

## The FIDA with the developing world

For many years ICA's financial plight has prevented the organization from reactivating the International Fund for Archival Development (FIDA), which is specifically designed to meet the needs of archive institutions and professional archivists in what may be very broadly defined as 'developing countries'. However, thanks to the prudent management of ICA's budget and the generosity of ICA members, who have continued to support FIDA, the Fund now has at its disposal a sum of approximately 120,000 €. I was delighted to be appointed Chairman of the FIDA Board by the ICA Executive Board in Malta last November. In my view FIDA should try to respond to specific and acute needs, which other ICA bodies often find challenging to meet.

FIDA represents a tremendous opportunity for ICA to achieve two goals that have proved difficult to achieve in recent years. Firstly, it refocuses the efforts of the organization on giving support to archive institutions and archivists with the greatest development needs – which should always be at the heart of ICA's mission. Secondly, FIDA gives its Trustees a platform to attract external funding from the private sector and international organizations, which will then be used to serve the needs of archives in developing countries. More generally, FIDA is all about putting into practice the beliefs of ICA members in favour of international co-operation and professional solidarity.

Joining me as Trustees on the FIDA Board are Trudy Peterson



**Sarah Tyacke**  
Chair of the FIDA Board  
styacke@blueyonder.co.uk

(United States), Mike Kikuchi (Japan), Peter Mlyansi (Tanzania) and Maurice Hamon (France). In addition, Lew Bellardo (Vice-President, Programme) and Seta Tale (Vice-President, Branches) serve on the Board ex officio. The Executive Board wanted to appoint Trustees who reflect the cultural diversity of ICA's membership throughout the world. However, we still need to find someone to represent Latin America and the Spanish-speaking world. Meanwhile, I am deeply grateful to Alicia Casas de Barran (Uruguay) for agreeing to act as an observer.

The Trustees met for the first time in the building of the National Archives and Records Administration (NARA) building in downtown Washington DC on 26 March 2010. After fruitful discussions, the Trustees agreed on the broad scope of FIDA and more specifically the organization of the first round of funding applications, which will be launched at the end of May. It will be aimed at archive institutions and archivists, wherever they are based, who can prove that they have major development needs and a coherent plan to do something about them. Inevitably, this first round will be somewhat experimental as we try to identify where FIDA can make the most difference and offer support that is clear and distinct from the Programme Commission and Regional Branch budgets. We will probably have to make several attempts before we get this right, and I suspect that FIDA will have to continue refining its funding criteria. *(Continued on page 3)*

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## 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 co-operation. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world.

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

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### ICA

60, rue des Francs-Bourgeois  
75003 Paris, France  
T : +33 14027 6306  
F : +33 14272 2065  
E : [ica@ica.org](mailto:ica@ica.org)  
I : [www.ica.org](http://www.ica.org)

Graphic design:  
Raphaël Meyssan  
[raphael@meyssan.net](mailto:raphael@meyssan.net)  
T : +33 6 20 49 12 15

Impression: DEJA-GLMC  
Garges-lès-Gonesse, France

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## People

New national Archivists have been appointed:

Botswana  
→ Mr Kago Ramokate

France  
→ Mr Hervé Lemoine

Hungary  
→ Mr Reisz T. Csaba

United Kingdom  
→ Mr Oliver Morley (acting)

## Welcome

New category A and B members:

Bosnia and Herzegovina  
→ Archival Association of Bosnia and Herzegovina

Germany  
→ Bundeskonferenz der Kirchlichen Archive in Deutschland

Panama  
→ Archivo Nacional de Panamá

# ECA 2010: an optimistic insight into the archival profession

ECA 2010, the 8<sup>th</sup> European Conference on Digital Archiving, was held in Geneva from 28-30 April. About 700 hundred participants came from the five continents to share their experiences and their ideas about the evolution of the archival profession, of the archivist's role and practice in a very specific context: a society in which new technologies are growing at a rapid rate and information is multiplying.

Speakers talked about very different subjects based on four specific topics: the archival profile, what to keep in the information society, e-archiving and the reorganization of processes and business models, and finally online access solutions and implications. These issues are not new,

ECA Flying Reporters.



nevertheless we are facing different challenges since society's link to information is changing. However, core skills required by archivists are still relevant today. Archivists have a solid knowledge and should manage to adapt themselves to the new environment. The capacity to adapt themselves to any information production context is, and has always been, the archivist's biggest strength. The evolution of their function within the information society is not only necessary but it is also logical. This transformation brings about new perspectives including for instance the redefinition of the life cycle of a record and also risk management to avoid technology's obsolescence. Archivists must be clearly at the heart of any information process so they can build more appropriate archival systems for electronic records. Consequently, their role in every institution and in society itself should be reinforced. This is exactly why ECA's scientific committee has emphasized not only cooperation at an international level but also the presence of young professionals in order to encourage a dialogue between expert archivists and the younger ones. Young professionals were able to speak at the conference and a mentoring programme was imple-



Andreas Kellerhals, Director, Swiss Federal Archives.

mented to promote an inter-generational dialogue.

ECA gave us the opportunity to think about our practice and to introduce some very stimulating questions. We can really be optimistic about the archival profession and its future, but only if we understand and accept changes.

**Lourdes Fuentes-Hashimoto**  
for the ICA Flying Reporters team  
<http://flyingreporters.ica.org/geneva2010>

*(Continued from page 1)* We intend to announce the first awards this autumn. I have agreed to serve as FIDA Chair up to the Brisbane Congress in August 2012. In the longer term FIDA will only survive and indeed prosper if it attracts external funding on a scale which other parts of ICA have not so far managed to obtain. We will only succeed in attract-

ing sponsorship and donors if ICA members demonstrate their commitment to FIDA by making significant donations themselves. In the Secretariat David Leitch and Annick Carteret are currently investigating the most appropriate legal and administrative arrangements to facilitate donations, large and small, one-off or spread

out over several years. However, the future of FIDA ultimately depends on the support and enthusiasm it generates among ICA members. For those of you based in more prosperous countries, this is your chance to show solidarity in a very practical way with colleagues working every day in conditions much more difficult than yours.

# The CITRA on September in Oslo

It is a pleasure for me to invite you all to the CITRA 2010 which will take place in Oslo, the capital of Norway, in 15-19 September 2010. We look forward to an exiting week at the CITRA conference, and we hope and feel sure that you will have a pleasant and comfortable stay.

We have booked the Holmenkollen Rica Park Hotel, which combines impressive architectural History with great views of the Norwegian nature. And the hotel neighbors the recently rebuilt famous Holmenkollen ski jump, now ready for the World Championship in early 2011.

The National Archives of Norway have worked for many years with the public sector in order to find professional solutions in the complex field of digital archives. It is therefore a great pleasure and a special privilege for us to host the CITRA conference in 2010 entitled



“Trust and Access. Challenges of Managing Records and Archives in the Digital age”.

The preparation of the conference program was completed at the CITRA Bureau meeting in Oslo in January, and the program has now been finalized. In addition to the plenary sessions there will be quite a number of parallel sessions and work groups. Please look at the program as a menu from which the participants can choose.

The CITRA starts with key note speakers like Professor Randall Jimerson lecturing on Archives Power in the Digital Future, Jan Egeland, former UN Undersecretary for Humanitarian Affairs and Emergency Relief Coordinator lecturing on “Intercultural

Communication to overcome New Global Challenges”, and President of Norwegian Red Cross Sven Mollekleiv lecturing on “Comparing and Sharing Reliable Vital Digital Information in Times of Catastrophe”.

