The International Council on Archives (ICA) is a non-governmental institution, founded in 1948, to promote the preservation and use of archives around the world. In pursuing this mission, ICA works for the protection and enhancement of the memory of the world and to improve communication while respecting cultural diversity. The aim of the ICA is to promote the management and use of records and archives, and the preservation of the archival heritage of humanity around the world, through the sharing of experiences, research and ideas on professional archival and records management matters, and on the management and organisation of archival institutions.

The Section on Business Archives (SBA) of ICA aims to support the preservation and use of the archives of business worldwide. It was created in 1990, from an earlier committee on business records, and attracts a broad international membership with shared common professional interests and activities. The Section’s five primary objectives are:

• to promote professional and scholarly co-operation and communication between business and labour archives and archivists;
• to promote interest in such archives on an international scale;
• to develop guidelines on the appraisal and disposal of business and labour archives;
• to study the question of access to and accessibility of such archives;
• to co-operate with public archives which keep business and labour archives.

The Section holds regular meetings and conferences, either by itself or in conjunction with other business archive organisations.
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**Contributing an Overview**
A Committee on Business Archives was set up within the International Council on Archives (ICA) in 1976, two years after the UK’s Business Archives Council hosted an inaugural meeting in London ‘to promote the idea of business archives all over the world ... and to improve communication between business archives in different countries’. The value of publishing comparative information on different national approaches to the management of business archives was quickly recognised and in 1981 the entire 4th issue of the Bulletin of the Committee on Business Archives1 was devoted to articles on business archives in Africa, Australia, Canada, India, Israel, New Zealand and the UK.

Fifteen years later, in 1996, the Committee’s successor within ICA, the Section on Business and Labour Archives (SBL), once again published information about different national approaches to business archives covering 11 countries in Western Europe2. This publication was revised and expanded to include countries beyond Europe in a report presented at the ICA Congress in Vienna, Austria, in 20043. Eight updated country articles were subsequently published in 2006.4

This new edition of Business Archives in International Comparison aims to raise awareness of the different approaches to preserving and managing business archives that have been adopted by countries around the world. The publication will hopefully also provide a means for both archive students and established archivists to learn about and understand the different national frameworks for business archives that have developed.

These national overviews have been compiled by past and present members of the ICA’s Section on Business Archives (SBA), their national and international colleagues and correspondents, and authors of earlier articles who have entirely updated their original contributions. Although there remain some variations in the depth and type of content, all contributors have described the state of their national business archive sectors under nine specific headings:

1. Introduction – setting out the development of the country’s business archives sector.
2. Legislation affecting business records – exploring how legislation and regulation impacts the management of business records and archives.
4. Where business archives are held – describing where most business archives are cared for and found.
6. Training for business archivists – describing the training available for business archivists seeking both professional qualification and continuing professional development.
7. National provision for business archives at risk – describing how business archives at risk are provided for.
8. Finding information on business archives – explaining how business archives held in corporate, public sector and other archives can be discovered and accessed.

This publication would not have been possible without the support and endeavour of a large number of contributors who generously responded to the call for articles in the midst of a global pandemic and who have borne with good grace many editorial changes and requests for clarification and additional information. I am grateful for their patience and indebted to their expertise and knowledge. I must also thank Lesley Richmond, editor of SBA’s first such comparative report in 1996, who kindly reviewed the entire publication. Inevitably inaccuracies and ambiguities will remain and some information in the report will soon be out of date, but it is hoped that as a guide to the international provision for business archives it will continue to be updated and extended over the years ahead.

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2 L. Richmond (ed.), Overview of Business Archives in Western Europe (Glasgow, 1996).
The Section on Business Archives of the International Council on Archive is the only global body which supports the exchange of knowledge between specialists looking after a category of archives which is distinctly different from all others.

Corporate archives are one of the few types of archive that are organised outside the framework of the nation states. But also the fact that these, often private archives, cover the entirety of societal subjects – a staggering layering of different historiographical themes that come together within the history of a single business entity – distinguishes them from other specialised categories of archives. Many corporate archives attain the character of museum collections and often curate displays or have linked museums. Furthermore, being fully accountable to the businesses in which they are embedded, these archives must adopt a different approach to marketing, publicising what they do more than other types of archive. They have, after all, to prove that they contribute to the bottom line of their sponsors. On the other hand, corporate archives are vital for safeguarding rights and often prove to be a pillar of strength in legal disputes. In a nutshell, corporate archives are productive factors for their sponsors, cover a broad variety of themes and artefacts and often have to organise themselves on an international, if not global scale. The Section on Business Archives is therefore vital for corporate archivists, especially from globally-operating businesses, as the issues they encounter are very different to those faced by other kinds of archivist. Often these special issues are not adequately supported within national archival associations. A notable challenge is certainly the distinctly varying archiving cultures in each country, influenced by national legislation as well as tradition. This issue is not perceived on a national level, but can be huge hurdle for achieving sensible archival policies in international businesses.

First published in 2004, *Business Archives in International Comparison* aims to provide an overview of such differences and facilitate international exchange between custodians of the most internationalised category of historical records within the archive world. Such exchange is also of value to the many archivists working in collecting repositories, often operated under the auspices of foundations, universities and state archival institutions, which take in and preserve the historical records of defunct and trading businesses. These deposits generally have unique characteristics and tend not to comply with the nature and arrangement of the other record collections that such archivists are used to. For example, the business archives of nationalised businesses, once behind the Iron Curtain, are today found in state archives around Eastern Europe. While they are often difficult to identify within the archives, they provide us with important information for writing the business history of the former communist countries. This publication aims at making the variety of avenues of research in business history transparent.

My sincere thanks go to Alison Turton, formerly Head of Archives at The Royal Bank of Scotland Group (now NatWest Group), who made the publication possible and also commissioned and edited the entries, a vast task made no easier by the Section on Business Archives’ international structure. I would also like to thank all contributors to this useful tool. It cannot be taken for granted that this kind of volunteer work will be readily offered. However, that we have found so many specialists who have been willing to contribute, despite their busy agendas, is testimony to the value of a comparative overview of this kind.
Overview of Business Archives in Australia
Bruce Smith, Archive Research Consultancy, Australia

Introduction

Australian archival development did not really begin until the mid-twentieth century. Prior to that time there were few dedicated archive programmes, collections that existed were mainly centred on manuscript collections in the national and state libraries. The year 1940 proved to be a watershed in Australian archival history as the Australian Institute of Librarians – there being no professional body of archivists at the time – chose archives as the theme of their annual conference and made several recommendations on archives management. It is difficult to say exactly what developments were a direct result of these recommendations, but they are sure to have had some influence. Government archives began separating from the national and state libraries and university archives emerged. A significant milestone in the development of business archives was the establishment in 1953 of the Australian National University, Archives of Business and Labour, now known as the Noel Butlin Archives Centre. Until this time Australian archivists had relied on the writings of the British archival theorist Sir Hilary Jenkinson for the basics of guidance in approaching their archival tasks. In 1954 American archivist T. R. Schellenberg visited Australia, under the auspices of a Fulbright Scholarship, and spent six months promoting archives and conducting training seminars. The influence of both Jenkinson and Schellenberg is still to be seen in archival practice in Australia.

The year 1954 also saw the establishment of the University of Sydney business archive collection. This collection has since been closed and the records dispersed to other archives. Around this time the University of Tasmania also embarked on collecting business archives and the University of Melbourne followed suit in 1960. The Noel Butlin Archives Centre in Canberra and the University of Melbourne Archives in Melbourne continue to hold the two largest collections of business archives in Australia. Another 1954 development was the formation of the Business Archives Council of Australia. Set up along similar lines to the London-based Business Archives Council, the council played a significant role in promoting the preservation of business archives and business history. Unfortunately, the council ceased to function during the early 1980s.

During the 1960s and 1970s several business houses established their own-in-house archive programmes. Although a small number of these programmes still operate, many have ceased to function and their archives have been passed to state library manuscript collections or university archives.

In 1975 the Australian Society of Archivists (ASA) was formed from the Archives Section of the Library Association of Australia and provides the main forum for discussion of archival matters concerning business archives. The ASA formed a Business Archives Special Interest Group to provide a mechanism whereby archivists working in the field of business archives could discuss mutual ideas and concerns. At one point this group maintained high membership numbers, but in 1995 the ASA Council temporarily closed the group due to lack of members. The group was useful to the business archives community and conducted a number of professional development programmes and produced two editions of the ASA publication Managing Business Archives. Today there are few in-house archive programmes in Australia. The national and state libraries and the various university archives and/or libraries are the main actors in preserving Australia’s business archives.

Legislation Affecting Business Archives

Australia’s legislative framework is derived from that of the United Kingdom (UK). In the early days of colonisation, the laws of the UK prevailed in the colonies until separate laws were enacted by the respective colonial legislatures and, in some instances, ratified by the UK parliament. The six colonies (i.e., New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia) federated in 1901 and became states of the Commonwealth of Australia. The Commonwealth and state governments all have public legislation pertaining to archives in their respective jurisdictions.
There is no specific archival legislation within the body of Australian legislation that covers private archives and by extension business archives. At the same time there is provision within some public records legislation for the responsible public archival institution to take into custody private archives. Where business entities have been ‘nationalised’ or public authorities ‘privatised’ their archives may be transferred to state and federal archives.

Although there is no public archives legislation, there is legislation governing the export of movable cultural property and to provide taxation incentives for the donation and/or deposit of cultural materials in recognised institutions, for example the National Library of Australia or the manuscript collections of the six state libraries. This legislation applies to business archives, provided they come under the definition of cultural materials within the respective legislation.

Other legislative provisions, such as those relating to the regulation of corporations and the administration of taxation, provide for the creation of certain records and/or for their retention. However, these provisions are not concerned specifically with the archival retention of private records, they merely spell out requirements for records creation and retention periods. It is up to the records creator to decide the final disposition of the records – that is, whether to place them in an archive or destroy them.

**National Strategies and Policies on Business Archives**

There are no formal national strategies or policies for business archives in Australia.

**Where Business Archives are Held**

Business archives are held in major national and state collections as well as in smaller regional archives and local historical society collections. The major collections of business archives are listed below along with links to online guides and finding aids. These collections account for an estimated 95% of business archives holdings across the country.

**Australian Capital Territory**

**New South Wales**
- University of Newcastle Special Collections. Website: [https://libguides.newcastle.edu.au/archives/](https://libguides.newcastle.edu.au/archives/).

**Northern Territory**
- Library & Archives NT. Website: [https://navigator.nt.gov.au/](https://navigator.nt.gov.au/).

**Queensland**

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All websites mentioned in this article were accessed on 18 June 2021.
• Central Queensland University Library, Capricornia Central Queensland Collection. Website: https://libguides.library.cqu.edu.au/cqcollection.

South Australia

Tasmania

Victoria
• University of Melbourne Archives. Website: https://archives.unimelb.edu.au/.

Western Australia

In-house archive collections
Australia has a small number of in-house business archive collections. Examples of in-house collections include the Australian and New Zealand Banking Group Archive (Melbourne), Sealy of Australia Archives (Brisbane) and Australian Mutuals History, formerly Australian Credit Union Archives (Sydney).

Business Archives Associations

Australian Society of Archivists
The Australian Society of Archivists Inc (ASA) is the top professional society for archivists in Australia. The society advocates on behalf of archivists, and the archival profession, and seeks to promote the value of archives and records as well as support best practice standards and services. Membership benefits include: the opportunity to participate in professional activities including Branch and Special Interest Group meetings, workshops, lectures and the ASA’s annual conference; receive a monthly e-newsletter and the society journal Archives & Manuscripts; and attend eLearning courses. The society has a Business, Labour and Corporate Archives Special Interest Group to provide support for business archivists, although this group has not been particularly active in recent years. Website: https://www.archivists.org.au/ and https://www.archivists.org.au/community/business-labour-and-corporate-archives.

Council of Australasian Archives and Records Authorities
The Council of Australasian Archives and Records Authorities ‘comprises the heads of the government archives authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories’ and ‘is a peak body of government archives and records institutions in Australia and New Zealand’. Membership of the council is limited to government archive authorities of Australia and New Zealand. The management group and working group members are drawn from member government archives which often hold the archives of nationalised businesses and privatised government bodies. Website: https://www.caara.org.au/.

Training for Business Archivists

There is no training available in Australia specifically for business archivists that results in a professional qualification. Business archivists can, however, undertake general university-level courses in archives and record keeping which may have a business archive module or element. Courses accredited by the Australian Society of Archivists are currently offered at Charles Sturt
There are few opportunities for continuing professional development in business archives management. The annual Australian Society of Archivists’ annual conference may, from time to time, include a specific business archives related conference session.

National Provision for Business Archives at Risk

There is no national or state provision for business archives at risk in Australia.

Finding Information on Business Archives

The following online resources include information about some Australian business entities and their archives:

Guide to Australian Business Records: This guide aims to draw together historical information on Australian businesses and businesspeople. The guide links business entities with information on extant archival records held in archives and libraries, together with citations of published works about the entities. Website: http://www.gabr.net.au.

Directory of Archives in Australia: Hosted by the Australian Society of Archivists, the Directory of Archives in Australia provides information about organisations and individuals holding records, the types of records held and the repositories that hold the archives, including national and state archival institutions, business archives, university archives, school archives, film and sound archives and local historical societies. Some Australian corporate archives can be located using the directory. Website: https://www.archivists.org.au/community/directory-of-archives/directory-of-archives.

TROVE, National Library of Australia: Launched in 2008 by the National Library of Australia in collaboration with hundreds of libraries, archives, and organisations, TROVE provides a one-stop-shop for researchers. Researchers can conduct simple and advanced searches across TROVE’s nine categories or a single category. Search results either provide details of a physical item or a description of a digital item with a link if the digital item can be downloaded. The most useful categories for researchers interested in business history are possibly ‘Newspapers & Gazettes’; ‘Images, Maps & Artefacts’ and ‘Diaries, Letters & Archives’, although the other categories should not be ignored. Each category has specific filters, for example digitised newspapers can be searched within a particular state or if the title is known. Website: https://trove.nla.gov.au.

Australian Trade Union Archives (ATUA): This portal links together ‘historical detail, archival resources available in public archives and libraries, published material, and current information about Australian industrial organisations, particularly trade unions, from the late 19th century to today’. Website: https://www.atua.org.au.

Australian Science: This resource ‘brings together Bright Sparcs and Australian Science at Work to form a register of the people and the many industries, corporations, research institutions, scientific societies and other organisations that have contributed to Australia’s scientific, technological and medical heritage’. Website: https://www.eoas.info/home.html.

Australian Women’s Register: This portal ‘links biographical data about Australian women and their organisations to the archival repositories and libraries where their records are held and to other sources of information’. It includes Australian businesswomen and can be searched by occupation. Website: https://www.womenaustralia.info.

Sources of Advice on Managing Business Archives

The Business, Labour and Corporate Archives Special Interest Group of the Australian Society of Archivists was established to, amongst other things ‘further the professionalism and understanding of business, labour and corporate archives’, provide professional development opportunities, ‘raise the profile of business, labour and corporate archives within the Society and the community’; and ‘provide
members with support.’ As mentioned above this group has not been particularly active in recent years.

The ASA publication J. Bettington, K. Ebhard, R. Loo and C. Smith (eds), *Keeping Archives*, 3rd edition (2008) – now available only as a digital download - is a useful reference work for business archivists. Although not specifically directed to business archives it contains much useful information on setting up and managing archival collections.
Overview of Business Archives in Austria
Georg Rigele, EVN AG, Austria

Introduction
Over the past 25 years a number of business archives have been established in Austria. Of course, many companies had previously kept archives, but mostly without public access and not in a formal way. The landscape of business archives in Austria is fluid. Professionally managed archives come and go, although the overall number has slightly increased over time. For a long period the Republic of Austria, the nine federal provinces (Bundesländer) and a number of large cities have owned state industries. Some key industrial sectors, like electricity supply and public transportation, are still dominated by state majorities, which has an important impact on the archives situation.

Legislation Affecting Business Archives
Austria has no special legislation on business archives. Some legal retention obligations do have to be applied in the management of business records. Accounting records must be kept for seven years and other documents, such as technical and environmental records or personnel files, for even longer periods.6

The Austrian federal archive law, the Bundesarchivgesetz, affects the federal state institutions and state companies where the Republic of Austria holds a capital majority. In each of the federal provinces, public archives are regulated in the Landesarchivgesetze. Like the Bundesarchivgesetz, the Landesarchivgesetze also apply to companies under the majority influence of the federal provinces (Bundesländer). Historical records, like important business files, can also be listed under the federal monument conservation law (Denkmalschutzgesetz). For example, the archives of the Austrian Adult Education Centre, Österreichisches Volkshochschularchiv, are listed and protected by law as cultural heritage.7 Some exceptional archival documents, such as the planning records of the Semmering railway line in the Vienna Museum of Science and Technology (Technisches Museum Wien), are inscribed on the UNESCO World Heritage List.8

Another law with a significant impact on the work of archivists is the General Data Protection Regulation of the European Union that was incorporated into Austrian law in 2018. The General Data Protection Regulation guarantees the right of archives to keep historically relevant documents related to personal data. However, this fact is not widely known, so many records get deleted or physically destroyed because companies fear fines for violating the data protection law.9

National Strategies and Policies on Business Archives
Austria does not currently have a national strategy or policy on business archives.

Where Business Archives are Held
Austrian State Archives
Austria has a great variety of business archives and places where business-related records are kept. Many companies used to be (and some still are) state-owned and the Austrian State Archives (Österreichisches Staatsarchiv) holds the historical records of important companies like VÖEST (United Austrian Iron and Steelworks), OMV (Austrian Mineral Oil Co) and ÖBB (Austrian Federal Railways) and their predecessors. Under the new acronym of VOEST, the steel-based technology company is nowadays a privatised and successful international corporation with business archives in Linz, Upper Austria. Additionally, the Hofkammerarchiv, the archives of the financial and economic

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6 https://www.wko.at/service/steuern/Aufbewahrungspflichten.html.
7 Österreichisches Volkshochschularchiv_Unterschutzstellung_per 11.10.2018 (vhs.at).
8 Der Dokumentenbestand zur Semmeringeisenbahn aus dem k. k. historischen Museum der österreichischen Eisenbahnen - Österreichische UNESCO-Kommission.
affairs of the Austrian monarchy, today a department of the Austrian State Archives, has records of many business activities of the state from 1170 to 1918.

Museum and regional public archives
Business-related archival material can be found in museum archives and regional public archives. The Archives of the Vienna Museum of Science and Technology holds the archives of a number of important business companies like the collections of Lohner-Werke (cars, buses and lorries) or the construction drawings of the Korneuburg Danube shipyards. Only the most western of Austria’s nine federal provinces, Vorarlberg, maintains a regional business archive. The Wirtschaftsarchiv Vorarlberg was founded in 1983 as an initiative of business companies, the chamber of commerce and other stakeholders. It keeps the archives of many business companies in Vorarlberg and related collections. The Austrian Federal Economic Chamber in Vienna and some of its regional branches also maintain professional archives. The chamber of commerce in Styria transferred its archive holdings to the Styrian provincial archives (Steirisches Landesarchiv).

