

Requirements for Developing and Maintaining the Archives of Sports Clubs

Take care of the archive to preserve the memory of the organization

To guarantee the preservation and access to the memory of your organization, file documents that are no longer used daily in the nearest public archive. Thus, you will ensure the preservation of sports funds, access to the information they contain, their dissemination and knowledge of the history of the organizations.

This leaflet is a support guide for clubs, federations, sports companies and people connected to the world of sports, that generate documents and data to manage their daily activity.



What is **your archive** and what is it for?

The archive of a sports club or organization is the set of documents produced and received during the organization's own activities.

It is essential for these archives to be properly organized to make management easier, since these documents have an administrative, legal and financial value. Over time, these documents take on historical value and serve to preserve the memory of the organization.

Documents can be any of the following, both analogue and digital:



Texts



Maps and floor plans



Newspapers and magazines



Photographs



Videos



Sounds


Keep in mind that each country has its own legal and regulatory framework regarding the management of information and its preservation, but they all seek to preserve information and make it available to the public.

A properly organized file allows us to

- 1** Find documents and data easily
- 2** Provide a good service to members
- 3** Ensure good overall management of the organization
- 4** Use the documents in the organization's broadcasting campaigns

And how is this done?




→ The basic tool for organizing an archive is the **Documentation Classification Table** which identifies the functions and activities carried out by the organization. You will find some examples in the [Support guide for sports organization archives](#). 

→ **Describing the document**, following some regulations and standards, is the task that allows us to quickly retrieve information.

→ When the documents have been classified and described, we need information retrieval systems that allow us to run the desired searches. It will also allow us to share them, either through traditional media, through social media or through open data sets, among others.

➔ It is important not to forget electronic archives, where all electronic documents or those that have digitized are kept.

If you want to digitize documents, see the [Digitization guide](#) where you will find more information on what to digitize and how to do it. 

**Organizations, clubs, federations and companies connected to the world of sports, are you up to organizing your archive?
Let's get started!**

Remember that you have more information in the [Support Guide](#) for sports organization archives. 