Then through Tuesday to Thursday there will be about 50 speakers from all over the world in plenary sessions, parallel sessions and panels highlighting a number of issues on creating and managing digital records, new social media, accountability of digital information, the authenticity of digital data, digital governance, privacy protection, experience in the use of digital archives etc. There will also be presentations of digital archives used in specific fields and of specific projects.

At the end of the professional program there will be four different workshops where participants can attend actively. This year we shall also introduce what we have called a National Archives Reflection hour named World Powers – Digital Powers. Eight National Archivists

## National Archives of Norway

The National Archives is an independent government authority under the Ministry of Culture, headed by the Director General (Riksarkivaren). The authority of the Director General and the National Archives is vested in the Archival Act of 1992.

The tasks of the National Archives and the regional state archives are :

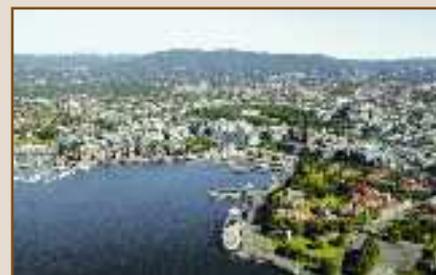
- ▶ to preserve archive material from state institutions,
- ▶ to make this material available for use to the public,
- ▶ to control the work on records administration within the ministries, regional and county authorities,
- ▶ to contribute to the preservation of private archives.

The National Archives and the regional state archives are thereby both administration bodies and scientifically based institutions for culture preservation.

The National Archives preserves the non-current records of government ministries and other central offices. Documents from these institutions are brought to the National Archives when they are 25 years old and out of administrative use. There are 125.000 metres of documents kept in the National Archives and the amount increases with approximately 4000 metres each year. The oldest complete document is from 1189 A.D.

The regional state archives (statarkivene) preserve documents from the regional and local branches of the state administration in their districts. There are eight regional archives in Norway. They are situated in Oslo, Hamar, Kongsberg, Kristiansand, Stavanger, Bergen, Trondheim and Tromsø.

Both the National Archives and the regional state archives preserve private archives from companies, organiza-



Oslo, Norway.

tions, political parties and private people.

This archival material originates both from the central administration, which is kept in the National Archives, and from the regional and local administrations, which is kept in the individual state archives. In addition, both the National Archives and the regional state archives preserve many archival records left by companies, organizations, and private individuals. These are called Private Archives.

will share their experience with us and reflect on our common digital future. As at previous CITRA conferences there will be translation in English and French. We are happy to announce that in Oslo we also provide for Spanish translation in the plenary and in some of the parallel sessions.

The program also offers exhibits, reception in the City Hall hosted by the Mayor of Oslo, dinners and lunches. An Opera performance is being planned.

The Citra secretariats are now about finishing the process of contracting speakers and chairs, and invitations will be issued very soon.

Please be aware that the program contains a series of cultural and social offers. So do not hesitate to use this opportunity to come not only for the meetings, but also to experience Oslo and its surroundings during your stay. Welcome to Oslo in September



**Ivar Fønnes**  
 Director General  
 National Archives  
 of Norway  
 ivar.fonnes@  
 arkivverket.no

Other types of material, primarily images in the form of maps, drawings, and photographs.

A collection of old wax seals

A large collection of transcriptions of records kept in the National Archives of Denmark.

More recent archival material also includes sound recordings, video and other multi-media formats.

Since 1998, the National Archival Services of Norway has been offering searches in digitized source material on the internet through the Digital Archives. So far, the major part of this offering has consisted of transcribed census returns, parish records and emigrant material from the 1800s and the early 1900s. Scanned material and digitally created archival content are available through the Digital Archives.

Website, National Archives of Norway : [www.arkivverket.no](http://www.arkivverket.no)

## Stimulating conference on archives, society and the human sciences held in Tunis

I was very pleased to accept an invitation from the National Archives of Tunisia to chair the first session, entitled 'Experiences, Trends and Perspectives', of a three-day conference, devoted to theme of 'Archives, Society and the Human Sciences', which took place in Tunis from 22 to 24 February.



Conference Tunis, 2010 "Archives, Society and the Human Sciences".

Sometimes our discussions within ICA can be somewhat internally focused and underplay the need to advocate the importance of archives outside the profession. I was, therefore, looking forward to hearing fresh perspectives on the importance of archives for identity and memory, and my expectations were met in full. Distinguished archivists and academics from the Arab world, west Africa and Europe, provided many insights based on their knowledge of particular research topics and professional archival issues. The organizers are to be congratulated on organizing such a successful conference, which should stimulate greater contact and continuing dialogue between professional archivists and a wide range of researchers interested in historical subjects throughout the Mediterranean.

I took the opportunity to visit the National Archives of Tunisia, which benefits from its central position under the Prime Minister. Saloua Ayachi Labben, the Director-General, reaffirmed Tunisia's enthusiasm for active participation in ICA. The National Archives of Tunisia will continue to organize professional training courses open to colleagues from other countries.



**David Leitch**  
 ICA Secretary General  
 leitch@ica.org

# Management commission tackles major challenges

The Management Commission (MCOM) comprises the President and all seven Vice-Presidents (with a second representative for the Regional Branches) and is supported by the Secretariat. While the full Executive Board determines overall policy and strategy, the Management Commission concentrates on the key financial and organizational issues that need to be handled between Executive Board meetings. It met in Washington DC on 24 March 2010, at a time when many members are still experiencing financial difficulties and uncertainties as a result of the continuing global recession. The agenda concentrated on the following matters.

## Finance

MCOM members made several comments on the first provisional figures for the 2009 budget and thought that in future it would be sensible to take a firmer line with those members significantly in arrears. It was noted that the amounts carried forward into next year's budget were in some cases quite significant, and that every effort should be made to reduce these in future. As regards the draft 2010 budget, it agreed that the estimates of revenue, based on the payment of membership dues, should be revised downwards. It was decided that there should be no major further major expenditure on the website in 2010, although minor enhancements might still be affordable. The amount ICA spends on travel should be critically re-assessed. Finally, the scope for trimming the publications budget, based on online availability rather than the posting of printed copies, should be investigated. With the resulting savings, it should be possible to fund the recruitment of an expert marketing consultant linked to the Secretariat in Paris.



MCOM Washington 2010.

## Revenue-Raising

Abdulla El Reyes, Vice President for Marketing and Promotion, participated in the discussion of this item by telephone from the United Arab Emirates. He outlined plans for joint ventures with major companies, the development of an archival training centre, and the possible location of an ICA marketing function in the Emirates. In his view there were considerable opportunities for ICA to attract sponsorship, and these should not be missed. It was pointed out there is also a framework in France that would enable ICA to start marketing activity quickly, once sufficient resources have been found to implement the marketing plan drawn up by consultants the previous September. This latter approach had been approved by the Annual General Meeting in Malta. After discussion, MCOM thought that it would be sensible to commission a study on how the marketing function might fit into a decentralized ICA network. It was also noted that ICA's future strategy in this area would be influenced by the elections currently taking place.