Corporate archives
Private business archives are maintained by several banks, energy supply companies and large manufacturers. Some of them are open to the public. The foundation of a number of new business archives followed intense debates about Austria’s historical obligations arising from forced labour, slave labour and stolen property (Holocaust Era Assets) under the National Socialist rule of 1938 to 1945. In 2000 a law was passed to compensate the surviving victims of forced labour. Companies who had profited from forced labour contributed to a compensation fund for reconciliation (Versöhnungsfonds). The General Settlement Fund for Victims of National Socialism was established in the wake of the Washington Agreement of 2001. It paid ‘compensation for victims of National Socialism for losses and damages which were suffered as a result of or in connection with events that occurred on the territory of the present-day Republic of Austria during the National Socialist era’. This was one of the reasons why companies like VOEST, as a successor of the Hermann Göring Werke in Linz, or UniCredit Bank Austria, as a successor of three major banks (Creditanstalt, Länderbank and Zentralsparkasse der Gemeinde Wien), promoted independent business history research and finally established professional business archives. Important bank archives open to the public are the UniCredit Bank Austria Historical Section and the Erste Group Corporate Archives. In addition, the Austrian National Bank maintains a professionally managed archives of bank history (Bankhistorisches Archiv). Swarovski, a glass, optics and jewellery producer, runs the Swarovski corporate archives.

Business Archives Associations
Business archivists and business archives are invited to become members of the Austrian Archivists’ Association (VÖA), founded in 1967. VÖA is the leading professional network for archivists in Austria. It offers an annual conference, workshops and training and publishes a journal. Job vacancies are regularly published in VÖA’s newsletter. Website: http://www.voea.at/. The Association of German Business Archivists (VdW), founded in 1957, has an Austrian section. The VdW offers an annual conference in Germany and neighbouring countries and offers special training for business archivists. It is the leading business archivists’ network in the region. Website: https://www.wirtschaftsarchive.de/ueber-uns/arbeitkreise/regionale-arbeitkreise/osterreich/.

Archiversum, a company which offers consulting services to archives, supports a business history network and an annual business history conference. Website: http://archiversum.com/veranstaltungen/.

10 https://wirtschaftsarchiv-v.at/.
14 All websites mentioned in this article were accessed on 5 June 2021.
Training for Business Archivists

The Austrian Archivists’ Association (VÖA) regularly offers basic training for archivists as does the BFI, an institute for professional training.\(^\text{15}\) For business archivists, the training programmes of the Association of German Business Archivists (VdW) are also valuable.\(^\text{16}\)

National Provision for Business Archives at Risk

There is currently no national provision for business archives at risk, but the Austrian State Archives has undertaken some initiatives in the past. The *Wirtschaftsarchiv Vorarlberg* is a good example of how business archives at risk could be cared for in the other eight federal provinces in future. In some cases local communities or associations look after the history of once proud industrial companies like the *Eumig Museum* in Wiener Neudorf. *Eumig* was a renowned producer of 8mm film equipment.\(^\text{17}\)

Finding Information on Business Archives

The Austrian State Archives provides a register of archives. Currently there are only six business archives listed. See https://www.oesta.gv.at/services/archivregister/wirtschaftsarchive.html.

Austrian business archives can register on the *Wirtschaftsarchivportal* database at http://www.wirtschaftsarchivportal.de/index/impressum.

Sources of Advice on Managing Business Archives

Journals
- *Scrinium. Zeitschrift des Verbandes Österreichischer Archivarinnen und Archivare*, an annual journal published by the Austrian Archivists’ Association (VÖA)
- *Archiv und Wirtschaft. Zeitschrift für das Archivwesen der Wirtschaft*, a quarterly journal published by the Association of German Business Archivists (VdW)

Books

\(^{15}\) https://www.bfi.wien/kurs/6831/wirtschaft/buero-sekretariat/archivmanagement-1/.

\(^{16}\) https://www.wirtschaftsarchive.de/archivwesen/aus-und-weiterbildung/.

\(^{17}\) https://eumig.at/.
Overview of Business Archives in Belgium
Caroline Six, State Archives of Belgium, Belgium

Introduction

Throughout the 19th century business archives were not taken into account in legislative texts and were therefore rare in public archive repositories and generally of judicial origin (confiscation, bankruptcy). After the international congress of archivists and librarians in Brussels in August 1910, where a project on business archives underway in North Rhine-Westphalia since 1906 was presented, several Belgian municipal archivists started prospecting such archives within their respective jurisdictions. As a result, a number of business archive collections were deposited at municipal archives in Antwerp, Brussels, Ghent and Verviers. At the end of the First World War, the archives of German businesses established in Belgium were confiscated. They were deposited at the State Archives in 1924. As part of the ‘War Archives’, they were inventoried by Étienne Sabbe, a young archivist and trained mediaevalist. The great documentary richness and multitude of business sectors represented within these holdings19 awoke his interest for contemporary archives. From 1934 he raised awareness within the academic community of the fate of these ‘economic archives’ and advocated their collection20. However, in the midst of an economic crisis and in a context of mutual distrust, business leaders did not heed his plea.

The law of 24 June 1955 brought far-reaching changes to the position of private archives held by the State Archives. They could now be collected legally and an awareness-raising campaign was launched within the State Archives and among the academic community. From December 1957, the year in which the law came into effect through its respective executive decrees, National Archivist Étienne Sabbe addressed a standard letter to the leaders of all of the large industrial groups in the country to inform them about the new archiving opportunities now available. In the same year, the inter-university centre for contemporary history 21 published two reports about business archives – one about the state of ‘Archives of Banks, Trading and Industrial Companies (Economic Archives)’ kept at public archive repositories and another about the archives of ‘industrial enterprises’ kept by their respective producers. Contact with businesses had been established via a standard letter sent to several trade associations of Belgian businesses active in the steel and banking sectors. Although sceptical about the actual benefits for scientific research, several businesses did not hesitate to hand over their archives. The most remarkable of these donations was certainly the transfer of the historical archives (1823-70) of the Société Générale de Belgique. Other businesses also chose to make their records available for research.

The State Archives in Liège, located at the heart of an industrial region undergoing profound change, also led a particularly dynamic policy of securing the archive collections of businesses in liquidation. Between 1959 and 1984 around 100 collections were amassed. The success of this undertaking was largely due to the personality and the dedication of the head of the State Archives in Liège, Georges Hansotte, on the one hand, and the close ties with the Administration des Mines de Liège on the other. This provincial administration, which was among others in charge of the supervision of the collieries, informed the State Archives about closures of industrial plants in the region. The dynamic thereby set in motion was kept alive thanks to the gradual cataloguing of the archive holdings. Indeed, the catalogues that were written, made other business owners favourably disposed to hand over their archives. Although this project was undoubtedly a success, it entirely depended on interpersonal

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18 I would like to thank my colleagues at the State Archives, Alexander Hezel for translating the text and Karin Van Honacker, Head of the International and External Relations Department, for her proofreading.

19 This unique holding was fully inventoried in the years 1990-2000 within the framework of a project funded through the so-called ‘Action for the promotion of research within the federal scientific institutions with the support of the Services of the Prime Minister and the Federal Services for Scientific, Technical and Cultural Affairs’. Stretching over 1,600 linear metres, these 194 holdings originate from Belgian establishments of industrial groups (Siemens), insurance companies (Allianz), banks (Deutsche Bank, Baisier) and a number of small- and middle-sized businesses or retailers. For more information see C. Vancoppenolle, ‘Brussel als financieel dienstencentrum en industriële groeipool (1870-1918). Het fonds van sekwestearchieven als onderzoeksubjet’, in J. Denwaal (ed.), Leveranciers en Klanten. Valorisatie van het archiefaanbod voor bedrijfshistorisch onderzoek (Brussels, 2006) 20–31


21 This research centre was founded in Brussels in June 1955 following preliminary contacts between university professors and Belgian archivists specialising in contemporary history.
relationships and was limited to a number of key sectors in the region, including mining, glass and wool companies.

In order not to rely entirely on this initiative, and to open up the scope of investigation, the State Archives of Belgium started drafting a Guide des archives d’entreprises conservées dans les dépôts publics de la Belgique (Guide to the business archives kept in public repositories in Belgium) in the early 1970s. This guide is a formidable tool for researchers and shows the efforts undertaken by the State Archives in this field in less than 20 years. It was published during an economic crisis and had an undeniably beneficial effect on the collecting of business archive holdings and on awareness among business owners. As a result, several exceptional archive holdings enriched the collections of the State Archives in this period. The guide was complemented by a second volume in 1998. The latter bears witness to the increase in business archives that are accessible to the public and to the socio-political pillarisation of the country given the multiplication of public and private archive centres alongside the State Archives.

However, most of the business archive collections originated from businesses in liquidation. The acquisition of records from companies still in business remained rare. In the light of the disappearance of large parts of this heritage the State Archives launched a project in 1994, in partnership with Belgian universities, to identify, per province, the historical business records still conserved by their producers. Deemed impossible 25 years earlier, the project was finalised in five provinces between 2001 and 2006. The objectives of the project were threefold. First, drawing up a list of archive holdings kept within the companies in order to provide a tool to help researchers locate these holdings and assess their volume and content and to set up an acquisition plan per business sector for the most remarkable holdings. Second, considerable efforts were undertaken by the State Archives to valorise the holdings already transferred by making them accessible for research. Finally, the State Archives carried out awareness-raising and advice campaigns among business leaders.

### Legislation Affecting Business Archives

For a long time Belgian legislation about business archives has been manifold and scattered among a large number of texts. Within the framework of the fifth state reform, competencies – about taxes among other things – were devolved to the regions, which further aggravated the situation. Furthermore, retention periods imposed by one type of legislation do not void those stipulated by other legislative texts. Thus, businesses that want to cover themselves against actions for damages by third parties may need to preserve records that could serve as evidence up to 30 years after the closure of a file.

#### Company Law

In relation to the production and conservation of records, businesses must abide by a set of legal requirements as laid down in numerous laws, parts of which are compiled in codes governing companies.

The accounting law of 17 July 1975 contains two articles that refer to retention periods for accounting records. Article 6 prescribes a period of 10 years for accounting records that may serve as evidence against third parties; for other records the period is three years. Article 8 § 2 stipulates that businesses must preserve their accounting books for 10 years from the year of their closure. These books must be numbered, form ongoing series and mention the company name.

The laws governing businesses are compiled in the Company Code. Article 195 about the liquidation procedure stipulates at § 1, first point and § 2, fourth point that corporate records such as proceedings of the executive board and reports about general assemblies must be deposited and kept for at least five years after the liquidation at a place that the general assembly determined. Further provisions about record keeping are contained in article 60 of the VAT Code. It stipulates that the documents prescribed in the code must be preserved, that is to say accounting books, invoice ledgers, journals,

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supporting documents and all contracts related to the business activity, for 10 years. This retention period was shortened to seven years by the law of 27 December 2005. Article 315 of the Income Tax Code obliges taxpayers to conserve the records necessary to establish their revenues for five years or five fiscal years.

In case of bankruptcy, the law of 8 August 1997 and others prescribe the preservation of corporate records and were amended twice, in February and April 2005. In short, administrators in bankruptcy mandated by the Commercial Tribunal may entrust the archives either to the bankrupt or to one of the company managers. If the curators do not hand them back, they must refer to article 6 of the law of 17 July 1975, which prescribes that all records that may serve as evidence against third parties must be kept for 10 years from the bankruptcy, and that all other records must be preserved for three years. As for the files produced during the liquidation, they are governed by the provisions of the Civil Code that apply to the members of the bar. They must therefore be preserved for five years after the completion of bankruptcy proceedings.

The supervision of businesses by legislators is not new. Several legal provisions have had a significant impact on the production of records by businesses and on the transparency of their activities. The Article 37 of the Code of Commerce of 1807 required public limited companies to obtain a government authorisation before being able to start any kind of activity. The creation of the Belgian state was immediately followed by a short period of great freedom, after which article 37 was re-enacted by the ministerial directive of 2 February 1841 establishing the conditions and procedure for requesting an authorisation to establish or modify a public limited company. From 1841 to 1873 anyone setting up a public limited company had to draft a comprehensive dossier regarding funders and planned activities, especially those of a dangerous or unhealthy nature. These dossiers were processed by a committee under the aegis of the Ministry of Foreign Affairs, where they are still kept today and are accessible upon request.

The law of 18 May 1873 freed public limited companies of any prior mandatory government authorisation. Nevertheless, the legislator made sure that the statutes and balance sheets were made public. Thus, the deeds of commercial companies of whatever form were thereafter published in the Annexes of the Official Journal as collected deeds, copies of deeds, proceedings and documents related to commercial companies. In addition to the civil and criminal liability already mentioned, the law established the special conditions for the dissolution of public limited companies. This publication of company information was increased by the mandatory deposit of the balance sheets and profit and loss accounts of companies at the Balance Office of the National Bank.

Another form of transparency was ensured by provisions regarding the commercial register. It was established by the law of 30 May 1924 that was published in the Official Journal on 11 May 1927. Its organisation was profoundly revised by the law of 16 January 2003 establishing a Crossroads Bank for Enterprises in which all information about commercial enterprises is electronically centralised and managed.

### Access and use
Businesses that collect and process personal data are subject to the GDPR (General Data Protection Regulation). This European Regulation was published on 4 May 2016. The GDPR has applied to all member states of the European Union since 25 May 2018. In Belgium, this new regulation was implemented through the law of 30 July 2018 about the protection of natural persons with regard to the processing of personal data. In accordance with the regulation, this law provides for exemptions for archiving purposes in the public interest.

### National Strategies and Policies on Business Archives

The federal state of Belgium is composed of three Communities and three Regions; it has no global policy or strategy in relation to business archives. However, for over half a century the State Archives has been a driving force as the main public player in terms of the number, scope and historical importance of the Belgian business archive collections it preserves. It has published many source guides and organised or taken part in several colloquia on the subject.

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24 The possession of steam engines was particularly monitored and regulated.
Where Business Archives are Held

National archives
The National Archives and State Archives in the Provinces are established in all 10 provinces and in the Brussels-Capital Region. Among the 19 repositories located across Belgium, 10 keep archive holdings produced by businesses established within their jurisdiction and thus reflect the local industrial and economic landscape. A number of repositories hold a wealth of archives from collieries or the wool industry. Three archive repositories keep a major part of the institution’s business archive holdings. First, the State Archives in Beveren serves as a central repository for Flanders and therefore keeps a significant number of holdings from other Flemish repositories that do not have enough space. This repository conserves 4 kilometres of business archives among which are the historical records of shipyards, printing companies and brickyards. Its collections were recently complemented by 350 linear metres of archives collected by the Centrum voor Bedrijfsgeschiedenis (CBG – Centre for Business History) created in 1971 within the University of Antwerp (UFSIA). Second The National Archives 2 – Joseph Cuvelier repository keeps archive holdings of businesses under forced administration from the period of the First World War for the jurisdiction of Brussels and archives from the major holdings and banks of the country that also carried out their activities or opened branch offices abroad or in the Congo (6.5 kilometres). Third, the State Archives in Liège keeps the business archives of steel, extractive, textile and glass companies of the province. In 2018 it started cataloguing the 700 linear metres of archives of the “Société des mines et fonderies de zinc de la Vieille-Montagne” that developed its activities across Europe from the 18th to the 20th centuries. Most of these holdings were donations or deposits on the basis of an agreement signed by both parties that governs access to them. Aside from particular access conditions (relating to GDPR and the protection of classified information), these records can be accessed 30 years from their creation. As mentioned in the introduction, some acquisitions – and not insignificant ones – originate from seizures.

Other public archives
All Belgian municipalities, cities and provinces have archive services. Many of them keep some business archive holdings among their private archives. These are mostly donations which are accessible to the public provided that they have been inventoried. The Archives of the City of Brussels has played a pioneering role in the development of business archive collections thanks to its archivist Guillaume Des Marez and keeps archive holdings related to the economic history of the city (furniture and art dealers). The Archives of the Cities of Ghent and Aalst keep, among other collections, archive holdings from the textile sector, and the Archives of the Cities of Bruges and Ypres keep the archives of metal working companies. Numerous museums also keep business archive collections, for example the Museum for Central Africa in Tervuren (companies established in Belgian Congo), the glass museum in Charleroi, the wool museum in Verviers (Aqualaine), the Ecomusée du Bois-du-Luc in Haine Saint-Pierre (collieries and metal constructions) and the Genever museum in Hasselt or La Fonderie a.s.b.l. in Brussels (construction, photography, brewing). Documentation centres also keep business archive holdings, for example KADOC, AMSAB or CARHOP (cooperative societies), the Charbonnage du Bois du Cazier (glass factories, collieries), and SCOB in Antwerp preserves archives of stock exchange companies formerly based in Brussels, Antwerp and Liège. Finally, the Archives of the Université Libre de Bruxelles keep the archives of the G.I.B. holding (mass retailing) and of Dumont de Chassart (food group).

Corporate archives
In recent years many archive services created by companies in Belgium have stopped their operations. This tendency is very apparent in the banking sector, where a number of banks have closed their archive services since the crisis of 2008 or intend to do so shortly. Thanks to regular contact with the services of the State Archives, these banks have fortunately transferred their records there and they are now accessible for research. However, one bank decided to rely upon the Association pour la Valorisation des Archives d’Entreprises (AVAE – Association for the Valorisation of Company Archives) for the classification and inventorizing of its archives and for making them available for research. In mass retailing, some traditionally family-owned firms have in-house archives (Colruyt and Delhaize) and employ archivists for their records management. The

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28 The bank BNP Paribas Fortis is about to transfer some 200 linear metres of its historical archives originating from the Banque de la Société Générale de Belgique.

29 ING Group (Banque Bruxelles Lambert), Belfius (Crédit Communal).

same applies to several collections in Flanders (KBC Bank, Jan de Nul) and to FN Herstal (weapons factory) in Liège.

Other private archives
Association pour la Valorisation des Archives d'Entreprises: The Association pour la Valorisation des Archives d'Entreprises (AVAE) was set up in 1985 on the initiative of baron Evence Coppée who wanted to ensure the classification and cataloguing of the archives produced by his family-owned holding company, comprising collieries, steel companies and other businesses. AVAE’s executive board is composed of business leaders, state archivists and university professors and its goal is to safeguard the archival heritage of large Belgian companies. The association is funded through a public-private partnership and employs private archivists to classify and catalogue the archive holdings entrusted to it. Most of the roughly 45 archive collections it manages, originating from dozens of Belgian companies, were donations and are preserved at the State Archives. Website: https://www.avae-vvba.be.31

Sauvegarde des Archives Industrielles du Couchant de Mons: The non-profit organisation Sauvegarde des Archives Industrielles du Couchant de Mons (SAICOM, Safeguarding of the Couchant de Mons Industrial Archives), established in 1987, mainly holds archives from collieries and metal working companies. The holdings are kept at the site of the Écomusée du Bois-du-Luc. Website: http://www.saicom.be.

Business Archives Associations
The archivists’ professional organisations VVBAD (Flemish Association for Librarians, Archivists and Documentalists) and AAFB (Association of French Archivists of Belgium) each comprise sections dedicated to business archives with archivists employed at public repositories or linked to private companies. They organise colloquia that address specific issues in the field. However, these working groups have not gathered for several years32. Websites: https://www.vvbad.be/ledennetwerk/archieven and https://www.archivistes.be.

