 01.03. Govern
- 02. ASSUMPTE JURÍDIC
 - 02.01. Legislació
 - 02.02. Processos judicials
 - 02.03. Actuacions jurídiques
- 03. GESTIÓ DELS RECURSOS HUMANS
 - 03.01. Dotació de personal
 - 03.02. Expedients de personal
 - 03.03. Condicions de treball
 - 03.04. Formació i perfeccionament
- 04. GESTIÓ DELS RECURSOS ECONÒMICS
 - 04.01. Pressupost
 - 04.02. Estats econòmics
 - 04.03. Comptabilitat
 - 04.03.01. Comptabilitat auxiliar
 - 04.03.02. Comptabilitat general
- 05. GESTIÓ DEL PATRIMONI
 - 05.01. Béns immobles
 - 05.02. Béns mobles
- 06. GESTIÓ DELS RECURSOS DE LA INFORMACIÓ
 - 06.01. Publicacions
 - 06.02. Documentació gràfica i audiovisual
 - 06.03. Biblioteca
 - 06.04. Arxiu
- 07. COMUNICACIÓ I RELACIONS PÚBLIQUES
 - 07.01. Activitats de promoció
 - 07.02. Actes protocol·laris
 - 07.03. Relacions amb els mitjans de comunicació
 - 07.04. Relacions internes i externes
 - 07.04.01. Registre de correspondència
- 08. GESTIÓ DELS SERVEIS OFERTS ALS MEMBRES DE L'ORGANITZACIÓ
 - 08.01. Captació de membres
 - 08.01.01. Llicències de jugadors federats
 - 08.01.02. Tramitació d'altres, modificació i baixes dels membres de l'organització (expedients de clubs)
 - 08.02. Organització d'activitats pròpies de la federació
 - 08.03. Serveis jurídics / Actuacions col·legiades
 - 08.04. Serveis assistencials