## Reform of the System of Membership Dues

Martin Berendse, Vice President Finance, explained that the Working Group on Membership Dues had opted in favour of a new system whereby membership dues would be based on a combination of population and World Bank categories of economic prosperity. In this way the burden currently shouldered by a few national archives would be much more widely distributed. There would be transitional arrangements, and the increase that any member would be asked to pay would be capped. At the same time it had to be recognized that increasing the total number of members was the key to success. It was proposed that the Section on Municipal Archives (SMA) should attempt to recruit new members from local and regional archives, who currently had no obvious home in ICA. It would act as a pioneer in testing the implementation of the new system, if and when the SMA Assembly and then the ICA AGM gives the necessary approval. Some SMA members might be asked to pay rather more, but in return for this all SMA members would be given voting rights for the first time.

In effect, they would move from membership category C to a new category A3. It was observed that, if this model worked for regional and municipal archives, it could then be applied to international organizations and possibly to business archives. MCOM agreed that a complete reform of the membership dues system would take at least three years and should be introduced on a phased basis. Members would be asked to support the process throughout this transitional period.

### ICA Website

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MCOM members were given a demonstration of the new ICA website, especially the Programme pages, and indicated their approval. There had been significant additions to the website's content since the Malta CITRA, but many more contributions from members were still needed if full use was to be made of the all new functionalities. The Secretary General reported that it had been a continual challenge to have the confidential working spaces for ICA bodies (developed as wikis) delivered to the required standard, and that there were also issues with the online presentation of the membership database. MCOM looked forward to the prompt resolution of these outstanding issues and to seeing the completion of the new website as soon as possible.

### ICA-AtoM

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The Secretary General briefed MCOM on the Steering Group's decision to commission a technical audit which would ensure that version 1.1 was a credible product which users would find straightforward to apply. This was the main reason why the timetable for the completion of this version had been pushed back to the end of 2010. There was a strong feeling within the Steering Group that the necessary time had to be taken to get the product to as high a standard as possible. MCOM commended the Steering Group for their continuing commitment and endorsed their approach to focus strongly on the successful development of the product. However, it was noted once again that ICA needed to develop a business plan and a longer-term strategy if it was to realize the full potential of this exciting product.

## Update Universal Declaration on Archives

Following approval in principle for the Declaration by the Annual General Meeting in Malta, the Management Commission (MCOM) has assumed overall responsibility for ensuring that the Declaration is used as effectively as possible for the promotion of the key principles that it sets out so eloquently.

When the Commission met in Washington, it considered a detailed dossier painstakingly compiled by Kim Eberhard, who had presented the Declaration to the Malta AGM. MCOM recorded its thanks to Kim for her valuable work. It reaffirmed that it wanted to handle progress with the Declaration itself, rather than entrust it to a separate group.



It also decided that the Declaration should be resent to the Regional Branches and that the comments of Regional Branch Presidents should be sought at the next Executive Board meeting in Korea.

ICA should also use the full range of its contacts to promote greater awareness of the Declaration within UNESCO and the possibility of obtaining formal UNESCO approval or support for it should be vigorously pursued.

# Elections 2010: A new leadership team

One of the major improvements in ICA's governance has been the increased accountability of the organization's most senior officers to the voting membership as a whole. Elections for many of the top posts in the organization are now held once every two years. It is worth recalling that those posts were until quite recently filled by co-opting a preferred candidate, rather than by organizing elections. In 2010 there were two contested elections, which required a ballot of all voting members.

## President

Martin BERENDSE (National Archivist of the Netherlands) prevailed over Graham DOMINY (National Archivist of South Africa) by a margin of 119 votes to 33.

## Vice-president, Marketing and Promotion

VU THI MINH Huong (Director-General, State Archives of Vietnam) prevailed over Abdulla EL REYES (Director-General, National Center for

Documentation and Research, United Arab Emirates) by a margin of 79 votes to 68.

The following officers were elected unopposed:

## Vice-president, Programme

Lewis BELLARDO, Senior Adviser, National Archives and Records Administration, United States

## Vice-president, Finance

Andreas KELLERHALS, Director of the Federal Archives, Switzerland

## Chairman, Audit Commission

Atakilt Assefa ASSGEDOM, Director General, National Library and Archives, Ethiopia

## Member, Audit Commission

Karel VELLE, National Archivist and Director of State Archives, Belgium

## Member, Audit Commission

Matevž KOŠIR, Head of Archival Commission, National Archives Commission, Slovenia

## CITRA bureau – member of Africa and the Arab world

Abdelmajid CHIKHI, Director General, National Archives of Algeria

## CITRA bureau – member for Latin America and the Caribbean

Eugenio BUSTOS, President of the Archivists' Association, Chile

No nominations were received for the post of CITRA bureau member representing Europe and North America. In accordance with Rules of Procedure approved by the Executive Board in 2007, the Election 2010 Officer will propose a nomination for this vacancy to the Executive Board, before it is submitted for the final approval of the Annual General Meeting in Oslo.

The election procedures were administered by the Secretariat, under the supervision and guidance of Henri Zuber, the Executive Board member appointed Elections 2010 Officer. I wish to extend my warmest thanks to Henri for his wise counsel throughout the electoral process.

## New ICA Website – Call for content

Since the new website was unveiled before members attending the Annual General Meeting in Malta last November, much new content has been added and significant enhancements to the navigation and functionality have been introduced.

Not only will ICA bodies be able to add their own content directly to the relevant part of the website, they will also have the option of using confidential working spaces, within the 'members only' part of the website, for the organization of their own governance meetings and professional initiatives. It has taken considerably longer than anticipated to resolve issues with the developer relat-



ing to the use of wiki (for confidential working spaces) and the online presentation of the membership database. At the time of writing (end April), these issues are finally being resolved and it is expected that the new website will become fully operational in the first half of June 2010. Content from the resource centre in the existing website is being sorted out into professional content and governance categories and will be

progressively transferred to the new website in the coming months, using the new taxonomies and folksonomies.

The website should be the most powerful tool in ICA's communications armoury. It has been designed to be accessible through every known web browser. For nearly a year the Secretariat has been in daily touch with the developers so that the new site has up to date navigation and functionality, supported by solid information architecture. It has also produced fresh content for many of the general sections of the website. The new website has been compared to a very spacious house, with many rooms that require new furnishings. The difference is that, with a website, the furnishings (content) date very quickly, and that

In spite of much publicity and repeated reminders, the level of participation in the contested elections was only 36%. Henri Zuber will present a report on how the election process worked this time to the Executive Board in South Korea. This will highlight the need to increase participation in future elections.

All of the newly elected officers will take up their responsibilities at the end of the Annual General Meeting in Oslo on 17 September 2010.

On behalf of ICA's worldwide membership, we congratulate all of the elected candidates and wish them every success in their leadership positions. They will have the support of everyone in the ICA network as they respond to the many challenges that the organization still faces. We thank the two candidates who were not successful on this occasion for their positive participation in the election and we hope that they will remain active in ICA.



**David A Leitch**  
ICA Secretary General  
leitch@ica.org

new material has to be constantly provided. The launching of the new website should mark the start of a content offensive, with ICA bodies taking advantage of the site's improved functionality. All members are encouraged to explore and participate in the new features, including the discussion topic, archivist and archival institution of the month. Ultimately the success of the new website depends on the sustained enthusiasm of ICA members to engage with it.



So please send your contributions and proposals without delay to the website coordinator:

**Dimitri Sarris**  
sarris@ica.org

## Brazilian National Archivist Reaffirms Interest in ICA

We were delighted to welcome Professor Jaime Antunes da Silva, Director-General of the National Archives of Brazil, in the Secretariat on 1 March 2010. Professor da Silva explained the advantages in having the National Archives come under the Casa Civil, which is part of the Presidency of the Republic. He reaffirmed his interest in ICA and his continued support for his expert staff to participate in ICA working groups.