Training for Business Archivists
The training programmes for historians who specialise in archives comprise courses that allow them to turn towards records management after their studies, and traineeships to be carried out at a private archive service, possibly within a company archive service. It is also worth mentioning the Association Belge de Documentation (ABD-BVD) which offers training in digital archiving.

National Provision for Business Archives at Risk
The Department of Archives Supervision of the State Archives was set up in 1971 and monitored business archives in jeopardy owing in part to its contacts with bankruptcy lawyers. This allowed it to save several archives of bankrupt companies, including the Compagnie des Bronzes. These contacts were continued during the 2000s by the Department of Private Archives in synergy with business archive guide projects, allowing the archives of airline companies and general contractors to be saved.

Finding Information on Business Archives
Business archive internet portals
Search: This search engine was launched in 2012 by the State Archives and allows users to discover the holdings it keeps and to access finding aids online. Website: https://search.arch.be/.

Archiefpunt: Initially created in 2004 as Archiefbank, upon the initiative of the Flemish community, this repository compiles information about private archive holdings, including business archives

31 All websites mentioned in this article were accessed on 15 June 2021.
32 The last meeting of the Werkgroep Bedrijfsarchief, created within the VVBAD in December 2000, took place in 2009.
Business archive surveys and guides

- C. Vancoppenolle, J. Derwael and D. Luyten, ‘Les entreprises’ in P. Van den Eeckhout and G. Vanthemsche (eds), Sources pour l’étude de la Belgique contemporaine, 19e-21e siècle (Brussels, 2017) 915-947
- A-C. Delvaux, Guide des Archives de la sidérurgie liégeoise (Brussels, 2012)
- S. Dehaeck and C. Vancoppenolle, Gids van bedrijfsarchieven in de provincie Oost-Vlaanderen (Brussels, 2011)
- S. Dehaeck and J. Derwael, Gids van bedrijfsarchieven in de provincie West-Vlaanderen (Brussels, 2008)
- J. Meert, Archiefgids voor de economische geschiedenis van de Denderstreek, 1850-1940 (Brussels, 2005)
- J. Buntinx, Gids van bedrijfsarchieven in Vlaams-Brabant (Brussels, 2001)

Sources of Advice on Managing Business Archives

- C. Vancoppenolle and B. Sas, Een succesvolle onderneming: Handleiding voor het schrijven van een bedrijfsgeschiedenis (Brussels, 2005)
Overview of Business Archives in Canada
Heather Ryckman, The Co-operators Group, Canada

Introduction

Business archives make up only a very small fraction of the totality of Canadian archives. Public archival institutions have been aware of the need to preserve business archives for over a century, and many have done so. However, with broad mandates that do not specifically target business records, these efforts have been sporadic and piecemeal. Additionally, Canadian corporations have not been obligated to maintain their records indefinitely and most view doing so as a business risk and an additional cost, rather than as a business benefit.

In 1968 the Business Archives Council was formed to encourage companies to value and preserve their records, but this was generally unsuccessful, and the Council was dissolved five years later. In 1976 the Association of Canadian Archivists (ACA) established a business archives section to advocate for the preservation of business records and in 1981 a report of the Consultative Group on Canadian Archives was published recommending that businesses be incentivised for preserving their records. Neither of these efforts was particularly effective in increasing the number of business archives and the ACA section was ultimately disbanded owing to a lack of member activity in the mid-2000s.

Today, a number of old-established companies continue to maintain long-standing in-house archives. Additionally, some younger corporations, such as Spin Master and Lululemon Athletica, are setting up their own corporate archives. It is hoped that endeavours such as these will broaden and enrich the scope of business archives in Canada and contribute to a more robust corporate archives landscape in the country.

Legislation Affecting Business Archives

There is no specific legislation affecting business archives. Federal and provincial acts governing corporations, such as the Canada Business Corporations Act, stipulate the records that must be created and the length of time they must be maintained, however there is no requirement for a business to preserve their records as archives or to donate them to an archival repository. There are also a number of pieces of compliance-based legislation, including tax laws and environmental regulations, that govern how long business records must be kept and some of these require a business to maintain certain records for a specified period of time even after the company has dissolved. The Library and Archives Canada Act provides similar guidance to federal government-owned corporations and outlines what records must be maintained and transferred to Library and Archives Canada (LAC) for preservation.

The Cultural Property Export and Import Act provides for tax incentives to entities who donate or sell historically or culturally significant property to designated historical institutions such as public archives. The act also provides some protection against business archives that have been appraised and designated as having national importance leaving the country, although in practice only business archives held within a public institution would be subject to such appraisal and designation.

Business archives are also subject to either federal, provincial, or territorial privacy laws and, depending on whether the repository holding the corporate archives is a public institution, they may also be subject to freedom of information legislation.

National Strategies and Policies on Business Archives

There are no national strategies or policies governing business archives. In addition to government records the national archives, Library and Archives Canada (LAC), as well as the provincial and

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34 See https://laws-lois.justice.gc.ca/eng/acts/c-51/.
terриториальные архивы могут приобретать деловые записи от образующихся корпораций, однако это не требуется, не предусмотрено политика и стратегия для ведения этого вида деятельности.

**Where Business Archives are Held**

Место хранения деловых архивов

Место хранения деловых архивов зависит от их типа: государственные архивы, университетские или академические архивы, или корпорации сами. Многие корпорации решают передать свои архивы в государственные или исследовательские институты для получения налоговых вычетов за донативную передачу архивов. В рамках государственных институтов, LAC (сайт: https://www.bac-lac.gc.ca/eng/) хранит большую часть деловых архивов. Некоторые коллекции включают архивы пивоваренного завода Molson и канадских железнодорожных дорог. Исторические документы Hudson's Bay Co, которые могут быть наиболее значимыми деловыми архивами в Канаде, хранятся в архивах провинции Manitoba (сайт: https://www.gov.mb.ca/chc/archives/hbca/).

Большинство корпоративных архивов управляются корпорациями, например, Королевский банк Канады и Инвестиционная корпорация Британской Колумбии, поддерживают свои архивы. Некоторые университеты и другие академические институты также приобретают деловые архивы и/или имеют деловые архивы в своих коллекциях. Примеры деловых архивов, хранящихся в университетах, включают архивы Canadian Tire Corporation и Labatt Brewing Co, оба хранятся в Университете Западной Онтарио, а также архивы MacMillan Bloedel, хранящиеся в Университете Британской Колумбии.

Небольшое количество деловых архивов управляется созданными ими корпорациями. Официальной статистики о количестве корпораций, которые поддерживают свои архивы, нет, но число, вероятно, меньше 36. Большинство этих внутренних архивов связаны с финансовыми учреждениями, включая банки, такие как The Bank of Nova Scotia и Canadian Imperial Bank of Commerce, и страховые компании, такие как Desjardins Group и Great-West Life.

**Business Archives Associations**

В Канаде нет специальных архивов для деловых архивов. Многие корпоративные архивы поддерживают членство в национальных или международных архивных обществах, таких как American Archivists (SAA), которые имеют большую базу корпоративных членов и предлагают обучение и специальные интересные группы для деловых архивов.

**Training for Business Archivists**

В Канаде нет обучения для деловых архивов или корпоративных архивариусов.

**National Provision for Business Archives at Risk**

Нет специальных мер для идентификации и защиты деловых архивов.

**Finding Information on Business Archives**

Департамент архивов Канады (CCA) поддерживает каталог архивов (сайт: http://www.cdncouncilarchives.ca/directory.html) который включает деловые архивы. SAA имеет каталог US и канадских корпоративных архивов (сайт: https://www2.archivists.org/groups/business-archives)

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35 Все сайты, упомянутые в этой статье, были последним размещены 17 июля 2021 года.
archives-section/directory-of-corporate-archives-in-the-united-states-and-canada-introduction) and the ACA and the provincial and territorial archival associations also have directories of members that include some Canadian corporate repositories.

At the national level, the Canadian Council of Archives maintains a database (see http://www.archivescanada.ca/) that provides access to the holdings of many Canadian archival institutions including some corporate archives. Individual repositories that are open to the public also maintain online catalogues and databases.

**Sources of Advice on Managing Business Archives**

Overview of Business Archives in China
Cai Yingfang and Yuan Rui, National Archives Administration of China, China

Introduction

The development of business archives
Since the establishment of the National Archives Administration of China in 1954, the management of business archives in China has started from scratch and expanded. Its development is roughly divided into four stages, namely, establishment, centralised and unified management, standardised management and information transformation. From 1954 to 1980, technical documents, drawings, and data were archived by enterprises. Following the promulgation of the Regulations on the Work of Scientific and Technical Archives in 1980, most of China's large and medium-sized enterprises and public institutions put in place measures for the management of scientific and technical archives. From 1981 to 1995, as documents kept increasing on financial accounting, administrative management, operation and sales, assets and property rights and human resources in the production, operation and management of enterprises, centralised and unified management of the business archives in China was put in place step by step in an effort to solve the problems caused by the decentralised administration of different types of corporate documents. From 1996 to 2013, the standardised management of the business archives of China continued to be enhanced, with a tiered management system connected by the relationship between holding and subsidiary enterprises being established. Since 2014, the business archives sector in China has entered a stage of information transformation. Most business archives started to be preserved electronically, rather than by conventional means. IT approaches and practices have been increasingly applied in the management of archives. Some enterprises have even built digital archive repositories.

Business archives supervision and guidance
A system of centralised control and divided level of management is instituted for archives in China. National Archives Administration conducts overall planning, organising, coordination, supervision and guidance in relation to business archives at a central level. The specific work is carried out by the Supervision Division of Business Archives within the Supervision Department of Economic and Technical Archives of the National Archives Administration. The local archives administration authorities at or above the county level are responsible for the overall planning, organising, coordination, supervision and guidance of business archives within their jurisdictions. Each enterprise exercises overall planning, organising, coordination, supervision and guidance of the archival work of its wholly-owned and holding companies according to the asset relationship.

China has established a comprehensive mechanism for the supervision of business archives. For example, National Archives Administration has released the Regulations on the Scope and Retention Schedule of Business Archives (2012), which requires enterprises to formulate or revise their own regulations on the scope and retention of various categories of documents archived in a timely manner. Pursuant to the Regulations on the Scope and Retention Schedule of Corporate Document Archives (2012), National Archives Administration conducts internal reviews on the scope of various categories of documents archived and the retention schedules for archive preservation at central enterprises' headquarters. The formulation of the Measures of Archives Inspection (2020) established the mechanism for the inspection of business archives based on risk monitoring, i.e. random selection of those to be inspected and the inspectors and public disclosure of inspection results. The mechanism has effectively promoted the openness, fairness and efficiency of business archives inspection. The mechanism of guiding business archives with Chinese characteristics has been established by enhancing regular guidance for the work through playing an exemplary role and helping develop closer exchanges and cooperation among enterprises. For instance, National Archives Administration conducts pilot projects on electronic records management and constructing corporate digital archives. National Archives Administration also collects and promotes innovative case studies of business archives management to make advanced experience and practice available, thereby facilitating the improvement of business archive work in China. National Archives Administration has also established business archives collaboration groups, dividing central enterprises and some private enterprises included in the scope of supervision and guidance into more than 10 collaboration groups based on their industries. Each collaboration group carries out one or two activities each year to learn from each...
other about archival work experience, which effectively promotes best-practice corporate archival work.

Legislation, Regulation and Standards Affecting Business Archives

National laws
In 1987 China promulgated the Archives Law of the People’s Republic of China, in the form of a Presidential Decree, and amended the law in 1996 and 2016. The 2020 revised Archives Law of the People’s Republic of China sets out the archiving scope of documents of state-owned and non-state-owned enterprises, management requirements for enterprises providing archives service, IT-based business archives and security requirements, and contents for supervision and inspection of business archives, in addition to specifying general requirements such as the responsibilities of business archives functions and archives management principles. Moreover, more than 30 laws governing industry management stipulate the scope and retention schedule of documents and materials that should be preserved by enterprises.

Departmental regulations

National Archives Administration has promulgated about 33 departmental regulations, such as the Regulations on the Management of Scientific and Technical Research Archives (2020), the Administrative Measures on Accounting Archives (2015), the Regulations on the Scope and Retention Schedule of Business Archives (2012), the Regulations on the Scope of Archives Collected by Various Categories of Archives at all Levels (2011), the Interim Measures for the Disposal of Archives for Assets and Property Rights Changes of State-owned Enterprises (1999) and the Interim Regulations on the Archives Management of Foreign-invested Enterprises (1994). Some local government regulations for archival work have also been formulated at the local level, such as the Regulations on the Administration of Archives of Bankrupt Enterprises of Liaoning Province (1997), the Regulations on the Administration of Archives Collection of Hebei Province (2012), and the Regulations on the Administration of Archives of Sino-foreign (Contractual) Joint Ventures of Guangdong Province (1990).


Standards
Categorised into national ones and archives industry ones, standards refer to guiding-principle documents for business archives, most of them recommended. Some national standards are related to archives, such as the Electronic Document Archiving and Electronic Archives Administration Regulations (GB/T18894-2016) and the General Requirements for the Composition of Scientific and Technical Archives (GB/T11822-2008); National Archives Administration has promulgated more than 80 archives industry standards, such as the Business Archives Standards (DA/T42-2009), the Regulations for the Administration of Securities Business Archives (DA/T79-2019), the Regulations for the Administration of Personal Insurance Business Archives (DA/T36-2007), the Regulations for Archives Service Outsourcing Part I: General Provisions (DA/T68.1-2020), the Regulations for Archives Service Outsourcing Part II: Archives Digital Service
A relatively well-established system of regulations and standards has provided the basis and guarantee for the development of China’s business archives. Most of the above-mentioned regulations and standards are available in the regulations and standards database section on the official website of the National Archives Administration of the People’s Republic of China (see https://www.saac.gov.cn/daj/fgbzk/fgbzk.shtml[37]).

National Strategies and Policies on Business Archives

China has always attached great importance to the development of the archives sector. Since 1986, China has formulated five-year plans for the development of the industry in parallel with the strategic plans for national economic and social development. The 14th Five-Year Plan for the Development of the National Archives Undertaking, released in 2021, specifies the development direction, main tasks, and guaranteed measures of China’s archives industry in the next five years, incorporating the relevant requirements for business archives. The Opinions on Enhancing Archival Work in Deepening State-owned Enterprise Reform, released by the National Archives Administration in 2019, is a national strategic document specifically targeted at the archival work of state-owned enterprises. Local archives administration authorities at or above the county level also put forward the goals and tasks of business archives development within their jurisdictions by formulating corresponding five-year plans for the development of archival undertaking or separate corporate archival strategies.

Where Business Archives are Held

Chinese enterprises have records offices, and some large enterprises even have archives, which are used for preserving all the archives created by these enterprises. China implements a tiered entry system for business archives. The archives of state-owned enterprises at or above the provincial level, which are preserved permanently, and the archives of state-owned enterprises at the municipal level (cities divided into districts), which are preserved permanently or for at least 30 years, should be transferred to the comprehensive archives of their jurisdictions 20 years after creation, while the archives of central enterprises’ headquarters should be kept by the Central Archives. The archives of the county-level state-owned enterprises which are preserved permanently or for at least 30 years should be admitted to the local comprehensive archives 10 years after creation. The archives of non-state-owned enterprises are not generally transferred to the archives; provided that these enterprises are closed or suspended, their archives of great preservation value to the state and society should be transferred to the national comprehensive archives of their jurisdictions or a local institution that is designed to keep archives of those closed or suspended enterprises. For instance, Suzhou Industrial and Commercial Archives Administration has received more than 2 million copies of archives from over 1,000 restructured enterprises in the city. Moreover, municipal archives in cities like Tianjin, Harbin, Changzhou and Nantong also accept archives of closed and suspended enterprises. Some enterprises which are not able to preserve their archives deposit the archives in agencies that provide paid services.

Business Archives Associations

The Society of Chinese Archives is an academic organisation assembled voluntarily by personnel and agencies engaged in archival studies. Its main tasks are to unite and organise the archive professionals across the country, carry out academic exchanges, foster academic development, promote scientific knowledge on archives, disseminate advanced technologies, improve science and technology, and serve the development of the archival undertaking. Its subordinate Business Archives Academic Committee is one of its seven professional academic (technical) committees, focusing on related academic activities in the field of corporate archives. The Society of Chinese Archives is a member of the International Council on Archives (ICA) and the East Asia Branch of the International Council on Archives (EASTICA). For more information about the Society of Chinese Archives, refer to its official website at http://www.idangan.cn/.

[37] All websites mentioned in this article were accessed on 17 May 2021.
Training for Business Archivists

In addition to the training provided by enterprises for their archive professionals, the Cadre Education Centre of the National Archives Administration, the only national training institute of its kind directly under the Administration, also occasionally organises targeted training sessions for business archives professionals across the country, including on-the-job training and continuing education in archival science. In 2021 the Centre plans to launch public welfare lectures on the development of the archival undertaking during the 14th Five-Year Plan period for principals and leaders in charge of relevant work at archives departments at or above the county level, organs of the CPC Central Committee and the State Council, and central enterprises; provide on-the-job archives professionals training programmes for those who have newly taken up the post of archival work and those who have no relevant academic background; and offer the digital business archive repositories development training courses for all business archives professionals. For more information about the training offered by the Cadre Education Centre of the National Archives Administration, refer to its official website at http://www.saacedu.org.cn/.

National Provision for Business Archives at Risk

Many of China’s archival administration regulations put forward requirements for the handling of risks in business archives administration. The Regulations on Business Archives Administration (2002) require all enterprises to properly handle risks in archives security management caused by lack of management and underdeveloped archives preservation facilities and equipment. Article 22 of the Archives Law of the People’s Republic of China (2020) stipulates that ‘The owners of archives that are formed by entities such as non-state-owned enterprises and are of important preservation value to the state and society or should be kept confidential shall properly keep such archives. If archives may be severely damaged or are unsafe since preservation conditions fail to satisfy requirements or for any other reason, the archives administration at or above the provincial level may provide assistance, or upon consultation, take measures to ensure the integrity and safety of the archives, such as designating an archive to keep the archives on the owner’s behalf; and when necessary, in accordance with the law, purchase such archives or requisition by purchase.’ In addition, Article 7 of the Archives Law of the People’s Republic of China (2020) specifies that ‘the state shall encourage the public’s participation in and support for the archival undertaking.’ The participation of third parties, especially archives service agencies, also to some extent reduces archival security risks caused by enterprises failing to meet the conditions for carrying out archival work. For more information about the national regulations on handling risk in business archives administration, refer to the regulations and standards database section on the official website of the National Archives Administration of the People’s Republic of China at https://www.saac.gov.cn/daj/fgbzk/fgbzk.shtml.

Finding Information on Business Archives

In China most business archives only provide archives for internal use and there are generally no online search portals for archival retrieval, access or use. The archives can be accessed through published archival compilation materials or by direct consultation.

There are online search portals for some public access business archives. For example, the online search portal for the public access archives of China Merchants Group Ltd archive can be found at http://1872.cmhk.com/. Some public access business archives kept in the provincial, municipal and county level comprehensive archives can be obtained through their websites. The web addresses of the provincial comprehensive archives can be found via the official website of the National Archives Administration of China (at https://www.saac.gov.cn/). Some archives that keep the archives of local closed or suspended enterprises have online search portals for public access archives, such as Suzhou Industrial and Commercial Archives Administration (at http://221.224.13.56:81/gsdaglzx).

Sources of Advice on Managing Business Archives

The Supervision Division of Business Archives of the Supervision Department of Scientific and Technical Archives of the National Archives Administration can provide further information on China’s business archives. The business archives guidance office of the archives administration departments
above the county level can also provide consulting on archival work for enterprises within their jurisdictions. Meanwhile, some books published by the archives administration authorities can provide references for related work, such as the *Implementation Guidelines of the Regulations on Business Archive* (2010) and the *Explanations on the Regulations on the Scope and Retention Schedule of Business Document Archives* (2020), both edited and published by the National Archives Administration.
Overview of Business Archives in Finland
Jarmo Luoma-aho, The Central Archives for Finnish Business Records (Elka), Finland

Introduction

The oldest surviving Finnish business archives date from the 17th century, but these are exceptional. Small ironworks, sawmills and different kinds of craft workshops were amongst the oldest industrial facilities in Finland of which some grew into greater industrial production.

Modern industrialisation in Finland began in the mid-19th century, when many of the restrictions constraining industrialisation were removed. In the beginning, many of the factories were small independent family firms. Some of these companies grew gradually into large corporate groups with several different branches of activity. The rather small Finnish markets required such enterprises to become international and to seek global growth. This has also led many foreign enterprises to expand by buying Finnish enterprises. In addition to the western markets, eastern trade, especially with the Soviet Union, was financially significant to Finland after the Second World War up to the collapse of the Soviet Union.

Basic industries are still important to the Finnish economy, although the share of service industries is rising. In the early 2000s an electronics industry boom began in Finland, largely due to the success of Nokia. Nokia had lost its market-leading position to other phone manufacturers by 2010, and the company’s contribution to the Finnish economy diminished. However, the technology industry still has a strong position in the foreign trade of Finland. Finland no longer depends on forestry which has lost its place as the most significant export industry and several old-established paper mills have been shut down. On the other hand, global online trade has increased demand for cellulose and packaging board.

Industrialisation and the rise in living standards created demand for different types of services. From the early 19th century several savings, cooperative and commercial banks, insurance companies, private stores and cooperative stores, dairies and food factories were established in Finland. The companies specialised in textiles, shoes, glass and ceramics that focused largely on the domestic market and many were still going strong until the 1980s. Certain consumer brands still exist, but their production processes have moved abroad. From the end of the 19th century, as society became more complex and workers more organised, various national and local employer and employee organisations in different industries were established in Finland.

It is difficult to estimate how much of the archived material of these companies and organisations still survives on a nationwide scale. In Elka’s experience, companies, especially family-owned enterprises, are generally aware of their history and do not destroy historical records before receiving an assessment from an expert on which records should be protected. These assessments are typically performed whenever a change occurs, such as the cessation of operations, a corporate acquisition or a move to new premises. Digitalization has, however, reduced the importance of physical archives.

There are very few business archivists left in Finland. A person appointed to another role may be given responsibility for managing collections of historical business records. However, digital information management still requires expertise in records management as the professional focus changes from the analogue to the digital world.

Legislation Affecting Business Archives

In Finland The Archives Act (831/1994)\(^\text{38}\) legislates for the management of the records and archives of government, municipalities, and other state-related institutions, including the Bank of Finland. It also allows the National Archives to keep a register of archives, which are preserved in its premises, including private archives.

\(^\text{38}\) See https://www.legislationline.org/download/id/1244/file/d79f42a78c20ace1b22935d4971e.pdf.
There is no such law concerning private archives, but there are some special laws that affect private archives. For example, accounting legislation which binds enterprises to retain their accounting records for a prescribed period of time.

In Finland, private archives are a fundamental part of the national archival structure. There are 11 private archives which get statutory state aid according to the State Aid for Private Archives Act (2006). The Central Archives for Finnish Business Records (Elka) is one of those private archives. The aim of the act is to save important private records as well as public records to diversify understanding of Finnish history. The statutory state aid is up to 80% of the reasonable expenses of the private central archive. These reasonable expenses are based on advice from the National Archives and the amount of funding available each year.

**National Strategies and Policies on Business Archives**

There is no national strategy for business archives in place in Finland. Instead, the National Archives and the previously mentioned 11 state-subsidised private archives have agreed on a common record acquisition policy. The aim is that historical records belonging to certain sectors of society are directed to the private archive responsible for that sector or to the National Archives. Elka is responsible for acquiring records concerning business sector firms and organisations. Other memory institutions are also included in this acquisition policy because those institutions also have private records amongst their holdings.

**Where Business Archives are Held**

In Finland there is no Act that requires owners to permanently preserve private records. It is private persons, organisations or companies’ own decision as to whether they save their archives or destroy them. If companies want to support scientific research or other cultural purposes by depositing or donating their historical records, there are a number of available options depending on where they want their archives to be held and which memory organisation is willing to take the material.

Elka, established in 1981, is the only national archive in Finland that stores the historical records of business permanently. Elka’s aim is to secure the preservation of historical information and traditions related to Finnish business life. The material stored in Elka is intended to be utilised by all, including researchers in current and future academic disciplines. For this purpose Elka collects, processes and makes available records generated by the activities of companies, private persons, associations and organisations. Such records include drawings, maps, photographs and various audio and video recordings. Elka maintains a digital repository and accepts digital-format archives. Developing digital archiving has been an important investment to ensure the continuity of record keeping for future research and has been a response to customers’ demands for more digital services. Elka is funded 80% by the National Archives, 10% by the city of Mikkeli and 10% by selling services to companies and users. Elka holds more than 3,500 separate corporate, organisational and personal archive collections. Archival material broadly represents Finnish business life and deposits are made from all over the country. The dates of documents span several centuries right up to the present day.

Website: https://www.elka.fi.

Design Archives was founded in 2010 to document and promote research on Finnish user-centric design. It operates in conjunction with Elka. Design Archives receives records from designers, design agencies and companies. The material includes contract and project documents, negotiation memoranda, brochures, drawings, pictures, models, prototypes and finished products. Design Archives also offers information services for users of design records.


Music Archive, established in 1990, collects archives relating to Finnish popular music. In accordance with their respective acquisition policies, Elka focuses on large music companies and Music Archive on the artists and small sole-trader businesses.

Website: https://musiikkiarkisto.fi/music-archive-finland.php.

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39 All websites mentioned in this article were accessed on 25 May 2021.
The National Audiovisual Institute (KAVI) preserves Finnish films and radio and television programmes. KAVI is an institute reporting to the Ministry of Education and Culture. Its collections include the advertisements and promotional films of Finnish companies.
Website: https://kavi.fi/en/.

An office of the National Archives and the digitisation centre of the National Library of Finland are, like Elka, located in Mikkeli. The South-Eastern University of Applied Sciences, also in Mikkeli, has a digital information management centre of excellence and education. Cooperation between the parties takes place in the Memory Campus cluster. Elka is a member of the cluster.
Website: https://mikseimikkeli.fi/memorycampus/?lang=en.

Businesses in Finland can manage their own archives or purchase storage space from commercial service providers. There are some companies, such as Nokia, UPM, Nordea and OKO-bank, which have full-time professional archivists or record managers to take care of their archiving process. However, the typical company archive is a storage area where non-active records are stored without any archival planning. Third parties, such as Elka, are typically opted for when the operations of a business cease or the business moves to smaller premises. Digitalization has, however, reduced the demand for physical archive facilities.

Some business archives have also been deposited in the repositories of the National Archives, particularly records of significant national or local historical value prior to the establishment of Elka in 1981. Currently the National Archives directs its new business archive enquiries to Elka, although accretions to pre-existing collections are deposited at the National Archives.

Municipal archives, small local archives, museums and libraries also store some business archives. Memory institutions that record the history of an area or are otherwise positioned to record the history of a specific sector can also be interested in certain business records. For example, the City Archives of Helsinki hold the old local company archives of Ab Gottfrid Strömberg Oy (later part of ABB Group) which became a large nationwide company. Finnish museums in particular tend to accept company records selectively in accordance with their interests, for example accessioning photographs and drawings but typically being less interested in complete archive collections.

**Business Archives Associations**

The Finnish Business Archive Association (Liikearkistoyhdistys) was founded in 1960 and has since established its position as an expert information management organisation. Nowadays, the majority of its members are from organisations other than businesses. The association publishes the quarterly *Faili* magazine and arranges an annual basic information management course and theme days. The Association’s records retention period recommendations have been popular, and many companies have used them as an appraisal tool.
Website: https://www.liikearkistoyhdistys.fi/.

The Private Archives Association, established in 1999, is a partnership organisation of nine state-subsidised central archives, including Elka, and aims to promote contact and co-operation within the archives sector and the creation of international contacts.
Website: http://www.yksityisetkeskusarkistot.fi/private-archives-association/.

The Society of Finnish Archivists, founded in 1947, is a membership organisation which focuses on the management of archives of the public administration, but it also supports the management of private archives.
Website: http://arkistoyhdistys.fi.

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41 The recommendations are part of the Association’s publication *Säälyykö sähköinen?* (*Does digital save?*) (2018), published only in Finnish.
Training for Business Archivists

The Finnish Business Archive Association arranges two basic information management courses and theme days every year. Employees of businesses have taken part in these. The association also arranges a two-day business archive conference every fourth year.

The National Archives and Kunnallisarkistoyhdistys (municipal archive association) also provide training, although it is more focused on the themes of public administration document management.

The University of Tampere offers a master’s degree in information studies and the South-Eastern Finland University of Applied Sciences in Mikkeli offers a master’s degree in information management and digital archiving. It is also possible to complete courses in document management at certain other institutions of higher education.

National Provision for Business Archives at Risk

Elka's strategy is to proactively remind companies about the importance of their archives and to encourage them to contact Elka if they are uncertain what to do with old records in their holdings. Elka communicates with companies directly, for example via the central administration and branches of the Confederation of Finnish Industries (EK), courtesy of the Confederation’s communication department. The key aim is to increase awareness of Elka in business life. Elka also contacts company liquidators if important archives are at risk but has found it far better to co-operate with such companies about their historical records before they fail. Networks are also important. Colleagues, researchers, clients, social media followers, and others not only promote Elka’s services, but also sometimes make contact if they become aware that important archives are in danger of being destroyed.

Finding Information on Business Archives

Elka provides a year-round researcher service and an online catalogue where the metadata of stored records and digital materials can be browsed. Elka used also to keep a national register of business archives but gave up gathering data from memory organisations and companies as updating the register became too difficult. Website: https://www.elka.fi/index.php/en/research/database.

Finnish memory organisations (non-profit public libraries, archives and museums) have a common user interface relating to their metadata, in some cases including digital copies of the records. The platform is called Finna and it is financed by the Ministry of Education and Culture. Finna harvests data from the software applications of memory organisations and if there is any data relating to business life it appears in the search results. An interface between Finna and Elka’s archive application software is under construction (2021). Website: https://www.finna.fi/?lng=en-gb.

Businesses rarely have full-time archive managers or proper research services available to researchers and decide how to process received enquiries on a case-by-case basis.

Sources of Advice on Managing Business Archives

Säilyykö Sähköinen? (Does Digital Save?) (2018), published by the Finnish Business Archive Association, contains several articles relating to records management. The book also includes recommendations on the retention periods for business records.

The Association also publishes the quarterly Faili magazine that provides current information about digital records management and issues faced by the archive community. The magazine is the only periodically published professional magazine in the field of archives in Finland.

Elka has a member on the education team of the Finnish Business Archive Association who is one of the education trainers. Elka advises organisations in almost every customer contact. Questions are mostly about appraisal, such as which material should be permanently saved and sent to Elka and which can be destroyed.
Overview of Business Archives in France
Roger Nougaret, Association pour l'Histoire de BNP Paribas and CTHS, France

Introduction

France's tradition of state intervention in economic matters and its concern to preserve the nation's heritage explain why the first initiatives in support of historical business archives were undertaken by public archives. In the 1920s, Charles Schmidt, Inspector General of Archives, led a campaign, which included an appeal in the famous historical review Les Annales, to try and make people more aware of the issue. In 1949, a department of business records was created within the National Archives; its first curator, Bertrand Gille, a pioneer in financial, economic and technological history, saved a large number of collections and developed a classification or filing system which is still of use today. However, due to a lack of funding by the State and of interest on the part of businesses, the original ambitious aims were far from being completely fulfilled, particularly in the area of collecting deposits from nationalised companies.

The 1980s saw a real renewal of interest, both because of the government's ambitious cultural programme and a revaluation of the image of business in society in general and more particularly in the eyes of historians. After a national survey of business records in 1983, a business records centre – the Centre d'Archives du Monde du Travail (CAMT), today known as the Archives Nationales du Monde du Travail (ANMT) – opened in 1993 at Roubaix, in the north of France.

With regard to private companies, we have evidences of an early organisation of records, particularly in banks where decisions to build special repositories were taken at the highest level (board of directors); the buildings were considered interesting enough to be published in architectural magazines (Crédit Lyonnais in 1891, Paribas in 1930).42 The year 1943 saw the board of the Banque Nationale pour le Commerce et l'Industrie (a predecessor of BNP Paribas) discussing the issue of microfilming the records.

But the first comprehensive vision of archives in private companies – i.e. linking records and archives management – appeared in the 1970s. Maurice Hamon, previously an archivist in public archives, set up the first pioneer department in the Compagnie de Saint-Gobain Pont-à-Mousson in 1974. Since then, other companies have taken on professional archivists, a phenomenon which increased in the 1990s. The business records section of the Association des Archivistes Français (Association of French Archivists) has now more than 400 members; however, not all of them work in businesses.

One of the noticeable trends of the 21st century is the rapid expansion, concentration and professionalisation of private storage companies to whom businesses hand over the conservation of their documentation in an effort to save money or to focus (or re-focus) on their core business. The judicialisation of the business world has increased, mainly under US influence, and has proven the necessity of properly preserving archives, sometimes over the very long term. The widespread use of business continuity planning has pointed to the need for a good records management and archive keeping in order to document any process at stress. Digitisation is of course one of the main challenges companies and their archivists are dealing with. Some companies like Saint-Gobain, La Poste, Safran or Electricité de France have already developed electronic document and records management systems (EDRMS). Many business archives departments are now present and active on social networks through Twitter, Instagram or Linkedin; some, like BNP Paribas with Source d'histoire (Well of history), have set up websites dedicated to their historical collections and history.43

Legislation Affecting Business Archives

The last French law on archives, promulgated in 2008 and codified in Code du Patrimoine (Heritage Code), applies mainly to public records. Business archives are considered as private, even for

43 On current issues of business archives, one can refer to a recent issue of the Gazette des archives, 260 (2021), 'Les archives et l'histoire d'entreprises: questions actuelles'.

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state-owned companies, except for public institutions (‘établissements publics’) in industry and commerce.44

The main clauses of the law and its decrees of application refer to the definition – a wide one – of records, their imprescriptible character, the state control, the transfer of records to public record offices and the access to records. The law stipulates that most documents are freely accessible; the period of confidentiality is 25 years for Government deliberations, business secrecy, money and public credit; this becomes 50 years for documents which relate to someone’s private life and state security.

Private records are defined (articles L211-5 of the Code) as those which are not public. Behind this apparent simplicity lie problems of interpretation because the records of the numerous private organisations which provide a public service must conform to the rules governing public records. As in the case of historical monuments, the law (articles L212-15 to 29) lays down a system of listing for private archives which are of great historical importance, forbidding their destruction or export without authorisation. The archives of private companies such as Schneider or l’Imagerie d’Epinal, or, more recently, the Casino Group (retail trade) have been listed as national heritage according to this system.

One important law which concerns business archives is the law of 25 January 1988 (modified and codified, article L212-30) on legal liquidation: it stipulates that the liquidators must inform the administrative authorities before selling or destroying any of the archives. Finally, the different legislative codes (civil code, work, commerce, taxation, and so on) should be mentioned as they cover all the measures concerning conditions for the conservation of records.

Data protection has been one of the critical themes of the last few years and a major issue for companies, following the publication of the GDPR (General Data Protection Regulation) by the European Commission: this regulation was transcribed into French law in 2018. Companies had to comply quickly or face heavy penalties. While the legislation now strictly limits the retention of personal data, it authorises perennial conservation in the ‘public interest’, but only for public archives. However, in the case of private company archives, personal data may be retained indefinitely, under certain conditions, for ‘historical research purposes’. This has forced archivists to work with Chief Data Officers (CDO) to identify and declare the categories of records that can benefit from this regime, whether they are internally stored records or data published on the internet.45 Sometimes, due to his/her responsibilities and position in the organisation, the archivist can also be the CDO.

National Strategies and Policies on Business Archives

There is no real national strategy on business archives in France; however, the Archives Nationales du Monde du Travail, which plays a national role in the collection of the historical archives of businesses (see below), aims to be at the heart of a business archives fonds knowledge network, thanks in particular to the internet portal FranceArchives (see https://francearchives.fr/46).

Where Business Archives are Held

All companies employ staff to manage their records and archives departments have become increasingly professional. A large number of mergers and acquisitions have occurred in the last 20 years, but this has not been detrimental to archives since, most of the time, bigger archival units were constituted or historical archives were given to public repositories (mainly ANMT). The companies mentioned below have professionally managed archives open to researchers:

- **Aeronautics**: EADS, Safran Aircraft Engines.
- **Automotive**: in this sector of particular note are the initiatives to save records of historical interest, both by companies such as Renault, with its history department, and associated bodies such as Fondation Marius Berliet pour l’Automobile and l’Aventure Peugeot.

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46 All websites mentioned in this article were accessed on 2 June 2021.
• **Banks**: Banque de France, BNP Paribas, Caisse des Dépôts et Consignations, Caisses d'Epargne-Banques Populaires, Crédit Agricole (which holds Crédit Lyonnais and Indosuez collections), HSBC France, Société Générale.

• **Building materials**: Saint-Gobain.

• **Chemicals and pharmacy**: Institut Pasteur, Laboratoires Fabre, Sanofi, Total.

• **Department stores**: Galeries Lafayette, Printemps.

• **Energy**: Commissariat à l’Energie Atomique, Compagnie Nationale du Rhône, Electricité de France.

• **Insurance**: Allianz France.

• **Metal industry**: Arcelor-Mittal, The Académie François Bourdon in Le Creusot (responsible for the Schneider's archives), Institut pour l'Histoire de l'Aluminium.

• **Mines**: Centre Historique Minier de Lewarde, Bureau de Recherches Géologiques et Minières (BRGM)

• **Services**: Institut National de la Propriété Industrielle (INPI, for patents), Orange (telecom), La Poste.

• **Transport**: Aéroports de Paris, Air France, Régie Autonome des Transports Parisiens (RATP), Société Nationale des Chemins de fer Français (SNCF).

• **Chambers of Commerce**: although these are not strictly companies, chambers of commerce are closely linked to the business world and contain a rich source of documentation for economic history. Dating back several centuries in the case of the oldest chambers (Marseilles, 1650), they generally have organised archives, especially in the case of the larger chambers, such as those in Paris, Marseilles, Lyons, Toulouse and Bordeaux.