Jaime Antunes da Silva.

In addition, he outlined plans for a major Ibero-American archival conference in Rio, tentatively scheduled for June 2011. Finally, he emphasized the importance that Brazil attached to the inscription, on the International Register of the Memory of the World Programme, of the information network relating to the military regime 1964-1985. For its part ICA underlined its determination to produce more professional content in Portuguese and to help with the organization of training opportunities for Brazilian colleagues.

Professor da Silva speaks good English, and a highly productive dialogue took place. However, by happy coincidence Deputy Secretary General Didier Grange was in Paris for a working visit that week. Among his many talents Didier is a fluent Portuguese speaker, and so it was possible to make even more progress than would otherwise have been the case.

# Under the cherry blossoms...

## PCOM in Washington

They promised that we would enjoy the famous cherry blossom and indeed Washington was adorned with beautiful pink cherry and magnolia flowers...But the main attraction was taking place in the National Archives and Records Administration's historical building, The National Archives Building where our American colleagues had organized a busy meeting week, starting with PCOM on 22 and 23 March.

I have visited a lot of archives buildings all over the world in my professional life. However, I am always impressed by those buildings especially created for archives in the 19th or the 20th century, in the political heart of a capital or a city. NARA's National Archives Building is one of them, and still is considered by the public as one of the main places to be visited if you ever go to Washington. All has been arranged to welcome visitors and let them go back home with the unforgettable impression that they have learnt something important about the country, but also about their own life if they are American, and about archives. The National Archives Building is indeed a monument, outside and inside and successfully contributes today to the promotion of archives and the profession, while the National Archives at College Park (Archives II), which is not less impressive, has been conceived as a attractive and efficient working place, both for staff and visitors.

This touristic introduction is not useless: it is important for any ICA commission, working group or governance body to be able to "catch" even in a short time the local working atmosphere and culture, to appreciate the working environment, and most of all to know more about professional practices and realities in the country. Though it can seem to be a common place, this is part of an ICA meeting, and I would say a core part. PCOM is



especially appropriate for this approach, as it is dealing with professional content. The Montevideo meeting in 2009 was for PCOM a door opened to South America, its challenges and expectations. So was the meeting in Washington, an opportunity for the members of the Commission to be aware of a somewhat different culture. This approach is reflected in PCOM composition: in Washington the

five continents were represented in the commission, as the Archivist of the United States himself, David Ferriero, underlined when he welcomed us.

The PCOM cultural diversity is as essential as its wide professional expertise to assess the project applications coming from all over the world. Our colleagues from Uruguay and Costa Rica, Alicia Casas de



MCOM & PCOM Washington 2010: David Ferreiro, Ian Wilson et María Teresa Bermudez Muñoz.

Barrán and María Teresa Bermudez Muñoz were really helpful when the three projects coming from Latin America were considered; while Du Mei, from China, explained about translation and dissemination of the projects outcomes in her country, as the "train the trainers package" translation into Chinese was one of the projects that PCOM had to assess. The same valuable input was given when specific programmes were discussed, especially from Pino

Akotia and Seta Tale giving feedback from Africa and the Pacific in the field of emergency management for instance. Lew Bellardo, our chair, George Mackenzie and Marion Beyea also made a significant contribution all along the meeting, especially in the field of standardization.

Among the important moments of the meeting, the assessment of new projects proposals: 16 applications were submitted, some of them being new projects, other follow on of successful 2009 projects, coming from branches, sections, institutions or professional associations. All of them have been endorsed, most were awarded with funding and in a few cases further information is required to confirm the funding decision. PCOM was generally impressed by the quality and relevance of the applications though it is not easy to propose a project whose result will benefit the community as a whole; moreover, most of the time, projects are developed and carried out by volunteers who nevertheless manage to provide reports and results on time.

The meeting was also an opportunity

for PCOM to endorse two specific programmes which will be developed in the near future and presented to the Executive Board at its meeting in Seoul (June 2010): the Emergency situations management programme, and the Young/New professionals programme. They will comprise a range of activities serving goals and objectives and will be developed as a complement to the call for projects.

Last, but not least, was a fruitful exchange of PCOM with Sarah Tyacke, president of the new FIDA, whose meeting was taking place two days after: an opportunity to better define partnership and complementarities between the two bodies.

A new experience, new projects and new perspectives for the ICA Programme: PCOM meeting in Washington was a good vintage year.

## PCOM 2010 second call for projects

Keep watch over the ICA website! A new call for projects will be launched on 28 May 2010. Deadline for submitting applications will be on 1<sup>st</sup> August.

Further information from 28 May on <http://new.ica.org/3725/call-for-projects/propose-your-project.html>



**Christine Martinez**  
ICA Deputy Secretary  
General (Programme)  
[martinez@ica.org](mailto:martinez@ica.org)

# ICA-Req: Phase II Project

One of the ICA's more significant achievements during the 2004-2008 quadrennium was the development and publication of the three modules of Principles and Functional Requirements for Records in Electronic Office Environments – or ICA-Req for short. ICA-Req was launched by ICA President Lorenz Mikoletzky at the ICA Congress in Kuala Lumpur in 2008. Since then ICA-Req has been issued for ballot for fast track adoption by the International Standards Organization and it is also being translated into French, Chinese, Spanish and Catalan.

Last year PCOM approved a project proposal submitted by the National Archives of Australia to build on this success by developing implementation guidance and training material for ICA-Req, with a particular focus on the needs of organisations and governments in low resource environments. A project team has been assembled with representation from: ICA-SAE; the International Records Management Trust; New Zealand; the United Kingdom; the United States of America; China; Uruguay; Malaysia; Kenya; the Netherlands; Australia and South Africa.

The project team met for the first time in March at the National Archives of Scotland in Edinburgh. This meeting agreed on the scope, modules, work plan and timelines for the project between now and the 2012 International Congress on Archives in Brisbane, Australia.

The following products have been identified as material that the team wishes to complete by 2012:

## Implementation Guidance

1. Advocacy material (short and attractive leaflets explaining the relevance and utility of ICA-Req to senior

managers and business owners, highlighting the good governance and business efficiency benefits of creating and managing records as an organic part of business processes and systems);

2. E-readiness assessment tool for organisations that are contemplating adopting electronic recordkeeping technology (building on existing tools developed by the International Records Management Trust);

3. Case studies of electronic records management and pilots of ICA-Req implementations. The information on case studies will provide literature review material on good and bad experiences with ERM implementations structured to mirror the implementation guidance available in ICA-Req Module 1 from 2008. The pilots will involve working with selected government agencies in different jurisdictions and selected software vendors to document experiences with implementing the different modules of ICA-Req.

4. Scenario-based implementation variants of ICA-Req Module 3. Up to four different variants of Module 3 will be produced to reflect common implementation scenarios.

5. Detailed implementation guidance for ICA-Req Module 3 examining how to identify, assess and satisfy recordkeeping requirements when designing and implementing records systems and how to identify records in business systems using the ISO Work Process Analysis Standard (ISO TR 26122).

6. Summary implementation guidance on particular implementation issues, including the use of classification schemes, metadata, records disposal and access.

7. More detailed guidance on implementation issues discussed in ICA-Req Module 1, particularly policy frameworks; change management/corporate culture and training; risk management and post-implementation review.