The Archives Nationales du Monde du Travail (ANMT) at Roubaix, opened in 1993 under the name Centre des Archives du Monde du Travail, was intended to be, when the idea was initially thought of in 1983, the first in a series of regional centres for business records which would bring together archive material from businesses and from trade unions or other bodies associated with the business world such as the ‘mutuelles’ (friendly societies). This centre has 48 kilometres of shelving and is equipped with a reading room for up to 50 researchers, as well as various pieces of technical equipment and cultural aids. However, the other centres have not been built, due to a shortage of money. Consequently, ANMT at Roubaix has been entrusted with a national responsibility since, as well as receiving deposits of records from the North of France, it has also taken over the collection of business records which had previously been kept in the National Archives in Paris. It is now a national institution on the same level as the National Archives. With this rapid growth in the number of its collections, ANMT plays a major role in the development of research into economic and social history.

Regional record offices (there are 101 regions – ‘départements’ – in France) are interested, like the National Archives, in business records; they all conserve deposits of this type and certain regions have shown a great enthusiasm for collecting such records. Examples include the records of shipowners in the regional archives of Loire-Atlantique, l’Ille-et-Vilaine and the Gironde; the records of the Allevard ironworks in the Isère; and the collection of the Société des Caves et Producteurs de Roquefort (cheese) in the Aveyron. The Centre of Business and Architecture Archives, an annex of the departmental archives of Seine-Maritime in Rouen holds 15 kilometres of private papers. Local record offices have grown particularly in the last 20 years, but they readily accept business records (for example, those of the company Champagne Pommery are kept in Reims Record Office). The municipal archives of Mulhouse keep all the collections of business archives gathered by the former CERARE (Centre Rhénan d'Archives d'Entreprises), a structure which, from 1983 to 2009, safeguarded the documentary evidence of the industrial heritage of the Alsace region. In 2016, the municipal archives of Saint-Etienne signed a convention with Casino Group for the deposit of the historical archives of this important retail firm. However, it is important to point out that the national, regional and local record offices are public services and therefore only accept historical records.

**Business Archives Associations**

In France, there is no professional body devoted exclusively to business archives. However, the Association des Archivistes Français, created in 1904, has had a Section for business archives since 197447. The activities of the Section, which has around 400 members, consist of meetings which take

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47 [https://www.archivistes.org/-Section-Archives-economiques-et-d-](https://www.archivistes.org/-Section-Archives-economiques-et-d-)
place at least twice a year, during which a visit to a record office or a company is organised; working
groups on such special topics as outsourcing, appraisal, moving archives, electronic records and
security; and publishing.

In addition, Association members receive the Association magazine *La gazette des archives* (created
in 1933) which consists of articles on collections, book reviews and discussion of articles which have
appeared in foreign publications; certain issues or articles are devoted to business records. A
newsletter, *La lettre des archivalistes*, gives details of news concerning the profession. In 1984 the
Association set up a training centre where archivists who deal with business records can both receive
training and lead training sessions according to their level of experience.

In 1996 some outsourcing companies working in the field of records management created the PAGE
association, in order to improve the quality of service. A national standard on records outsourcing
was then elaborated in 2001.

On the records management side, it is worth mentioning the Club des Responsables de Politiques et
Projets d’Archivage (CR2PA), an association set up in 2008 which promotes best practices through
workshops, publications, a website with a blog and MOOCs.

Training for Business Archivists

In France, none of the institutions which offer training for archivists specialise solely in business
records. The Ecole Nationale des Chartes, formed in 1821, trains archivists (curators) for public
record offices. The first business records archivists were trained by this ‘grande école’ and have
transferred and adapted traditional French archival practice into businesses. In the face of the
growing needs of local communities and businesses, courses on archive administration have been set
up by the universities: the first one was Mulhouse in 1978 and there are now around a dozen all over
France. They deliver diplomas which are generally at masters level.

The Centre de Formation (training centre) of the Association des Archivistes Français regularly
organises courses which concentrate particularly on the organisation or computerisation of an
archive, historical records, new technology and business archives. The Club des Responsables de
Politiques et Projets d’Archivage (CR2PA) proposes training sessions and MOOCs on electronic
records, emails archiving and so on. Finally, the advisory companies on archives and documentation
offer a wide range of training sessions: archivists can choose between simple publicity
demonstrations and more in-depth courses.

National Provision for Business Archives at Risk

Except the legal disposition for listing some important archival fonds as national heritage (see above),
there is no general provision for archives at risk.

Finding Information on Business Archives

Directories

No proper directory of business records exists in France; it is necessary to refer to the (incomplete)
directory published by Service Inteministériel des Archives de France at
https://francearchives.fr/services.

Guides

The online presentation of collections has dramatically increased in recent years and many of the
erlier printed guides are now obsolete. Nevertheless, some introductions remain useful and are not
always reproduced on websites.

National guides: The collections in the National Archives have been described by Bertrand Gille,
Isabelle Guérin-Brot, Françoise Hildesheimer and Bertrand Joly in the three volume *État sommaire*

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50 A directory can be found on the France Archives website at https://francearchives.fr/fr/article/38055.
des archives d'entreprises conservées aux Archives Nationales (Archives Nationales, 1957, 1977 and 1995). In addition, there is L’état sommaire des archives d'associations conservées aux Archives Nationales (Archives Nationales, 1990) by Françoise Hildesheimer and Bertrand Joly. Since all the collections have been transferred to the Archives Nationales du Monde du Travail (ANMT), excellent finding aids can be found on the comprehensive ANMT website at https://archives-nationales-travail.culture.gouv.fr/.

With the opening of archives related to the Second World War, research on French businesses during the period developed. Conferences on players and archives were organised by a research group of CNRS (National Centre for Scientific Research) and the edited papers can be considered as guides:

The review *Entreprises et Histoire*, launched in 1992, devotes a column to archive news and to collections recently made available to researchers.

**Sectoral guides:** The development of business archives and historical missions paved the way for the edition of guides which often go further than one company alone, embracing entire sectors like electricity, transport, tobacco or insurance:
- On the sources of aluminium history, an excellent website has been developed by the Institut d'Histoire de l'Aluminium at http://www.histalu.org/centre-de-ressources/fonds-darchives/archives-de-liha/.

**Regional guides:** It is worth consulting the general guides published by the different regional record offices as nearly all French regional record offices (‘Archives départementales’) have published a guide or give information through their websites (addresses can be found in the national directory mentioned above). As the former national database, ‘Bora’ (ie Base d’Orientation et de Recherches dans les Archives) is no longer enriched, it is necessary to refer to the European portal ‘Archives Portal Europe’ (http://www.archivesportaleurope.net/) to make a global search.

**Sources of Advice on Managing Business Archives**

The archives associations mentioned in the section above all offer forums, courses and publications. The Association des Archivistes Français regularly updates its *Abrégé d’Archivistique* (Paris, 2019), a handbook of 348 pages, currently in its 4th edition, which provides essential and practical notions on archival science although it is not restricted to business archives.
Overview of Business Archives in Germany
Dr Karl-Peter Ellerbrock, Westphalian Business Archive (Westfälisches Wirtschaftsarchiv), Germany

Introduction

The essential structures of business archives developed in Germany prior to 1945.51 Parallel to the methodological changes that began in German historical studies at the end of the 19th century, the call to go back to the sources also became louder for the field of written material on the economy and demands for the establishment of business archives increased. This paradigm shift was significantly promoted by the first major methodological dispute, which was triggered by a sharp review by Georg von Below of the first three volumes of a German history by Karl Lamprecht in a historical journal in 1898.52 Lamprecht, a student of Wilhelm Roscher, the decisive founder of the older historical school of economics, broke with the traditional view of the ‘great powers’ and the ‘great men’ who ‘make’ history as understood by Leopold von Ranke, and advanced a focus on social, economic and cultural issues. After completing his doctorate in Leipzig, Lamprecht became private tutor to the Cologne banker Wilhelm Ludwig Deichmann, who, as managing partner of A. Schaaffhausen’s Bank Association and co-founder of the Cologne bank Deichmann & Co, was one of the leading financiers in the industrial development of the Ruhr area. It was there that Lamprecht got to know the industrial pioneer Gustav von Mevissen and the new way of life of the upcoming bourgeoisie, which would have a lasting impact on his later academic work and, not least, a strong influence on the ‘nouvelle histoire’ founded by Marc Bloch and Lucien Febvre.

According to Klara van Eyll’s still authoritative account of the history of the development of business archives in Germany, Lamprecht, in contrast to his student Armin Tille, who in 1905 in his basic work showed the ‘necessity of creating own archives for the economy and made specific suggestions’, did not take any significant initiatives of his own to establish economic archives. However, he did prepare the academic breeding ground. For example, the symbolic invitation to Gustav Schmoller, one of the leading representatives of the Historical School of Economics, to give the main lecture at the second German Historians’ Day in Leipzig in 1894 caused a sensation.

Another important, even if at the time rather marginal, impetus for the establishment of business archives in Germany was Richard Ehrenberg, who founded the Thünen Archive in Rostock in 1901 and, after extensive research, found the records of the economist Johann Heinrich von Thünen (1783–1850) and handed them over to the Rostock University Library. In addition to the Thünen Archive, the Schmalenbach Archive, which was also established as a foundation and funded by the Cologne Chamber of Commerce through an annual grant, was created in 1904/05 at the Cologne Commercial College, and included the private collection of stock corporation balance sheets of the economist Eugen Schmalenbach (1873–1955). Ehrenberg became an important thought leader of the first company archives when he presented his study Grosse Vermögen (Large Fortunes) in which he examined the Fugger, Rothschild and Krupp families: ‘I have no unprinted material at my disposal for the time being’, regretted Ehrenberg, who referred to the relevant monographs by Baedeker and Frobenius on Alfred Krupp as well as the ‘socio-political travel sketch’ by Wilhelm Kley, though they did not allow him ‘a full insight into the innermost workshop of economic creation’.53 That was to change fundamentally in 1905 after the Krupp Historical Archive was founded. The socio-economic business studies initiated by Ehrenberg brought the company, in line with the founding concept of the archive as knowledge management, a concrete added value for the strategic realignment of Krupp’s business organisation.54 In fact, the Krupp Historical Archive was founded on the initiative of Adolf Lauter, head of the Fried news bureau of Krupp AG, after Alfred Krupp suggested in a letter to the ‘Procura’ (the corporate management of Krupp) in 1871 that a ‘collection of the most important and fundamental documents for reasons of usefulness’ should be created, which should serve as

guidelines for future corporate management'. In 1875 an invoice revision bureau and a central registry were added, which recorded all incoming and outgoing documents in lists, created material or correspondence files from individual business transactions and soon grew into the role of ‘an information store for the past’.

Driven by the idea of a historical publication for the centenary of the Krupp company, which was founded in 1811, Lauter initiated the establishment of a history department, at the heart of which was a historical archive. On the initiative of Margarethe Krupp, a collection of historical documents from family property was also created, which was handed over to Lauter at the end of 1905 and has since been looked after by the Krupp Historical Archive and managed as the Krupp Family Archive. 

In 1907, with the Siemens archive in Munich and the Bayer archive in Leverkusen, further important company archives were founded in Germany. When in the 1930s, under the National Socialist regime, companies were threatened with the compulsory surrender of their historical records into state custody if their own archives could not be proven, numerous archives were founded, especially in the coal and steel industry. First and foremost, the Vereinigte Stahlwerke AG, whose General Director Ernst Poensgen was personally involved. In 1938 he hired Hedwig Behrens as a full-time clerk for works archive issues, who from then on headed the newly-created advice centre for works archives and who made a special contribution to archiving business records.

Armin Tilles’ writings from 1905 led to the founding of Regional Business Archives because he developed the idea of establishing an ‘economic district archive’ for ‘the entire Lower Rhine-Westphalian economic area’, for which he developed an initial, albeit vague, documentation profile, at the centre of which were the holdings of the chambers of commerce. Only such a large economic area, he wrote, ‘in all its manifestations of life including agriculture and handicrafts represents a cultural unit.’ The pioneering Rheinisch-Westfälische Wirtschaftsarchiv in Cologne, founded in 1906, was followed around the same time by the foundation of the Southwest German Business Archive in Saarbrücken. In the 1930s, under the National Socialist regime, companies were threatened with forcibly surrendering their historical records to state archives, after Albert Brackmann, Director General of the Prussian State Archives and, since 1935, also director of the Reichsarchiv, submitted ‘proposals for the reorganisation of the German archives’ and demanded the supervision of the non-state archives and thus also of the archives of the economy. His successor from 1936, Ernst Zipfel, continued these efforts but failed with various drafts for a law for the protection of archival material, which would have expressly allowed easy access to files kept in companies. The Second World War led to irretrievable losses, the Saarbrücken Institute for example did not survive the Second World War. On the other hand, in 1941 the war did lead to the establishment of the Westphalian Business Archives (WWA – Westfälisches Wirtschaftsarchiv) in Dortmund, initially to protect the valuable historical records of the Westphalian industrial area and the Märkische area from imminent Allied bombing. The establishment of WWA was a last, albeit small, bastion of resistance to the complete harmonisation and functionalisation of the Dortmund Chamber of Commerce by the Nazi state, which also planned to penetrate the historical records of the chambers of commerce. After the Second World War, the WWA was continued as a department of the Dortmund Chamber of Industry and Commerce and in 1969 it became an independent foundation under private law.

Aside from the collections of university research institutions, such as the Thünen Archive in Rostock, the Schmalenbach Archive in Cologne or various archives steeped in traditional chambers of commerce such as Hamburg, Bremen or Leipzig, the main archive types which still determine the archival landscape of the economy in Germany today emerged before the Second World War. The thematic archive type has been added since 1969, when the mining archive was founded in Bochum.

Legislation Affecting Business Archives

In the Federal Republic of Germany there is no legal bond between business archives and the federal government or the federal states. In accordance with Bürgerliches Gesetzbuch (BGB – Civil Code)

57 A. Tille, Wirtschaftsarchive (Berlin, 1905).
2013 § 903 the documents that are created and/or stored by a certain enterprise are private property.

Legal preservation periods
Retention periods for company records result from commercial, tax and social law (especially personnel files/proof of social security). The retention obligations are regulated in § 257 of the Commercial Code (HGB) and § 147 of the Tax Code (AO), § 14 of the Sales Tax Act (UStG) specifies how long invoices must be kept. According to § 147 of the Tax Code (AO), companies must keep the following records for 10 years: 1. books and records, inventories, annual financial statements, management reports, the opening balance sheet as well as work instructions and other organisational records required for their understanding 2. accounting records 3. documents that are to be attached to a customs declaration submitted by means of data processing in accordance with Article 77 (1) in conjunction with Article 62 (2) of the Customs Code, provided that the customs authorities in accordance with Article 77 (2) sentence 1 of the Customs Code do not submit them or after they have been submitted have returned the template.

After six years, companies can dispose of the following records in accordance with § 147 AO: 1. commercial or business letters received 2. reproductions of commercial or business letters sent 3. records of importance for taxation. The retention period begins at the end of the calendar year in which the last entry was made in the book or in which the inventory, the opening balance sheet, the annual financial statements or the management report were drawn up, the commercial or business letter was received or sent, the accounting voucher, recording or other document was created (§ 147,4, AO).

With the exception of the annual financial statements and opening balance sheet, the documents can also be stored as a reproduction on an image carrier or on other data carriers if this complies with the principles of proper accounting and it is ensured that the reproduction or the data 1. match the image and the content of related documents 2. are available at any time during the retention period, can be made legible immediately and can be evaluated automatically (§ 147 2, AO).

Longer retention requirements usually apply to personnel files because, for example, pension entitlements can be derived from them. For some sectors, for example the chemical, iron and steel industries, there are several special regulations which essentially depend on the respective patterns of production. In this context professional associations have developed specialist guidance to help enterprises to better organise their registries.

Chambers of Industry and Commerce/ Chambers of Crafts
Federal Government regulations: The Bundesarchivgesetz 1988 provides regulations for the organisation of material stored within German archives and refers to ‘imminently federal corporations, institutions and foundations as well as any other federal offices’ (§ 2). Consequently, this law does not apply to the Chambers of Industry and Commerce, which are subject to the legal supervision of the states (economics ministry) because they are public corporations.

Federal States legislation: The archives laws of the federal states include the chambers in their regulations. The Saarland archives laws even expressly mention chambers, while all other formulations include chambers in the way the definitions are written. All German chambers are thus legally obliged to have their record collections attended to by professionals. This can be done in two different ways, namely by establishing an internal archive, or by transferring the records to a Regional Business Archive as a joint institution of several chambers within the same region. If such institutions do not exist, the records have to be transferred to the state archives that are responsible. With this in mind, most archive laws within the federal states explicitly guarantee some public offices the right to maintain their own archives where the records that have been created by them can be stored. As a consequence, these public entities no longer have to offer their document collections to state archives. Due to their particular constitutional position, the judicial corporations of the federal states and government are part of these public offices. Another, much bigger group is formed by public legal entities within the federal states subject to federal supervision, as well as their associations. This includes public corporations, institutions and foundations – among them, for instance, federal universities and colleges as well as Chambers of Industry and Commerce. These public institutions can also gain the right to establish their own (joint) archives under the condition that these archives meet the states’ professional standards and adequately apply the appropriate archive laws. Should there be no such ‘private’ archives the said legal entities are required to offer and transfer their records to state archives. Most federal states provide regulations that exclude certain groups of
Cultural Property: The Law on the Protection of Cultural Property defines as cultural property 'any cultural property. Above all, three terms are particularly central to the Law on the Protection of Cultural Property: protection, emigration, import control, trade in and the return of cultural property (restitution). For this purpose, a Cultural Property Protection Act essentially comprises regulations on the areas of protection against damage, destruction, theft, embezzlement and illegal trade (so-called stealing of antiquities). The law for the protection of cultural property is a federal law of the Federal Republic of Germany. In 2016 it replaced the law on the protection of German cultural property against emigration, the law on the return of cultural property and the law implementing the 1957 Hague Convention, which had been in force until then. Protection of cultural property refers to all measures to protect cultural property from damage, destruction, theft, embezzlement and illegal trade (so-called stealing of antiquities). The legal protection of cultural property comprises a number of international agreements and national laws. Blue Shield International is an international organisation that, as a partner organisation of UNESCO, coordinates national and international cultural property protection. In terms of content, the Cultural Property Protection Act essentially comprises regulations on the areas of protection against emigration, import control, trade in and the return of cultural property (restitution). For this purpose, a number of sometimes complex regulatory mechanisms have been created which, not least, are intended to help the responsible authorities gain knowledge of cultural assets that are worthy of protection.

The regulations of the Cultural Property Protection Act (KGSB) are linked to various concepts of cultural property. Above all, three terms are particularly central to the Law on the Protection of Cultural Property: The Law on the Protection of Cultural Property defines as cultural property 'any records from this duty of transfer. These rules, however, vary from state to state. The duties of safekeeping are not part of the Landesarchivgesetze (archives laws relevant within the federal states), but rather are covered by appropriate decrees passed by the federal states. Whenever an enterprise deposits its records with Regional Business Archives without arranging for any further regulations (possibly in the form of a depository contract) these records are treated as part of 'other public archive material' and are subject to regional regulations.