8. Mappings of ICA-Req to MoReq, TNA and US DoD specifications.

## Training Material

(To supplement existing ERM training courses, content to consist of workbooks with exercises and Powerpoint slides, and possibly also e-learning material.)

9. For ICA-Req Module 2. The audience will be records professionals, with the training material focussing on how to assess commercial off the shelf software products, configuration and implementation issues.

10. For ICA-Req Module 3. Two training frameworks will be developed. One will be for records professionals explaining business systems, advocacy, how to speak ICT language and implementation issues. The other course will be for ICT professionals and will explain records, archives and records concepts and language and how to implement Module 3.

11. An E-Records Training Portal on the ICA website. This will include a personal e-records readiness assessment tool and explanations of available training courses, including the ICA-Req training material, with hyperlinks where relevant.

It is intended that exposure drafts of the various products will be made available for comment on the ICA website in early 2011, allowing the team to finalise the products in time for the Brisbane Congress in August 2012. As the separate products develop it is possible that one or more of them may be combined or rationalised into a smaller suite of products. Wherever possible the project team will liaise with related project teams working under the auspices of the International Standards Organization and the Object Management Group (USA).

For further information please contact the project coordinator, **Adrian Cunningham** Director, Strategic Relations, National Archives of Australia [adrian.cunningham@naa.gov.au](mailto:adrian.cunningham@naa.gov.au)



# Recordkeeping for good governance in Burkina Faso



The Project Steering Committee "Recordkeeping for good governance toolkit".

It is a matter of fact that the PARBICA "recordkeeping for good governance toolkit" is now making a name for itself in other parts of the world, at least in West Africa.

One of the projects awarded by PCOM in 2009, aiming to adapt the toolkit to West and Central Africa has very interesting developments in Burkina Faso, where it has been adopted and applied at a national level. This country expressed its deep interest in the toolkit after it was presented at the Archives International Conference held in Dakar last October. At the same time, the Ministry of Education and Scientific Research of the Faso presented an application to PCOM to get support for developing a good recordkeeping system. Last, but not least, the Minister of Civil Service and Reform of the State, Mr. Soungalo Ouattara, visited the ICA

Secretariat in Paris in November, expressed his deep concern about the situation in his country and his determination to enhance the role of records and archives management supporting good governance. He offered his political support for any project which would help to improve recordkeeping... Three main ingredients to give to the project presented in 2009 by the Association des Archivistes français a noteworthy follow up. What better case study could be offered to countries in the region having a similar context! As a third partner, the French section of Archivists Without Frontiers accepted to deal with the specific case of the Ministry of Education and Scientific Research.

A kick off working week was organized by Mr. Ouattara from 1 to 6 March 2010, comprising several activities: two fruitful meetings with the national steering commit-

tee for the project (comprising several ministries and the National Assembly, and whose secretariat has been taken over by the good governance department of the Minister of Civil Service and Reform of the State); presentation by Christine Martinez of the "Recordkeeping for good governance toolkit" to an audience of more than 100 people, including professionals and administrators; a first assessment by Marc Trille (AsF-France) of the Ministry of Education and Scientific Research archives; a meeting with the professionals and representatives from the national professional association. And the visitors could not fail to visit the National Archives, which are of course a partner of the project.

The project steering committee in Burkina Faso has set itself the goal of presenting the project results at the 2012 Brisbane congress: what better tribute could there be to PARBICA, from a WARBICA country!

Left: National Archives of Burkina Faso. Right: Interview of C. Martinez and M. Trille with the Minister for Public Administration and Government Reform and the Director of the Cabinet of the President of Burkina Faso.



**Christine Martinez**  
ICA Deputy Secretary  
General (Programme)  
Contacts and further  
information:  
[martinez@ica.org](mailto:martinez@ica.org)  
[marc.trille@cg11.fr](mailto:marc.trille@cg11.fr)

# Cologne, one year after

Interview with Mrs Bettina Schmidt-Czaia,  
Director of the Municipal Archives of Cologne



Volunteers and staff from Archives.

**How did you organize the response to this disaster (main milestones) and with hindsight, how would you analyze it?**

We could roughly divide the response operations in the following phases:

► In the first 14 days after the building's collapse, a municipal crisis team was created by the professional firefighters from the city of Cologne, under the Director General of city departments, to make all decisions relating to the management of this disaster. All officials and city departments were represented, in order to respond quickly and effectively. This unit was dissolved after the discovery of the body of the second victim on 15th March 2009. It was followed by a structure called "Waidmarktrunde" (Roundtable Waidmarkt, which is the name of a place near the collapsed site), introduced by the Mayor of Cologne and

attached to the director of city services.

► From 3rd March 2009 to early October the material recovery operations took place in three areas: the mountain of rubble in the south of the site, the destroyed foundations in the north, and the crater into which the archive building had collapsed. Documents in the mountain of rubble and which had fallen into the foundations have been completely rescued. However, 10-15% of the collections still rest under the level of groundwater in the crater. Rescue operations were stopped at that level in October 2009 because of a risk of landslide. In parallel with this work of retrieving documents, rescued documents have been treated in an emergency response center in the suburbs of the city of Cologne, that is to say, sorting out wet and dry materials, cleaning and repackaging for shipment

to one of 19 "archiving asylums" (documents dry and slightly moist), wet materials are wrapped in transparent film and sent to a freeze-drying unit.

► At the same time, a building has been installed on the site for the extraction of 10-15% of the documents which are still trapped in the groundwater. This work should be completed by the end of August, because after that date the construction of a building to protect the site has been required by the court to preserve evidence necessary for legal proceedings under way.

With hindsight, we can say that nobody expected these events and could not even imagine the collapse of an entire archive building. There was no emergency plan for this scenario, except in relation to fire or water damage. But in Cologne there was cooperation between cultural heritage institutions and employees of municipal archives, those of other archives, Cologne Fire



Volunteers and staff from Archives.

and Land authorities: it was fundamental to effective co-operation in a crisis.

**Besides the processing work, you wanted to establish a new service quickly, so the teams return to work. How do you rebuild an archive? What are your priorities? How can the current missions of an archive be achieved when you need to manage such a disaster?**

The priority was to salvage and treat documents. In parallel, we have resumed our progressive urgent activities (rental of storage space for document deposits, the public service activities,

Bettina Schmidt-Czaia.



the digital data hosting platform). To overcome the consequences of the crisis, we have launched, under the leadership of my deputy, Dr. Ulrich Fischer, the Reconstruction Project of the Historical Archives. It consists of seven project groups (Rebuilding archival fonds, restoration, digitization and software developments, public reception and administrative research, coordination from aid, relations with the owners and records donators, new building) and creating structures that did not exist before.

The gradual recovery of archival work has been possible only when external conditions have permitted (collection of documents, once reception conditions were upgraded). It was important to set priorities for the equitable distribution of resources, personnel and forces available.

**Could you give us an assessment review of the operation so far and what would be your personal one?**

Nearly 85% of the initial documents have been secured. This does not mean they are saved. All these documents have undergone emergency treatment. As a minimum, dust should be removed from them all, as concrete dust is alkaline.

We have identified the degrees of damage to:

- ▶ 35% of documents have suffered severe damage,
- ▶ 50% of major to middle damage,

▶ 15% minor damage.

No communication of these documents would be possible without prior restoration treatment.

The total duration of these restoration operations would amount to 6300 years if one person were working on this enormous project. If we wanted to treat these documents damaged by the accident of March 3, 2009 within a period of between 30 to 50 years, 200 restorers should work from now on, without stopping.