Elektronische Langzeitarchivierung (long-term electronic archiving)/ E-Government-Gesetz
As in 2010 in North Rhine-Westphalia, the state archive laws have been expanded and changed in recent years so that 'born digital' are also considered archival material. With the amendment of the Archive Act of North Rhine-Westphalia 2010 (Act on the Protection and Use of Public Archives in the State of North Rhine-Westphalia, Archive Act North Rhine-Westphalia; ArchivG NRW), the concept of documents was expanded to include electronic records. This applies to § 2.1 definitions 'Documents according to § 1 are documents, official books, files, documents, official publications, card files, cards, cracks, plans, posters, seals, image, film and sound documents and all other, including electronic records, regardless of their storage form, as well as all aids and additional data that are necessary for the preservation, understanding of this information and its use to guarantee.' The electronic long-term archiving is henceforth a legal task of Chambers of Industry and Commerce and Chambers of Crafts.

Electronic long-term archiving is one of the greatest challenges facing archives, especially since public administrations are obliged by the E-Government Act, which came into force in 2014/15, to promote the systematic use of electronic media. E-government is the handling of business processes in connection with government and administration with the help of information and communication technologies via electronic media. E-government is not an end in itself, but a means to make administration more effective, more citizen-friendly and more efficient.

The E-Government Act obliges the administration, among other things, to open up electronic access. The federal administration even has to create De-Mail access. The provision of electronic evidence and electronic payment in administrative procedures is also made easier. In addition, principles of electronic filing and replacement scanning are laid down. Further central points are the fulfillment of publication obligations through electronic official gazettes and announcement gazettes, the obligation to document and analyse processes as well as the regulation for the provision of machine-readable databases by the administration ('open data'). In addition to the qualified electronic signature, the law permits other secure technologies that replace the written form electronically. For this purpose, two technologies were identified with which all functions of the written form can be mapped: De-Mail with the dispatch option 'sender confirmed', which requires a 'secure registration'; and Administration web applications in connection with secure electronic identification through the eID function of the new identity card. In addition, the Federal Government's authorisation to issue statutory ordinances enables rapid adaptation to ongoing technological developments throughout Germany and Europe. With the statutory ordinance, further sufficiently secure procedures can be specified as a substitute for the written form.

Kulturschutzgesetz (Culture Protection Act)
The law for the protection of cultural property is a federal law of the Federal Republic of Germany. In 2016 it replaced the law on the protection of German cultural property against emigration, the law on the return of cultural property and the law implementing the 1957 Hague Convention, which had been in force until then. Protection of cultural property refers to all measures to protect cultural property from damage, destruction, theft, embezzlement and illegal trade (so-called stealing of antiquities). The legal protection of cultural property comprises a number of international agreements and national laws. Blue Shield International is an international organisation that, as a partner organisation of UNESCO, coordinates national and international cultural property protection. In terms of content, the Cultural Property Protection Act essentially comprises regulations on the areas of protection against emigration, import control, trade in and the return of cultural property (restitution). For this purpose, a number of sometimes complex regulatory mechanisms have been created which, not least, are intended to help the responsible authorities gain knowledge of cultural assets that are worthy of protection.

The regulations of the Cultural Property Protection Act (KGSB) are linked to various concepts of cultural property. Above all, three terms are particularly central to the Law on the Protection of Cultural Property: The Law on the Protection of Cultural Property defines as cultural property 'any
movable object or aggregate of artistic, historical or archaeological value or from other areas of cultural heritage, in particular of paleontological, ethnographic, numismatic or scientific value’. National cultural property, the Cultural Property Protection Act defines as any ‘cultural property that is entered in a register of nationally valuable cultural property, is publicly owned and in the inventory of an institution that preserves cultural property under public law, is owned and in the inventory of an institution that preserves cultural property that is predominantly financed through Government grants or is part of an art collection of the federal or state governments’. The Cultural Property Protection Act sets out the principle of the export of all cultural property from a certain age and value limit according to § 21 Nr. 2; i. v. m. § 24 Articles 1 and 2 KGSG subject to approval. This is to ensure that the state is aware of privately owned cultural goods of high economic value before they are exported abroad. According to Section 24 (1) No.2 KGSG, cultural goods that are sold by their manufacturer to the European internal market are exempted from this reservation of approval. On the other hand, the export of such cultural goods does not require a permit if they do not reach certain age and value limits. In principle, these limits are taken from the EU export regulation, but in some cases they have been raised for export to the European internal market in accordance with Section 24 (2) KGSG. The following age and value limits apply to the records stored in business archives: for photographs and films, 75 years and €50,000 (deviating from the EU export regulations 50 years and €15,000); for manuscripts 75 years and €50,000 (deviating from the EU export regulation 50 years, no value limit); for books 100 years and €50,000; for maps 200 years and €15,000; for archives in general 50 years and €50,000. There is no age limit for collections, the value limit is €50,000.

**Datenschutzgrundverordnung (General Data Protection Regulation)**

The General Data Protection Regulation (GDPR) is a regulation of the European Union with which the rules for the processing of personal data by private companies and public bodies are standardised across the EU. The General Data Protection Regulation came into force in 2016. The principles and rules for the protection of natural persons – they apply to living and not to deceased persons – when processing their personal data should ensure that their fundamental rights and freedoms, and in particular their right to the protection of personal data, are respected regardless of their nationality or place of residence. However, the right to protection of personal data is not an unrestricted right; it must be seen in terms of its social function and weighed against other fundamental rights while respecting the principle of proportionality.

Personal data refers to all information that relates to an identified or identifiable natural person (‘data subject’). A natural person is regarded as identifiable who, directly or indirectly, in particular by means of assignment to an identifier such as a name, an identification number, location data, an online identifier or one or more special features that express the physical, psychological, genetic, psychological, economic, cultural or social identity of this natural person can be identified. Processing of personal data refers to any process carried out with or without the help of automated processes or any such series of processes in connection with personal data such as the collection, recording, organisation, ordering, storage, adaptation or change, reading, querying, use, disclosure by transmission, distribution or any other form of provision, comparison or linking, restriction, deletion or destruction.

This also includes archiving, which is, however, privileged. Further processing for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes is considered to be compatible and lawful processing. In Article 89 (3) it is provided that national law can restrict the rights of the data subjects through legal regulations ‘for archival purposes in the public interest’. In this understanding, it is necessary to harmonise the national archive laws with the new data protection laws and the freedom of information laws. In particular, it concerns the derogation of Articles 15, 16, 18, 19, 20 and 21 as well as considerations as to whether a corresponding provision must be included in the Archives Act for the non-derogable Articles 14 and 17. It is also necessary to consider whether the provisions of Article 9 (processing of special categories of personal data such as racial and ethnic origin, political opinions, and so on) should be included in the Archives Act.

**Informationsfreiheitsgesetz (Freedom of Information Act)**

The Federal Freedom of Information Act (IFG), which has been in force since 2005, regulates the right of citizens to access official information vis-à-vis federal authorities and other federal bodies. It therefore only applies at the federal level, so that it is relevant for research in the federal states whether there is a separate federal state IFG. Such transparency legislation has so far existed in 13 federal states, which is mostly reflected in freedom of information laws. The state of North Rhine-
Westphalia, where such a law has existed since 2001, was a pioneer. As stated in Section 4 of the Freedom of Information Act of North Rhine-Westphalia (IfG NRW), the core is the right of all citizens to free access to information. It literally means: ‘1. In accordance with this Act, every natural person has a right to access to the official information available at the office vis-à-vis the offices mentioned in Section 2.2. Insofar as there are special legal provisions on access to official information, the provision of information or the granting of access to files, they take precedence over the provisions of this Act. In the context of this law, the duty of official secrecy does not apply.’

National Strategies and Policies on Business Archives

In Germany, the records of the economy are cared for by non-state archive agencies and their preservation is a matter for the federal states. The states preserve such archives in various ways, usually through the activities of Regional Business Archives. There are consequently no national-level strategies and policies on business archives.

Where Business Archives are Held

Collections of historical records concerning the economy can be found in various archives, notably in company archives, industry archives and Regional Business Archives, but also in state and municipal archives.

Corporate archives
The number of company archives in Germany is unknown. The 400 members of the Association of German Business Archivists (VdW) are only a rough guide. In addition, there are countless historical collections, especially in owner-managed medium-sized companies, which have the character of an archive, but are mostly not accessible to the public. It can be assumed that the total number is well over 1,000. Larger corporate archives also keep archives from formerly independent companies. ThyssenKrupp AG and its predecessors Thyssen, Krupp and Hoesch alone, comprises hundreds of subsidiaries and affiliated companies, many of which have since been wound up.

Regional Business Archives
In addition to the corporate archives managed by the companies themselves, there are 10 Regional Business Archives in Germany in which around 2,000 company archives are stored, mostly from companies that no longer exist today. The most important driver behind the establishment of the Regional Business Archives were the chambers of industry and commerce as public self-government institutions of the regional economy. On the basis of the state archives legislation, the chambers of craftsmanship often later became the sponsors. The Regional Business Archives on the one hand perform sovereign tasks by archiving the files of the chambers in accordance with the requirements of the state archive laws, and on the other hand they are collecting points for the records of companies, associations or economic associations and individuals. If a company goes bankrupt or otherwise loses its livelihood, it is the task of the Regional Business Archives to save and take over valuable historical records. As a result of advancing globalisation and accelerated structural change, the Regional Business Archives are increasingly taking over ‘living’ archives in order to keep historically valuable records in the region and make them accessible.

Today there are a total of 10 institutionally independent Regional Business Archives in the Federal Republic of Germany that cooperate closely, namely the RWWA in Cologne (founded in 1906), the WWA in Dortmund (founded in 1941), the Baden-Württemberg Business Archive in Stuttgart (founded in 1980), the Bavarian Business Archive in Munich (founded in 1986), the Hessian Business Archive in Darmstadt (founded in 1992), the Saxon Business Archive in Leipzig (founded in 1993), the Lower Saxon Business Archive in Wolfenbüttel (founded in 2005), the Hanseatic Business Archive in Hamburg (founded in 2008), the Thuringian Business Archive in Erfurt (founded in 2009) and the Business Archive Berlin-Brandenburg in Berlin (founded in 2009).

Regional Business Archives, hold the archives of a large number of traditional medium-sized companies, often family-owned for many generations. In addition, some have helped many small and medium-sized companies to set up their own company archives, which are maintained within the companies themselves. Historical research has made intensive use of the new availability of such collections in recent decades and put the dominant role of large-scale industry in the industrial history of Germany into perspective. The history of handicrafts remains an important desideratum, not least
because the traditions of individual handicraft companies are still heavily underrepresented in the Regional Business Archives.

**Case study: Westphalian Business Archive (WWA), Dortmund:** WWA strives to document the economic structures of Westphalia and its individual sub-regions and their development over the last four centuries. In addition to the coal and steel industry in the Westphalian Ruhr area, there was a metal industry in the Sauerland and Siegerland, a textile industry in the Münsterland and Minden-Ravensberg, bicycle, tobacco, food and furniture manufacture in East Westphalia, an electrical industry in South Westphalia, a mechanical engineering and leather industry in the Siegerland and a brewery in Dortmund that was once Europe's leading brewery owning seven companies and significant estates. The records of factories, mines, merchants' houses, retail and handicraft businesses also attest to Westphalia’s links with other economic regions in Germany, Europe and overseas since the 17th century. The WWA holds more than 900 collections occupying more than 10 shelf kilometres, with the oldest documents dating back to the 16th century. The number of collections has grown by 150% since 1990 and WWA is currently taking in 34 new collections annually. Over 400 of these collections are company and corporate archives, including the archive of the Harkort family and trading house, which dates back to 1597 and is one of Europe’s most important merchant archives. Additionally, 23 holdings relate to the Westphalian chambers of industry and commerce and handicrafts; more than 200 to business personalities such as engineers or syndics; and 60 to associations and economic associations. Others relate to supplementary documentation such as a series of protocols from Nuremberg's industrial processes, annual reports from over 2,000 companies and extensive collections of maps, drawings and plans, historical advertising material (more than 5,000 posters, 1,000 films and over a million photographs).

**Business Archives Associations**

**Association of German Archivists**
The Association of German Archivists (VdA), founded in 1946, is a professional association that represents the interests of German archiving and is committed to ensuring that its members can provide their important services to society and research. The economic archives have their own section at the annual German Archive Days and are also represented on the board of the VdA as specialist group 5. The association is involved in specialist training and issues numerous specialist publications.  
Website: https://www.vda.archiv.net/aktuelles.html.59

**Association of German Business Archivists**
The Association of German Business Archivists (VdW), established in 1957, is the only professional association for economic archivists in the Federal Republic of Germany and today has around 400 members, including institutional members such as archives of companies, chambers, associations and branches, Regional Business Archives, personal members and others. Its activities include the organisation of annual specialist workshops, training and further education as well as the publication of a quarterly journal *Archive and Economy (Archive und Wirtschaft).* This specialist journal documents presentations at the VdW annual meetings and offers space for specialist articles and reports on German-language and international business archives. It has published around 2,500 articles since 1967 and around 70 articles are currently available online. In the review section, important new publications in the fields of economic and corporate history, archival studies and related areas are discussed. *Archive and Economy* also contains up-to-date information on VdW conferences and advanced training events as well as personal communications.  
Website: https://www.wirtschaftsarchive.de/.

**Training for Business Archivists**

There are no courses for the professional qualification of archivists which relate exclusively to business archives. However, annual specialist workshops, training and further education relevant to business archivists are provided by VdW.

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59 All websites mentioned in this article were accessed on 1 July 2021.
National Provision for Business Archives at Risk

There is no national-level formal provision for the rescue of archives at risk, but in exceptional cases Regional Business Archives, and also state and municipal archives, may intervene to save collections of significant business archives that might otherwise be lost.

Finding Information on Business Archives

In Germany there is no central directory in which existing company archives are recorded although Gesellschaft für Unternehmensgeschichte e.V. (GUG) and the Association of German Business Archivists (VdW) together operate an online directory of economic and business archives, called WAP, in which around 100 company archives are represented. Website: http://www.wirtschaftsarchivportal.de.

There are regional online portals, such as https://www.archive.nrw.de in North Rhine-Westphalia, in which different archive sectors are represented. In addition to the three state archives, almost 500 archives can be searched via this portal, including the municipal archives, political archives, church archives, business archives and other non-governmental institutions such as university, aristocratic or architectural archives. The site offers not only inventory overviews, but also online finding aids and 180,000 digital copies of records. A total of 16 business archives are searchable, including important corporate archives such as that of Bertelsmann SE & Co KGaA in Gütersloh, the Henkel corporate archive in Düsseldorf, the savings bank historical archive of the German Savings Banks and Giro Association (DSGV) in Bonn, the archives of RWE, Evonik Industries in Marl, Haniel, BP / Aral, Rheinmetall, Krupp, Salzgitter (Mannesmann Archive) or ThyssenKrupp. In addition, it includes the industry archives for mining and the social security agencies in Bochum as well as the two Regional Business Archives in Dortmund and Cologne.

In 1978 the VdW published the first archive guide in which the archives of the economy in Germany were documented. A new edition appeared in 1987 and it remains an indispensable guide to the tradition of the economy and its archives. There is also a useful guide to company museums in Germany, many of which hold archive collections: A. Mikus and R. Schwärzel (eds), Company Museums in Germany. From Automobiles to Sugar Cans (Bremen, 1996). Published by the VdW on behalf company museums in Germany, the guide is now somewhat out of date and a new edition is needed.

Sources of Advice on Managing Business Archives

In addition to its quarterly journal, Archive and Economy, VdW has produced some specialist publications on managing business archives, including:

- Association of German Business Archivists (VdW) and Institute for Bank History Research e.V, Guidelines for the Establishment of Archives in the Banking Industry (Frankfurt am Main, 1997).
Overview of Business Archives in Hungary
Mária Hidvégi, Tungsram Operations Kft, Hungary

Introduction

In Hungary building comprehensive business record collections has been made difficult by disruptive socio-political changes and the regulation of archiving. After the First World War, the dissolution of the Austro-Hungarian monarchy and the Kingdom of Hungary’s substantial territorial losses turned the country from a constitutive part of a European great power to a small country of around eight million people. The vertical structure of many companies was broken up. At the end of the Second World War Hungary was occupied by the German army, finally the Soviet army took control. As most large companies, national economic institutions and authorities had their headquarters in Budapest, the battle for the Hungarian capital was particularly detrimental to business archives, but substantial losses took place across the whole country. After the Second World War the country was gradually integrated into the Soviet economic block, all mines, banks and industrial and commercial companies with a workforce of more than 10 people were nationalised and the planned economy was introduced. During the years of political transition irretrievable archival losses took place. The regime change in 1989 initiated a process of privatisation of state and public property. The privatisation of former state-owned companies, their restructuring, partial or entire closure or sale to Hungarian or foreign owners, led again to loss and fragmentation of business records.

During the interwar period the archives of the national, county and local administrations operated without central professional coordination. From 1922 the National Archives, founded in 1874, was under the minister for religion and education, the county and local archives were under the supervision of the minister for internal affairs, and the newly-established national military archives were in practice directed by the minister for defence. Although Act No.XI/1929 § 29 placed the historical records of public authorities under the supervision of the minister for religion and education, during the interwar era no encompassing regulation for preserving, registering and researching such documents in the various archives was issued, nor was any regular professional supervision of archives introduced, except for occasional visits by the National Archives’ staff to various local archives. Furthermore, no provision for archiving private business records or saving business archives was introduced, although the potential irretrievable loss for the economic history of Hungary was pointed out and examples of the establishment of corporate archives. Furthermore, no provision for archiving private business records or saving business archives was introduced, although the potential irretrievable loss for the economic history of Hungary was pointed out and examples of the establishment of corporate- or state-initiated business archives in Europe and the USA were presented. Preparations for legislation based on a draft law, initiated and drafted by the archives themselves, ceased in 1944. Act XXI/1947 sought to eliminate these problems, but due to the change of political regime it was not effectively put into practice.

The Central Economic Archives, founded in 1953, collected mostly pre-1945 business records, published several company histories, inspected the archives of a significant number of companies, including all large factories and workshops in Budapest, and held training events for those in charge of company archives. These activities were crucial for preserving pre- and post-war business records of historical relevance. In 1961 the Central Economic Archives was merged into the National Archives. From 1970 the inspection of archives of public institutions and state-owned companies, and the collection, preservation, registration and opening of their records for historical research was undertaken by the so-called New Hungarian Central Archives, a former department of the National Archives, which was re-integrated into the National Archives in 1992.66

60 The author wishes to express her thanks to Dr András Kiss, National Archives of Hungary, and Márton Balogh-Ebner, Hungarian Museum of Science, Technology and Transport, for their valuable comments and suggestions.
In Hungary, business archives do not exist as a separate category. Business records are dispersed in multiple repositories, with the bulk of them kept at the Obuda site of the National Archives of Hungary in Budapest. Since the mid-1990s, a few public and private companies with long-standing traditions have begun to collect and display their historical records and artefacts as a proud remembrance of their past. Digitalization has also supported historical research and the piecing together of Hungary’s business heritage.

**Legislation Affecting Business Records**

Before 1945 companies developed their own archives and were free to decide whether to cull or keep documents, although merchants, joint stock companies and co-operatives had to keep trading books, correspondence, inventories and balance sheets for 10 years, according to the stipulations of Act No.XXXXVII/1875 (Trade Law). Act No.XXI/1947, issued during the short-lived post-war democratic regime, prepared an encompassing regulation of archives mindful of the best practices of other European countries. It defined ‘public documents’, the overviewing institution for each category of archives (defined as public, ecclesiastical, and a new category – to protect valuable groups of documents in private property – private archives with public interest), the groups of records they were to collect and the terms of access to them for research. It regulated the training of archivists and establishment of a National Archives Council with advisory power and introduced central inspection of all public archives. The minister for religion and education was to issue standard regulations for preserving, registering and using records of public institutions for historical research. Due to the political transformation, this law was not effectively enacted.

Legislative Decree No.29/1950 on archives realised a high degree of nationalisation and centralisation of archives, following the Soviet example. It stipulated that the minister in charge would regulate the process of culling for public institutions and authorities, that records of former capitalist companies were to be placed in public archives, and that documents could be declared to be of historical value regardless of their not being kept in any kind of archive. Decree No.185/1951 (X.23) of the Council of Ministers ordered all public institutions, including state-owned companies, to cull all records that were more than five years old each year and defined the records that were to be preserved, while the National Archives or the competent local archive could be called upon in an advisory role. Subsequently, the documents for preservation were to be delivered to the competent local archive. This decree granted archives a right, for the first time, to advance an opinion on the culling of the records of public institutions which asked them for advice. Decree 864-0028/1952 LOK provided for the foundation of the Central Economic Archives which was entrusted with collecting, preserving and registering records of companies of national importance, preserving the pre-1945 business records and making this material usable for historical research. Legislative decree No.27/1969 on archives together with decree No.30/1969 (IX.2) regulated records management in public authorities and institutions, state-owned companies, co-operatives and other bodies. It aimed for more standardised records management and the preservation of records of historical value. The decree introduced a records management requirement and stipulated the supervision of various bodies’ records management by the competent local archive.

After the regime change in 1989 legislation on archives changed. Harmonisation with norms and practices of archives in the European Union played an important role in preparing legislation. Act No.LXVI/1995 declared that records preserved in the archives are part of the national cultural heritage, a primary source for historical research and indispensable to carrying out tasks in the public interest and enforcing citizens’ rights. It defined the types of archives, along with the system of their control and direction, defined the type of documents and the process of their placement in public

archives, and provided for the protection of records in private archives (see below).\textsuperscript{73} Rules of research were re-defined in line with regulations on data protection and freedom of information (Act. No.CLV/2009 and Act CXII/2011). Legislative acts and degrees directing archives’ activities can be found at http://mnl.gov.hu/kozadat/tevekenyseg_mukodes/jogszabalyok.html.\textsuperscript{74}

Institutions with a public service mission and economic organisations in state ownership, listed in Act CXCVI/2001 attachment II/1, are defined as institutions with an obligation to register and archive their records according to the rules of Act No.LXVI/1995. Such companies must establish a system of records management approved by the competent local public archive, admit archivists into their premises to control the record collections, and deliver records that may not be culled into the local public archive. Private companies, however, are free to register their records in any way they like. They can seek professional assistance from a competent public archive or deposit records into that archive. Decree No.27/2015 of the Ministry for Human Resources stipulates in detail the nature of a public archive’s control over records management in public institutions and companies that are mostly state-owned and in other entities that agreed on their archives’ registration; it also formulates measures to preserve the historical records of economic organisations in bankruptcy procedure, under liquidation or privatisation (§ 6, 8–11).\textsuperscript{75}

There is no legislation relating to the long-term retention of business records by private companies, although Act No.C/2000 (act on accounts), § 169 stipulates that annual reports, accounts and inventories must be kept for at least eight years. Act. No.CL/2017 (act on taxes), chapter IX, also requires records to be archived properly, easily retrievable and kept by a company or the liquidator until the period during which the state may impose taxes elapses.

**National Strategies and Policies on Business Archives**

There is no national strategy specifically on business archives, but the above-mentioned legislation has been directed toward the preservation of significant business archives. Digitalization and more service-oriented archives have been the focus of national archive strategies since the beginning of the 21st century. In 2004 the Hungarian Information Society Strategy envisaged the electronic archiving of national cultural heritage, the creation of joint national electronic portals to make the registers of libraries, archives and museums centrally accessible and the establishment of norms and standards for digitalization in archiving and information services. In 2005 national norms for archives were issued on preserving e-information, creating and standardising electronic archive registers, training archive staff and modernising electronic administration in archives. The service-oriented concept of archives, as a strategy introduced for 2008–12, focused on supporting electronic public administration, making paper and electronic records accessible online, user-oriented information services and programmes and the training of archivists\textsuperscript{76}. Information services include providing rights-preserving data to individuals, legal persons and administrative institutions (for example indemnifications related to the Second World War) and making historical or personal (for example family tree) research possible according to standardised norms and procedures.

The National Archives of Hungary was established in 2012 by the integration of the former Országos Levéltár (National Archives) and the county archives. As a central institution it stores and registers public records of national relevance, as well as private records of lasting value, and makes them available for research. It participates in historical research and the publication of records, performs an archival supervisory and advisory role, and registers Hungarian archives’ new accessions. It also identifies and collects documents which reference Hungary from archives abroad.\textsuperscript{77} In 2012 the National Archives articulated that it wished to become the indispensable memory of the information society by preserving e-records, digitising traditional ones and making them accessible for the public

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\textsuperscript{73} 1995. évi LXVI. Törvény a köziratokról, a közlevéltárakról és a magánlevéltári anyag védelméről.

\textsuperscript{74} 27/2015 EMMI rendelet a közlevéltárak és a nyilvános magánlevéltárak tevékenységével összefüggő szakmai követelményekről.

\textsuperscript{75} Since 2020 archiving in companies mostly owned by municipalities is inspected by public archives as well (amendment of Act No.LXVI/1995 by Act No.XXXII/2020 § 26).


on national and European archive portals, and supporting public administration through an electronic document service.\textsuperscript{78}

Archives increasingly support both scientific research and popular science and culture with online thematic databases, expanding digitised content and virtual and traditional exhibitions. Publication of entire photograph collections, where users help identify places, events or people, is another way of raising awareness of the importance of preserving historical material.\textsuperscript{79}

Where Business Archives are Held

The National Archives of Hungary, including its member institutions, the county archives and Budapest City Archives, are the two main places where business archives are held. Budapest City Archives holds records of the registry court and of companies that operated in Budapest before 1945 as well as of nationalised companies from the socialist era.\textsuperscript{80} The pre-Second World War records of industrial and trading companies, banks and financial institutions that were nationalised after the war are mainly held at the Óbuda research site of the National Archives in Budapest. Records of business associations such as the Federation of Hungarian Industrialists, economic institutions and governmental departments are to be found at this site too, along with a substantial and growing corpus of company records from the socialist era, encompassing nearly 20,000 linear metres.\textsuperscript{81} Additionally, historical business records are to be found in four city archives at Vác, Győr, Tatabánya and Székesfehérvár.

The Hungarian Museum of Science, Technology and Transport holds a voluminous collection of historical business records at its main site and with its member institutions. The collections cover records of a wide range of companies related to the transport and communication sector and the chemical, machine manufacture, electronic and aluminium industries. The Technical Study Stores at the museum holds a unique collection of documents, drawings, machines and devices. The Hungarian Oil Industry Museum in Zalaegerszeg, established in 1969, collects records of the Hungarian hydrocarbon industry. A notable new institution is the archives of the Hungarian State Railways, established in 2001, with a collection encompassing around 4.5 million documents and blueprints, most of which can be studied in digitised form.\textsuperscript{82}

Many traditional companies hold parts of their historical records in in-house archives such as Ganz Holding Ltd, the Hungarian Siemens or Tungsram. In the early 2000s, MOL Group centralised its in-house archives into five regional organisations and digitised a substantial part of its records.\textsuperscript{83} A few such traditional companies have established permanent exhibitions, such as those at the Rába Technological Centre in Győr, the exhibition of the pharmaceutical company Gedeon Richter plc or the Zwack Unicum Museum, both in Budapest.

The National Film Archives holds records of importance for business history such as films commissioned by companies or governmental departments. Digitisation of film heritage is ongoing. The Oral History Archives of the former 1956 Institute, now to be found at the Veritas Research Institute for History and Archives, contains some transcripts of conversations concerning the memories of those with lived experience of specific companies.

Business Archive Associations

The main professional body for archivists is the Association of Hungarian Archivists. The association promotes both archival science and collaboration between Hungarian archivists and archives. It was set up in 1935 and reformed in 1986. Since 2017 the Hungarian Archive Portal, launched in 2009, has been the official website of the Association. It is a membership association for individual archivists and for archival institutions. The association is co-publisher of \textit{Levéltaíi Szemle}, the archival

\textsuperscript{79} For example, https://bparchiv.hu/hirek/elvetkezo-valt-az-interneten-lofoto-gyujtemeny.
\textsuperscript{80} https://bparchiv.hu/en/18.
\textsuperscript{81} https://mnl.gov.hu/mnl/ol/gazdasagi_leveteltar.
\textsuperscript{82} https://www.mavcsoporthu/mav-szk/archivum.
profession’s journal, and issues professional awards. As well as events for archivists, such as the annual conference, the association organises programmes for the public such as the Open Archives programme series, including Archives’ Night (together with Museums’ Night). The association has also played an active role in identifying archive material related to Hungary or Hungarian people abroad. Website: http://www.archivportal.hu/en/.

Since 1923 the National Archives has published Levéltári Közlemények which serves both the archival profession and historical research by publishing historical records and analyses, book reviews, and articles on research methodology, history of archives, records management or reports about archives abroad.

Training for Business Archivists

There is no training aimed specifically at business archivists. The Master in Archival Science at Eötvös Loránd University (ELTE) offers the most comprehensive training for archivists. Archival assistants are trained at 10-month-long courses of adult education. The National Archives and Budapest City Archives occasionally offer short, practical courses in records management.

National Provision for Business Archives at Risk

Substantial bodies of historical business records were damaged, lost or destroyed during the process of privatisation starting in 1989. Act No.XLIX/1991 on bankruptcy and liquidation obligates the liquidator to take care of company documents worthy of being kept for historical reasons by handing them over to local archives. Compliance with the rules was not sufficiently controlled. Records of bankrupt companies or of those in liquidation were often taken over by newly-established document storage companies, some of which operated without proper facilities and knowledge of records management. Public archives’ personal, financial and physical capacities did not allow for storing and registering a growing volume of unregistered records of varying historical relevance. The National Archives and county archives took in around 20,000 linear metres of documents between 1996 and 2000 alone, though the idea of creating temporary repositories was not realised. The new Óbuda site of the National Archives, opened in 1997, was the only large investment in the first decade after regime change in 1989 to increase permanent storage capacities and enabled the National Archives to conserve many historical records of former state-owned companies. The new central building of Budapest City Archives opened in 2004.

In order to preserve valuable documents not kept in archives, museums or libraries, collections of private documents – such as the business records of private companies and former state-owned companies – can be declared to be protected cultural heritage by the authority in charge of the national cultural heritage. Provisions for and restrictions on the storage, culling, sale and export of such documents can be enforced by legal sanctions. The owner can also be obligated to deliver the documents into the National Archives for copies to be prepared.

Finding Information on Business Archives

Hungarian archives are listed on the Hungarian Archives Portal. The portal was created in 2009 by local government archives and later joined by the National Archives and other institutions. Website: http://www.archivportal.hu/en/archives-of-hungary/.

The starting point for research into the business archives at National Archives of Hungary and Budapest City Archives is the Digital Archives Portal. Website: www.eleveltar.hu.

85 https://www.soterline.hu/szakmai-kepzesek/leveltari-asszisztens-ugykezele-iarratarkos-kepzes/
Other archives and museums with significant business archive collections or other relevant material include:


The portal of public libraries, archives and museums provides various documents about archives, photograph collections and other content that may be relevant for business historians. Website: https://hungaricana.hu/en/.

**Sources of Advice on Managing Business Archives**

The main source of advice is the Association of Hungarian Archivists. Commercial service providers for archival and historical services are also available.
Overview of Business Archives in India
Vrunda Pathare, Godrej Group, India

Introduction

In India the idea of having a business or corporate archive has been making modest progress over the last three decades. It is now well acknowledged by businesses that archives can play an important role in preserving business legacy through preserving the records of companies, business families, products, processes and people who have contributed to economic progress and the growth of industrial capabilities in India. However, it is at a nascent stage of its development as business archives are yet to be recognised as key players in planning future strategy by helping business leaders to analyse the past.

Though Indians were not averse to keeping records, the idea of archives in the modern sense of the term was a product of the colonial period and can be traced back to the year 1860 when the Civil Auditor recommended the transfer of all the records of the Government to a ‘Grand Central Arsenal’. As a result, in 1889, Professor G. W. Forrest of Elphinstone College, Mumbai, who had by then earned a reputation as an archivist for his work at the Bombay Records Office, was entrusted with the task of examining the records of the Foreign Department of the Government of India. Based on the recommendations in his report, it was decided to transfer all records of the administration of the East India Co to a Central Repository and this resulted in the establishment of the Imperial Records Department (IRD) in 1891 which was located in the Imperial Secretariat Building at Calcutta (Kolkata). The department moved to New Delhi in 1911, after the transfer of the capital to Delhi, and after independence came to be known as the National Archives of India.

However, until recently the concept of archives was restricted only to government records. The enactments like the Public Records Act of 1993 and Public Records Rules of 1997 only cover public records or government records and despite a resolution regarding identifying and listing business houses that may be willing to make their records available for research, passed by the Indian Historical Records Commission way back in 2003, business records or records of private enterprises were never the concern of the archiving world.

With the emergence of business history as a separate discipline in the 1960s, critical writing about India’s corporate past began. Dr Dwijendra Tripathi, who joined the Indian Institute of Management, Ahmedabad (IIM-A) as an Assistant Professor of Business History played a pioneering role. He was soon to realise that business history cannot be adequately written in the absence of records, and thus encouraged businessmen and business houses to preserve their records. In 1966, the Indian Historical Records Commission (re-designated Indian Historical Records Committee) whose secretariat is run by the National Archives of India, New Delhi, in its 37th session discussed ‘Sources and problems of business history in India in the first half of the nineteenth century’. Until then no other organisation in India had ever discussed business history and business archives.

Later, Dr Tripathi’s persistent efforts led to the passage of a resolution in the 58th Session of the Indian Historical Records Commission (Resolution VI) that was held in 2003. The resolution stated

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88 In many travelogues of the ancient as well as the medieval period we find references to records offices of various kings. Huen Tsang who was in India from 630 to 644 mentions a records office — Nilopita where ‘good or bad are recorded, and instances of calamity and good fortune, are set forth in detail’. Arthashatra mentions about ‘Akshapatala’ which was an ‘office of accounts’ and considers creation of records as one of the duties of a King. Sukrani even states that ‘no business of the state was done without a written document’. Abdur Razzaq who visited Vijaynagar in 1442 mentions that in front of the Diwan-khana or minister’s office, there was a raised gallery where records were kept. The Akbarnama also gives a description as to how Emperor Akbar had established a records office called ‘Daftar Khana’ in 1574 which was situated close to the Emperor’s Palace at Fatehpur Sikri. This tradition of maintaining records is also evident during the Maratha period and Peshwa Daftar holding the administrative papers of Peshwas is still extant.

89 The Indian Historical Records Commission was set up by the Government of India in 1919 as a consulting body, whose opinion would carry weight with the public and which would make enquiries and recommendations regarding (i) treatment of archives for historical study (ii) the scale and plan on which the cataloguing, the calendaring and reprinting of each class of documents should be undertaken (iii) the sums required for encouraging research among, and publication of records, (iv) selection of competent scholars for editing documents, and (v) the problems of public access to records (Department of Education Resolution No.77 dated 21st March 1919). The Commission has since its inception held 58 sessions and has contributed significantly to the growth of public interest in the conservation and use of archives.
that all necessary steps should be taken to identify and list business houses that may be willing to make their records available for research and/or that require help in the matter of cataloguing and preserving their holdings so that these holdings are easily accessible to researchers. However, in the absence of any national legislation relating to the preservation of business records, or a body like the UK’s Business Archives Council, the creation of business archives is still largely dependent on the willingness of business groups to preserve their own records for future reference.

Among the banking sector, the RBI Archives of the Reserve Bank of India (the apex banking institution in India), established in Pune in 1981, is the oldest bank archive in India, whilst the State Bank of India Archives and Museum located in Kolkata, was started in 2007. However, the first non-bank corporate archive was started when Tata Group of companies established the Tata Central Archives at Pune in 1991. Later, Tata Iron and Steel Archives was started at Jamshedpur in 1993. Godrej Group of Companies began to think about establishing an archive in 1997, its centenary year, and Godrej Archives was formally started in Vikhroli, Mumbai, in 2006.

Realising the relevance of business records for reconstructing the economic past of India, the National Archives of India organised a seminar in 2008 to discuss the precepts and prospects for business archives in India. During that decade, there was a growing interest in the preservation of business records as was testified by the presence of 50 companies, including banks, at the International Conference on Business Archives organised by the Reserve Bank of India Archives jointly with the Section on Business Archives, International Council on Archives (SBA ICA), and the National Archives of India in 2009.

During the last decade, many companies, realising the importance of preserving corporate memory, have initiated a process of archiving their records. Cipla, a global pharmaceutical company, started its archive at Mumbai Central, Mumbai, in 2014. Companies such as DCM-Sriram, Dr Reddy’s Laboratories, Wipro and Bajaj have also built up their archives during this period. The reintroduction of business history in the curriculum of IIM-A in 2016 and the SBA ICA conference on ‘The role of corporate archives in reshaping brand identity and the corporate culture’, hosted by Godrej Archives, Mumbai, in 2017, has helped generate interest among businesses as well as management students in the field of business archives and business history.

Today, around 10 companies have formally established in-house archives. They are accessible for research and a few of them also have an online presence. A number of business houses including Birla, Mahindra & Mahindra, Kirloskar Group and Jasubhai Group are also in the process of establishing archives. However, considering that there were 58 top Indian companies listed in the Forbes Global 2000 ranking for 2017, and even among those which are not listed many have completed 50 years of their existence, India still has a long way to go as far as growth of business archiving is concerned.

**Legislation Affecting Business Archives**

In India there are no laws specifically related to business archives or any other private archives. However, certain laws regulating businesses and the economy more generally provide some guidance.

**Business records**

The Companies Act 2013, an Act of the Parliament of India regulating Indian companies ‘requires every company to keep and maintain at its registered head office books of accounts and relevant documents and the financial statements for each financial year that provides a true and fair picture of the company’s state of affairs which includes its branch offices and other offices.’ Under this act, every company must keep a register containing particulars of the directors and KMP (Key Managerial Personnel), one or more registers for deposits accepted and/or renewed for a period of 8 years and a register of the members separately for the equity shares and preference shares and for the debenture/security holders. Books of accounts, including vouchers and receipts, are required to be maintained under different statutory laws – Income Tax Act 1961, Companies Act 2013 and GST (Goods & Services Tax) Act 2017. However, the books to be maintained, retention periods and compulsion requirements are different under each of the three laws.
LODR (Listing Obligations and Disclosure Requirements) is another important regulation mandated by the Securities and Exchange Board of India (SEBI) to enable transparency and fair disclosures by all listed entities in India. Under regulation 30 (8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, a company is required to formulate an archival policy for disclosure of all the company’s material events/information. According to this regulation, every equity-listed entity is required to make disclosures to Stock Exchange(s) of any events or information which, in the opinion of the company’s board of directors, is material and such disclosures must be hosted on the website of the listed company for a minimum period of 5 years and thereafter as per the archival policy of the company as disclosed on its website. This policy applies to documents and information visible to the public on the company’s website.