The total cost of restoration is estimated at 350 million euros.

Like most of my colleagues, I also identify myself with this reconstruction work and would even consider it as personal duty, a mission of a lifetime. I have learned that there was an opportunity in every crisis and that in distress, unsuspected talents appear and hands ready to help you. This makes me confident for the future and that is why we will meet, me and my successors, the immense challenge presented to us by the tragic event of March 3, 2009.

*You can find the rest of this interview on our website at the following address: <http://new.ica.org/?lid=5571>*



**Christophe Jacobs**  
ICA Project Officer  
(Emergency Management Programme)  
jacobs@ica.org

# The archives in Haiti in very good hands!



National Archives, building of Poste Marchand: Jean-Wilfrid Bertrand and Jean-Claude Vilton.

**Christophe Jacobs, ICA project manager of the "Emergency Management Program", went to Port-au-Prince from 10th to 16th April with Danielle Mincio, from IFLA, on a Blue Shield International mission.**

The purpose of this mission was to visit the sites of the National Archives and the building that temporarily hosts the archives and records of the Ministry of Foreign Affairs. This article is first and foremost an opportunity to salute the extraordinary efforts of our Haitian colleagues in saving their collections and in ensuring the restart of civil registration as a fundamental administrative service. Our best wishes go to Mr. Jean Wilfrid Bertrand, Director of the National Archives, and all his colleagues, but also to Mr. Jean-Euphèle Milcé, who super-

vised the rescue operations of the archives of the Haitian Ministry of Foreign Affairs.

The National Archives have been little affected by the earthquake of January 12th. Only the second building of the Bicentennial was weakened. It contained mainly the civil registration records of the country. Indeed, in Haiti, National Archives have entire responsibility for this administration. Since the disaster, this was the greatest priority to restart this public service as soon as possible. After moving these records to a new safe place, the Archives were able to remobilize all staff and open to the public the civil registration service from March 15th onwards, only two months after the disaster. The historical building, located at Poste-Marchand, was little affected: the shelves were overturned, some false ceilings and insulation plates have fallen, but there was no major

damage, apart from the collapse of part of the compound wall. Many projects were already started before the disaster to build an archival complex, the creation of a center for audiovisual archives and oral history, or the opening of a degree course at the Université d'Etat d'Haïti.

Archives and records of the Ministry of Foreign Affairs reflect the situation in many other archives of ministries and public institutions: no deposit was made in the National Archives since 1950, due to a lack of space. John Euphèle Milcé, aware of the value of this collection, decided from the first days after the disaster to save both historical and current records from a totally ruined building. This task was conducted while work had started to clear the site. As of today, nearly 2.5 linear kilometers of documents have been saved, but they still have to be processed and repackaged. Blue Shield has developed a specific action plan for the rescue of damaged cultural heritage properties in which you can take part and your institution can become a partner. For more information, please see: <http://haiti2010.blueshield-international.org>

Archives of the Ministry of Foreign Affairs: Jean-Euphèle Milcé and Danielle Mincio.



**Christophe Jacobs**  
ICA Project Officer  
(Emergency Management Programme)  
[jacobs@ica.org](mailto:jacobs@ica.org)

# Voyaging Together: Memory, Integrity and Sustainability in the Pacific



PARBICA Conference, Brisbane 2009.

Coming together was the focus of PARBICA's 13<sup>th</sup> biennial conference, on October 12-17 2009 in beautiful Brisbane, Australia. The conference theme encapsulated its purpose of bringing together archivists and records managers from three organisations for a joint conference between the Australian Society of Archivists, the Archives and Records Association of New Zealand, and PARBICA.

Over 250 delegates attended the joint conference, with a strong contingent from the PARBICA membership, who came together to hear invited key note speakers Dr Ken Thibodeau, Director, National Archives Center for Advanced Systems and Technology, National Archives and Records Administration (USA); and David Leitch, ICA Secretary General. Many other speakers provided stimulating presentations on memory, integrity and sustainability issues.

The five day conference was preceded by a PARBICA only day, where dele-

gates attended workshops on the Recordkeeping for Good Governance Toolkit. The toolkit continues to be developed by PARBICA members to provide practical recordkeeping guidance on creating, maintaining and disposing of government information in a way that can be practically implemented across institutional and jurisdictional borders. The focus of these workshops was to learn about the eight new toolkit guidelines that have been developed since the last PARBICA conference in 2007.

Two important governance matters were resolved at the 13th General Conference. Firstly, PARBICA members voted to amend its constitution, which ensures that it remains in line with ICA's updated Constitution. Secondly, the 2009-2011 Bureau was elected. It comprises:

- ▶ President: Mr Setareki Tale, Fiji
- ▶ Vice President: Ms Dianne Macaskill, New Zealand
- ▶ Secretary General: Mr Mark Crookston, New Zealand
- ▶ Treasurer: Mr Adrian Cunningham, Australia

▶ Member: Ms Naomi Ngirakamerang, Palau

▶ Member: Ms Julian Chonigolo, Solomon Islands

▶ Member: Ms Amela Silipa, Samoa

▶ Editor: Ms Karin Brennan, Australia (co-opted)

PARBICA members were especially thankful to ICA Secretary General David Leitch, for participating in the PARBICA workshops, providing relevant information on ICA directions and how they can work for PARBICA, and for giving such positive feedback on the recent activities of PARBICA. We hope to see him again soon.

The generous support of sponsors, including AusAid, National Archives of Australia, UNESCO and ICA, made the conference possible.

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



**Mark Crookston**  
PARBICA Secretary General, Senior Adviser, Archives New Zealand, Digital Continuity  
[mark.crookston@archives.govt.nz](mailto:mark.crookston@archives.govt.nz)

# CARBICA:

## The Memory of the Islands project



Georgia Garbo-Noel (Trinidad and Tobago), Avril Belfon (Trinidad and Tobago), Cheryl Sylvester (Grenada), John Aarons (Jamaica) and Helena Leonce (Trinidad and Tobago).

With financial support from ICA, CARBICA held a working seminar from December 2<sup>nd</sup> to 4<sup>th</sup>, 2009 in Martinique to discuss the Memory of the Islands, Gateway to Archival Networks (MIGAN) Project. This project was initiated at CITRA 2006 in Curacao and is intended to create a web portal where persons can have one site to access all Caribbean archival material. In short term, it will be possible to find on it a directory of archival institutions, developed with ICA-AtoM software, in accordance with the standard ISDIAH, as well as descriptions of the main collections that they hold. There will be a particular emphasis on access to archival fonds, which relate to the discovery and the research of the shared history of the insular and continental Caribbean: the history of migration, slavery, sugar exploitations, family history etc.

**M**IGAN is above all a collaborative project, which aims to develop co-operation between archivists in the region, disseminate good practices and reduce the differences in professional development that exists among the countries of the

region. Indeed, online access depends on prior professional training (standardization of descriptions, digitization), the acquisition of the materials needed for digitization, and significant operations for cataloguing and digitization.

Adapted to the needs of each participating country, the MIGAN project brings together initiatives launched by some member institutions, such as the National Archives of Trinidad and Tobago, the Archives for the

Departement of Martinique, and the Archives of Bermuda.

A first overview of the project's current work is accessible at the address: [www.carbica.org/projects](http://www.carbica.org/projects).

Seven persons participated at the meeting, representing the following countries: Martinique, St. Kitts/Nevis, Bermuda, Guadeloupe, St. Lucia and Trinidad and Tobago. They provided information on the practices, environment and working conditions at their

Cheryl Sylvester (Grenada), Nolda Kenepner (Curacao) and Helena Leonce (Trinidad and Tobago).



various archives. They discussed possible collections to be included in the first phase of the project, available resources and the challenges in terms of skills, equipment and Information Communication Technology (ICT). They also reviewed other similar initiatives and the experiences of those members who have already undertaken digitization projects.

At the end of the meeting participants were able to finalize the project outline, including a draft budget, timelines and deliverables. Members committed to completing the online directory using the AtoM software available on the MIGAN website. They also agreed to a calendar of action for each country and the engagement of a project manager to oversee the implementation of the project.

To reach its full potential, MIGAN needs, in addition of the engagement of archivists in each partner institution, the support of the states and the collectivities concerned, of the ICA, and finally complementary financial backing. A new stage should start before the end of 2010.

## Haiti

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On January 12, 2010 Haiti experienced one of the most devastating earthquakes in the history of the region. CARBICA has committed to collaborate with the International Council on Archives, Blue Shield, and other allied organizations and NGOs working in Haiti, to lend support.

## National Archives of Suriname

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The new National Archives building in Suriname was opened on 12th April, 2010. There was also be an International Conference on the theme of "Managing Public Records in a Digital Era/Electronic Environment: New Perspectives/Challenges.

CARBICA's Executive Board meeting was also held during this period.



**Helena Leonce**

CARBICA President  
Government Archivist,  
National Archives of  
Trinidad and Tobago  
helena.leonce@utt.edu.tt

# SARBICA: Seminar on Preserving Audio-visual Archives in the Tropical Region

On 1 July 2010, SARBICA Executive Board is to meet in Kuala Lumpur, Malaysia. This year, new office bearers for the 18<sup>th</sup> SARBICA Executive Board will be elected.

**A**part from the meeting, a seminar on Issues and Challenges in Preserving Audio-visual Archives in the Tropical Region will also be held. The seminar is jointly organized by the National Archives of Malaysia and the Southeast Asia Regional Branch of International Council on Archives (SARBICA).

As a large part of our cultural legacy spanning the last 100 years exists in the form of audiovisual recordings (sound and moving images), it is therefore of vital importance for such materials to be closely kept safeguarded and preserved for long term use by the successive generations. In tropical regions, the preservation of audiovisual archives has become more complex and challenging, especially where heat and humidity pose the main threat.

It is hoped that through the coming presentations and discussions, the seminar will be able to provide solutions to problems relating to the preservation, revival and accessibility of audiovisual archives.

The Seminar will also present the opportunity to establish networks, sharing experiences and gain familiarity with future trends on the area of preservation, accessibility and dissemination of audio-visual archives. The talks will be presented by speakers from Australia and Malaysia.

**Date of the seminar:** 2-3 July 2010 (Friday-Saturday).

**Venue:** National Archives of Malaysia, Jalan Duta, 50568 Kuala Lumpur, Malaysia.

**Language:** English.

All are invited. Registration fee: only USD 100 per person. Social visit arrangement will include boat excursion for firefly sightings and a sunset dinner by the beach. For further details, please visit SARBICA website at:  
<http://www2.arkib.gov.my/sarbica>



**Yatimah Rimun**  
SARBICA Secretary General  
National Archives of Malaysia  
yatimah@arkib.gov.my

# SAE: Doctoral Candidates in Archival Science Successfully Defend Their Theses



t16 December 2009, University of Amsterdam for the defence by Peter Horsman of his doctorates.

## 7 July 2010 SAE meeting

The Steering Committee of the Section on Archival Education & Training (SAE) is holding its annual meeting in Oxford, United Kingdom, 7 July 2010. See <http://www.ica-sae.org> for the agenda of the meeting. The SAE meeting follows the combined FARMER (UK and Ireland Forum for Archives and Records Management Education and Research) and NAET - Network of Archival Educators and Trainers (North West Europe), two day international conference on "Questions of trust? Archives, records and identities" being held 5-6 July 2010. For more information about this conference see: [www.ucl.ac.uk/infostudies/research/icarus/farmerconference2010/](http://www.ucl.ac.uk/infostudies/research/icarus/farmerconference2010/).



Dr Theo Thomassen and Dr Peter Horsman.

## Congratulations on achieving doctorates

Two members of SAE were awarded doctorates from the University of Amsterdam on 16 December 2009.

Dr Theo Thomassen was awarded a doctorate with honours in archival science at the University of Amsterdam for his dissertation "Instrumenten van de macht. De Staten-Generaal en hun archieven 1576-1796" (Instruments of Power. The States-General and their archives 1576-1796). The dissertation was an analysis of the relations between the recordkeeping system of the States-General, its contexts of provenance, management and use and the social and cultural context over the period. The archives of the States General were described as a multilayered repository of meanings, constructed over more than 400 years by politicians, recordkeepers, researchers and archivists. Effective from 1 February 2010, Dr Thomassen was appointed to the Chair of Archival Science at the University of

Amsterdam. Theo served as (vice) president of ICA SAE and was a member of the Council for Culture's Archival Committee, which provided recommendations on issues such as heritage selection. Information extracted from University of Amsterdam website at: <http://www.english.uva.nl/news/professorappointments.cfm/55512909-1321-B0BE-688ABD8357E9CB53>

**D**r Peter Horsman is Assistant Professor in Archival Science at the University of Amsterdam. Previously he was research coordinator with the Archiefschool. Peter has also worked with the municipal archives of Dordrecht, the National Archives of the Netherlands, and the Digital Longevity Project. He served as chair of the ICA Committee on Archival Automation, CPM, and in various projects, including ICA-Atom and TTRM.

Dr Peter Horsman was awarded his doctorate in archival science from the University of Amsterdam for his dissertation: "Disordres ende Abuysen. Archiefvorming en Archivering in Dordrecht 1200-1920" (Disorder and abuses: Records creation and record-keeping in a Dutch town (1200-1920)). The dissertation involved examining the archive of the administration of the Dutch town of Dordrecht, from the thirteenth to the beginning of the twentieth century. The research examined five different series of records: the medieval charters; the registers of the local court of law from the 14th to the early 19th century; the recording of the decisions of the various bodies, 1622-1920); the financial administration in the seventeenth and eighteenth centuries; and finally the case files created by the bureaucracy by the end of the nineteenth century. The major result of the research was a model and methodology for analysing records creation and recordkeeping over time.

On behalf of the SAE, I would like to congratulate Dr Thomassen and Dr Horsman on their achievements and appreciate the contribution they have made over many years to archival science, the ICA and to the SAE.



**Marian Hoy**  
SAE Secretary  
Australia  
[marihoy@bigpond.net.au](mailto:marihoy@bigpond.net.au)  
[www.ica-sae.org](http://www.ica-sae.org)

## SLA: A new Section for Literary Archives

It had been a cause of regret in the wider archival community that ICA's Section for Literary Archives had ceased to be active. Informal discussions at the Executive Board meeting in Tamanrasset in May 2009 led to an article in *Flash* 18 which proposed the Reactivation of SLA.

(<http://new.ica.org/4220/flash/current-issue-of-flash.html>).

**T**he article in *Flash* 18 sought expressions of interest in a new SLA and suggested a possible work-programme including sharing best practice on collecting policies; researching diverse international locations of literary manuscripts and correspondence; a "how to use" guide to literary archives; and work on electronic media, emails and "born-digital" literary manuscripts.

This was followed up with direct approaches to interested individuals. As a result the provisional SLA now has about 40 members, which is a very promising start. It was agreed by email that David Sutton of Reading University would act as interim chair and Heather Dean of Yale University would act as interim secretary. Help and advice were freely offered by other ICA sections, especially SKR (Section for Churches and Religious Denominations), which went through a similar process about a year earlier.

The SLA work-programme has been expanded to include international literary copyright, and some work has begun on compilation of a directory of institutions holding literary manuscripts and on a listing of literary manuscripts held outside the country of the author. The directory of literary archives will be distinctive in including a wider than usual range of institutions holding archives – in particular libraries, museums and private foundations. This is a characteristic of literary archives in many countries worldwide.

At the Executive Board meeting in Daejeon in June 2010 a presentation will be given on work done so far and on SLA's growing membership (already in seven ICA regions). The Executive Board will be asked to endorse the progress already made and to consider a timetable for making SLA a fully constituted section.

In the meantime, ICA members with literary interests would be very welcome as members of SLA. Contact the interim chair in the first instance.



**David Sutton**  
SLA Interim Chair,  
Director of Research,  
The University of Reading Library  
[d.c.sutton@reading.ac.uk](mailto:d.c.sutton@reading.ac.uk)

# SPO: a sporting sections' meeting



SPO Bureau, London 2009.

Two of ICA's sections – SMA and SPO –gathered for meetings in London between 7th and 9th December 2009. Deborah Jenkins, chair of SMA and director of the London Metropolitan Archives, invited both sections to hold their bureau meetings in London and at the same time be introduced to the project called "Olympic Cities".

Alongside the actual meetings the section bureau members also had the splendid opportunity to get acquainted with two interesting sports institutions. First we visited the famous Lords cricket ground, guided by an enthusiastic former player, and had the opportunity to see the dressing rooms in the old pavilion, the various stands, the futuristic media centre and also the indoor arena for real tennis. We also had the privilege of visiting the construction site for the 2012 Olympic Games,

where several of the arenas had already reached the stage where one could get an impression of what they will look like when they stand finished.

## SPO on the move – geographical growth, member meeting and directory on archives

During its meeting in London the SPO Bureau concentrated on matters of acute importance, like increasing membership and preparing for the forthcoming member meeting. However, we also started preparing for one of our major coming projects, the creation of a directory on sports archives.

As one of the youngest sections in the ICA, SPO still has to focus quite a lot on increasing the number of its paying members. However, it is not only the number that counts, we also need to find members in new geographical areas and in fields that are specifically

relevant to SPO. In this respect we can try to make use of the newly established cooperation between ICA Branches and Sections. Even without the help of this new cooperation SPO has recently managed to increase its membership geographically and exploit a new and important field of interest. New institutional members include the Prince Chichibu Memorial Sports Museum in Tokyo, Australian Sports Commission, Academie National Olympique Francaise (ANOF) and European Committee for Sports History (CESH) as well as a number of new individual members. The geographical regions that remain a priority for SPO are South America, the Caribbean and also North America.

In order to develop its membership recruitment, SPO has used most of its section budget to prepare several versions of its brochure/promotional leaflet in different languages. It is now translated into seven languages and will be available electronically on the

new ICA website when it is officially launched. The brochure is also available in printed form in English, French, Spanish and Arabic.

According to the regulations of SPO, a member meeting is held every second year. Since SPO became a permanent section in 2008, this means that the meeting is due this year. The meeting will be held in Helsinki in September-October, and in conjunction with that meeting a one day seminar will be held on "Access to Sports Archives collections through Digitisation". The SPO Bureau will also meet in Helsinki.

One of SPO's major projects over the coming years will be the creation of a directory on worldwide sports archives. We attempt to reach as many institutions as possible that are holding sports archives collections, asking them to provide us with basic information about their collections. The aim is to create an electronic database, which helps researchers and other users to trace relevant archival material. SPO hopes to make use of the new ICA website in reaching the relevant institutions, after which they will receive more detailed forms to fill in regarding their collections. We will utilise existing database formats and later on make the directory available through a link on the ICA website.

### Sport and municipality joining forces

What brings together municipalities and sport? The Olympic Games, at least. Consequently it is a natural field



SPO & SMA Bureau, Lord's cricket ground, London.

in which the ICA sections SMA and SPO to collaborate, quite in line with PCOM's recommendations/policy that sections should cooperate on ICA projects, in order to deliver added value.

The project on "Olympic cities" was initiated by London Metropolitan Archives (LMA) and SMA. It has been endorsed by PCOM and SMA invited

The futuristic media centre, London.



SPO to join in as a partner, an offer that was difficult to refuse. The project aims to create a website related to the legacy of the Olympic Games, which provides a full directory to archives for researchers and develops research themes, and a website from which future Olympic host cities could also benefit. The aim is also to pass on the legacy of the games – especially its impact on urban development – like a torch relay from one host to the next.

LMA is working closely together with the UK National Archives, which has launched a project entitled "The Record: London 2012 and the Cultural Olympiad". This project was presented to both section bureaus by Cathy Smith from the UK National Archives.



**Kenth Sjöblom**  
SPO Chair,  
Senior Researcher  
Officer, National  
Archives of Finland  
kenth.sjoblom@narc.fi

# “Comma” Kuala Lumpur special

The next two volumes of *Comma* appearing in print are dedicated to a selection of the proceedings of the 2008 Kuala Lumpur Congress. The Congress’s overall theme of ‘Mapping Future Society’ allowed speakers to address a wide range of topics. These ranged from discussions of purely professional interest to debates about the different roles played by recordkeeping, whether these are cultural, or as a central requirement for accountability and good governance in public administration and civil society more widely.



The first volume (2008:1) centres on one of the Congress sub-themes, that of Governance. The geographical scope of the volume ranges from Australia to Tunisia, and from Bangladesh to the Solomon Isles; its political scope from highly-developed democracies with sophisticated systems of checks and balances to states recovering from devastating internal conflict. Readers will find that one common element throughout the volume is the emphasis on the importance of partnerships and alliances, either formal – in government

and across professional boundaries, or informal – with the creators and users of records.

The second volume of proceedings, ‘Archives, access and development’ (2008:2) comprises papers relating to the management and exploitation of archives and records, and to the training and educational needs of archivists themselves. Its contents range from new standards for the management of record-creating systems and for records’ appraisal, description and storage, to develop-

ing methods of public access to those records. In addition it considers the extent to which the increased demand for access requires archivists themselves to enhance their own skills and capabilities.



**Margaret Procter**  
*Comma* Editor in Chief  
m.procter@liverpool.ac.uk

## Publications



**PARBICA  
Panorama  
Newsletter**  
Journal of the  
Pacific Regional  
Branch of the ICA  
Issues 2009/3

Contact : Karin Brennan,  
k.brennan@unsw.edu.au

### ISDF – ISDIAH

The International Standard for Describing Functions (or ICA-ISDF) and the International Standard for Describing Institutions with Archival Holdings (or ICA-ISDIAH) are now available in Welsh.

We remind you that both standards are also available in English, in French, in Portuguese, in Spanish, in Romanian (and in Japanese for ISDF).

### Publications de la Society of American Archivists

Contact : Society of American archivists  
www.archivists.org



**Preserving  
Archives &  
Manuscripts**  
Second Edition  
Mary Lynn  
Ritzenthaler  
Society of  
American  
Archivists (2010),  
544 pp., ISBN  
1-931666-32-6