Public records
The Public Records Act 1993 is an Act to regulate the management, administration and preservation of public records of the Central Government, Union Territory Administrations, public sector undertakings, statutory bodies and corporations, commissions and committees constituted by the Central Government or a Union Territory Administration. However, the scope of this act extends only to the public records and the records of public-sector undertakings; the management and preservation of the business records of private enterprises is beyond its purview.

National Strategies and Policies on Business Archives
There is no national strategy in India for the preservation of business archives.

Where Business Archives are Held
Apart from formal corporate archives, business records can be found in different public as well as private archive, library and institutional collections. Business archives reflecting on the commercial and economic history of India can be traced back to the 16th and 17th centuries. These were mainly mercantile records in the form of traditional accounts such as bahis or account books, family records, the merchant family histories and genealogies, community histories, Abhinandan/Smriti (remembrances/commemorations) and biographical writings. However, being mainly family records, they are scattered across India and are not always easily traceable. Around the same time, European companies or corporations had started trading in India, many imperialistically motivated, most prominently the English East India Co, French East India Co, Dutch East India Co and Danish East India Co. Most of the records pertaining to these companies can be found in archival repositories in their respective countries. The National Archives of India has also acquired microfilm copies of some of these collections available at archives abroad.

National Archives of India
The National Archives of India (NAI) located in New Delhi has been a repository of a variety of records pertaining to business, commerce and trade covering the period from the commercial activities of the English East India Co, French East India Co, Dutch East India Co and Danish East India Co to the growth of industry in India in the 19th and 20th centuries. The records of the Department of Finance, Commerce and Industry, Public Works, Railway Board and so on are important in this respect. These records provide extensive information about the introduction of railways and civil aviation, maritime activities and the development of tea/coffee/rubber plantations, insurance companies and the like. Besides these public records, NAI also has a large collection of private papers, including papers of personalities such as Indian industrialist Kasturbhai Lalbhai (1894–1980).

Website: http://nationalarchives.nic.in
Website relating to digital collections at NAI: https://www.abhilekh-patal.in/jspui/.

Other public archives
All states of India have their own state archives and they hold many significant records pertaining to the commerce, trade and industry of each state. The most important holders of such records include: The Maharashtra State Archives at Mumbai, The West Bengal State Archives at Kolkata, The Tamil Nadu Archives at Chennai and Kerala State Archives. The Nehru Memorial Museum and Library (NMML), an autonomous institution under the Ministry of Culture of the Government of India at

90 All websites mentioned in this article were accessed on 5 July 2021.
New Delhi, also has a large collection of private papers including records deposited by Walchand Hirachand Group relating to the 19th and 20th centuries, family archives of cotton traders Purshottam Das and Thakur Das and papers of M. A. Master, another industrialist who was closely connected with Scindia Steam Navigation Co. The K. D. Malaviya papers at the NMML are an important resource for tracing the history of the Oil and Natural Gas Corporation, a government-owned enterprise.

Corporate archives

Tata Central Archives and Tata Iron and Steel Archives: Among the corporates, the first business archive was started when Tata Group of companies established the Tata Central Archives at Pune in 1991, followed by the Tata Iron and Steel Archives at Jamshedpur in 1993. Tata Central Archives preserves the records pertaining to the Tata Group of Companies and also holds a sizeable number of documents on Indian industrialisation. The oldest records in the archives are the annual reports of Jamsetji Tata’s first venture, the Central India Weaving and Manufacturing Co, dating back to 1875. Tata Iron and Steel Archives holds records on the history of Tata Steel, Asia’s first integrated private steel company established in 1907, and the development of the industrial city at Jamshedpur. Website: https://www.tatacentralarchives.com/Index.html.

Godrej Archives: Godrej considered setting up an archive in 1997, during the company’s centenary celebrations. Later Sohrab Godrej, the then Chairman of Godrej Group, envisioned archives to be ‘a heritage centre offering invaluable archival material for reference and research’. Formally started in Vikhroli, Mumbai, in 2006, Godrej Archives – the business archive of Godrej Group – aims to preserve the history of the 124-year-old Godrej Group of companies and the unfolding contribution made by the Godrej Group to the industrial history of India. The collection therefore contains all company records embodying the decisions and development of company policy and practice as well as its corporate culture and values. Website: https://archives.godrej.com.

Cipla Archives: Started in 2014, Cipla Archives is the official custodian of the history of Cipla, a global pharmaceutical company which preserves archives relating to the history of the pharmaceutical industry in India. Website: https://www.facebook.com/CiplaArchives/.

Bajaj Heritage: Set up in 2017, Bajaj Heritage preserves the legacy of the Bajaj family that owns the Bajaj Group, their involvement in the freedom struggle, the institutions they established and the values they believed in. The archive is centred around eight key personalities of the Bajaj family – Jamnalal Bajaj, Jankidevi Bajaj, Kamalnayan Bajaj, Ramkrishna Bajaj, Rahul Bajaj, Shekhar Bajaj, Madhur Bajaj and Niraj Bajaj – and documents their professional and personal lives. Website: https://www.bajajgroup.company/bajaj-group/bajaj-heritage/.

RBI Archives: Among the banking sector, the RBI Archives of the Reserve Bank of India established in Pune in 1981, is the oldest bank archive in India. It is the repository of all rare historical and legal records tracing the history of the Reserve Bank from its inception in 1935 to the present and provides insights into the shaping of the Indian economy. Website: https://cab.rbi.org.in/about/rbiarchives.

SBI Archives

The State Bank of India Archives and Museum located in Kolkata, was started in 2007. The collection chronicles the evolution of the State Bank of India, the country’s premier commercial bank from its foundation as the Bank of Calcutta in 1806. It is a rich resource for understanding the story of modern banking in the Indian sub-continent. Website: https://www.museumsofindia.org/museum/458/sbi-archive-and-museum.

Other corporate archives: Among other corporate archives that have emerged recently, the noteworthy additions are: the Archives of Dr. Reddy’s Laboratories – a leading multinational pharmaceutical company, initiated in 2009–10 at Hyderabad; Wipro Archives and Resource Centre – the business archive of Wipro Ltd, a leading global information technology, consulting and business process services company, started in 2017 at Bangalore; and DCM Shriram Heritage Gallery and Archives – the business archive of DCM Shriram, a leading business conglomerate operating in the agri-rural and chlor-vinyl business sector, set up in 2018 in Kota, Rajasthan.
Corporate archives in the making: Apart from these, there are many corporate archives which are in the process of being set up including the business archives of Aditya Birla Group, a premium global conglomerate, and Kirloskar Archives, located in Pune, housing material recording the history of the Kirloskar group of companies which started out in the late 19th century making agricultural implements and then diversified into pumps, motors and diesel engines.

Other archives
Institutional archives such as the archives of the Indian Institute of Management Ahmedabad (IIMA) are another important source to understand the development of management education in India. The IIMA oral history collection captures the experiences of people associated with the institute from its inception, including its alumni who later went on to contribute to the corporate world as well as the Indian economy.
Website: https://archives.iima.ac.in/.

Companies offering heritage management services
There are currently no companies that provide archive storage services to businesses on a commercial basis, but there are agencies that support corporate archive development:

- **Past Perfect Heritage Management** is an archiving and research agency based in Mumbai and specialises in institutional and family archiving. Started in 2016, the agency helps business houses and business families locate/identify historically significant material and develop repositories for the physical preservation of such material. They also help corporates in planning anniversary publications and exhibitions. Among their various projects, Past Perfect has set up the family archives of the one of the leading business families, the Bajaj family, and is in the process of setting up the Kirloskar Archives. Website: http://www.pastperfect.co.in/our-team.html.

- **Eka Archiving Resources** based in Delhi offers services in archives and documentation, collection management, storage planning and conservation as well as curatorial services. The firm’s clients include corporates such as Wipro Ltd, Bangalore. Website: http://ekaresources.com/.

Business Archives Associations
Currently there are no formal associations of business archivists in India.

Training for Business Archivists
Training in archival science is offered at the National Archives of India. The School of Archival Studies of the National Archives of India offers a one-year Diploma Course in Archives and Records Management and short-term certificate courses in Archives Management, Records Management, Reprography and Care and Conservation of Records and, at a sub-professional level, Servicing and Repair of Records. The school caters to the needs of students not only from India but also from countries in South Asia and Africa region. These courses provide a broad, general training for all archivists and records managers and aim to produce professional personnel who can enter any area of archival work. Within their overall syllabuses, they have introduced a module on business archives, but their principal focus is on public records.

In addition, there are some institutions and a few universities which offer courses such as postgraduate certificate courses in Archives Keeping and postgraduate diploma courses in Archives Keeping, Archival Studies, Archives, Documentation and Management and Archival Science and Manuscriptology. Many colleges, especially through their Departments of History, also offer modules in archival science. However, there is no uniformity in the curricula being taught and the teaching methods. At present, regular full-time courses are being offered at NAI, Indira Gandhi National Centre for Arts (IGNCA), Osmania University, Kerala Heritage Society, School of Cultural Texts and Records (SCTR), Jadavpur University, and others. Most of the courses offered by these institutions or universities, except for NAI, offer only theoretical knowledge with little emphasis on practical archival experience.

National Provision for Business Archives at Risk
There is no national provision for preserving endangered business archives.
Finding Information on Business Archives

There is no dedicated internet portal where one can find information exclusively on business archives in India, but for tracing records related to business, trade, finance, and so on, the following websites can prove useful:

- **Abhilekh Patal**, a web search web portal of the National Archives of India launched in 2015, is a rich resource for scholars and users working on various aspects of Indian history. This portal also hosts a link to the records of the East India Co amongst the India Office Records at the British Library in London, an essential resource for British imperial history, maritime trade, global commerce and the history of the first great multinational corporation. Website: https://www.abhilekh-patal.in/jspui/.

- The Census Digital Library makes available all census tables published from 1991 to 2011 for free download in soft copy format, including censuses, census reports and other digital files. Website: https://censusindia.gov.in/digitallibrary/Archive_home.aspx.

- **itihaasa** chronicles the history of Indian IT from the installation of the first modern computer in India 60 years ago and charts IT's spectacular growth in the country. Website: https://itihaasa.com/History.

- DSpace is a digital repository of records dealing with finance, economy, statistics, census and social, legal and political matters relating to various public and private institutions. It also includes a few records pertaining to the East India Co. Website: https://dspace.gipe.ac.in/xmlui/.

- The India Office Records at the British Library in London holds the archives of the administration in London of the East India Company and the pre-1947 government of India as well as private papers relating to the British experience in India. It is a rich resource of British imperial history, maritime trade, global commerce and the history of the East India Co. Website: https://www.bl.uk/collection-guides/india-office-records.

- The ‘Creating Emerging Markets’ project of Harvard Business School provides 150 interviews with business leaders from Africa, Asia, Latin America and the Middle East over recent decades. The many interviews conducted with Indian business leaders are an essential resource for understanding Indian business history. Website: https://www.hbs.edu/creating-emerging-markets/Pages/default.aspx.

- The HathiTrust Digital Library gives access to a collection of thousands of books and journals digitised from libraries around the world, dated from 1500 to the present and covering various subjects. The collection includes many records relating to India and South Asia. Website: https://www.hathitrust.org/.

- The Digital South Asia Library provides access to digital materials on South Asia available at various institutions including leading universities in the US, the Center for Research Libraries, the South Asia Microform Project, the Committee on South Asian Libraries and Documentation, the Association for Asian Studies, the Library of Congress, the Asia Society, the British Library, the University of Oxford, the University of Cambridge, MOZHI in India, the Sundarayya Vignana Kendram in India, Madan Puraskar Pustakalaya in Nepal, and other institutions in South Asia. Website: http://dsal.uchicago.edu/.

- South Asia Open Archives (SAOA), a free open-access resource, is a collection of key historical and contemporary sources that focuses on social and economic history, literature, women and gender, and caste and social structure. Website: https://www.jstor.org/site/south-asia-open-archives/saoa/.

- The Internet Archive is a non-profit library of millions of free books, movies, software, music, websites, and so on, that includes a variety of records on India. Website: https://archive.org/.

- Granth South Asia website of the School of Cultural Texts and Records at Jadavpur University, Kolkata offers information on archives relating to Bengal Chamber of Commerce and Industries is available on the. Website: http://www.granthsouthasia.in/collectionlist/bcci.html.

Sources of Advice on Managing Business Archives

In the absence of an association of business archives in India or any relevant legislation, resources providing advice on managing business archives are not easily available. However, the following publications discuss business archives:
The Indian Archives, an official bi-annual journal of the National Archives of India first published in 1947, had two articles on business archives, its development, perspectives on planning and execution, in a special issue (vol.1, nos.1–2, January–December 2001). Website: http://nationalarchives.nic.in/content/indian-archives.

Overview of Business Archives in Italy
Fabio Del Giudice, banking and business archives expert, Italy

Introduction

In the last 30 years corporate archives have become one of the most stimulating and lively sectors on the Italian archival scene. They are places of research and experimentation with innovative management solutions, where the basic principles of the archival tradition have been adapted and modified over time with the particular needs of the business world in mind.

The big banks were the first, at the end of the 1950s, due to their centuries-old history, to deal with the historical documentation preserved in the oldest credit institutions. But the key date for business archives in Italy was 6 October 1972 when the Tavola rotonda sugli archivi delle imprese industriali (Round table on the archives of industrial companies) was convened. For the first time historians, entrepreneurs and state archivists met to discuss the actions to be taken to protect the documentation of industrial companies.

The following years saw the Archival Superintendences engaged in the first regional censuses of the historical records of business and, on the historical research side, the first company histories and biographies of entrepreneurs were published based on the use of the new primary sources made available for historical study. Subsequently, in the 1980s, some large companies (Fiat, Ansaldo) and the main old-established banks began to survey and collect their own documents of historical interest, publish the first inventories, welcome researchers to their reading rooms, and preserve and describe the most significant objects in their collections. Thus, the first company archives were born as separate functions, endowed with a certain degree of autonomy within corporate organisations. Soon afterwards the first historical collections gave life to the first company museums.

The 1990s and the early 2000s were characterised by the multiplication of initiatives and by the impetus derived from the establishment of the Centro per la cultura d'impresa and then of Museimpresa (Associazione italiana archivi e musei d'impresa) in Milan. The state archival administration and some archival superintendencies and regional sections of Associazione nazionale archivistica italiana (ANAI) also supported business archives and new training courses were developed specifically for company archivists, aimed both at internal staff and external collaborators. The publication of specialist manuals, conference proceedings, monographic works and new educational and didactic paths confirmed the liveliness of the sector during these years.

In the last 10 to 15 years, despite the negative impact of the economic crisis and corporate mergers and restructuring, and the consequent reduction of resources, some new business archives have been opened to the public. The work of business archivists has been enriched with new skills and knowledge thanks to a succession of training activities, increased in number, quality and territorial diffusion. The offer of archival services has also been greatly enriched by the increasingly pervasive diffusion of ICT and the internet, which has made it possible to produce such tools as guides, inventories/catalogues, digital copies, virtual exhibitions and websites more easily than in the past.

The users, previously almost exclusively historians and professional researchers, are increasingly non-specialised visitors, often simply curious and attracted to online and other exhibitions and educational information. As a consequence, new forms of narration, communication and cultural use of memory are spreading, and the phenomenon of heritage and corporate museums is constantly evolving.

All this led to a consolidation of the role and identity of the business archivist, equipped with a new technical background and skills, creating a figure with a managerial profile at the highest levels of responsibility. There is no reliable data on the number of corporate archives in Italy. The archivists permanently employed within companies are always a limited number, while fluid forms of collaboration persist using freelance archivists who work individually or within service companies. These archivists, it is not yet possible to talk about a specific category, have increased in number and are finding their professional identity thanks to the increase in the associative movement and other organisations in the sector.
In 2020 the Covid-19 health emergency imposed a sharp slowdown on the development of the sector in Italy. The community of business archivists, at the initiative of the GIAI (Gruppo Italiano archivisti d’impresa), operating within ANAI, and Museiimpresa, concerned about the impact of the ongoing pandemic on the sector, organised a well-attended virtual meeting in June 2020 at which experiences of lockdown and the resumption of activities were shared. Shortly afterwards, a ‘questionario’ addressed to company archives and museums was issued with the aim of gathering information about the effect of the pandemic on the management of business archives. The questionario91 was put online in October and the results presented at a public meeting held in December. Meanwhile in November 2020 the Archivi d’impresa volume,92 published by ANAI, was launched at the Settimana della cultura d’impresa93. Conceived the previous year as part of the presentation of the new headquarters of the Eni Historical Archives, the volume contains 36 interventions and reviews various aspects of the evolution of business archives in Italy during the last fifty years, beginning with the Tavola rotonda sugli archivi delle imprese industriali of 1972.94

Legislation Affecting Business Archives

In recent years, following the studies of some authors (Carucci, Bonfiglio-Dosio), the concept of ‘business archives’ has expanded, identifying a greater number of collections as ‘economic archives’. As Paola Carucci recalls, the expression ‘economic archives is used to indicate the archives of those subjects operating in the production and economic sector’, with a broader meaning which includes ‘also the archives of ministries, chambers of commerce and any other public bodies, which intervene in various capacities in the politics and economic activity of the country. The expression ‘business archives’ or even ‘company archives’ refers more specifically to the concepts of entrepreneur and company, as defined by the Civil Code’.95 In the vast majority of cases, companies and their records are subject to private law.

Public and private archives are treated differently. The legislation on business archives can be divided in two groups: the first concerns the general rules on archives and their application to business archives, the second the rules on the retention of business records.

General archive legislation: The main normative text is the decree law 22 January 2004, n.42 in which can be found the code of cultural heritage and landscape.96 On the theme of protection the most important laws are article 10, paragraph 2b, about the individuation of the goods which should be protected and paragraph 3b on archives and particular private subjects’ documents which are of historical interest after a declaration of being of cultural interest (article 13). This declaration has a double meaning: on the one hand it creates some obligations for the private owner or holder of the documents, and on the other some obligations in relation to the document itself because it declares that a particular document is a cultural heritage. In terms of vigilance, the main rules relating to the protection and the conservation of archives can be found in article 20 (prohibition of unbinding) and in article 21, which lists the actions subjected to authorisation from the Department of Cultural Heritage and Activities. These actions concern the relocation of archives, the disposal of documents declared to be of cultural interest, and the fulfillment of works on cultural heritage, for which the applicant presents a description of the intervention. As for the different ways of conservation, article 29 expands and clarifies the notion of preservative restoration, identifying when restoration has to be put in the hands of professional restorers. In relation to use, article 122 covers the regulations concerning the consultation of records conserved in the national archives and in the historical archives of public corporations. In every public archive all the records, except the ones which are

91 Questionario archivi d’impresa e Covid-19, see https://docs.google.com/forms/d/e/1FAIpQLSdKco_d5bQfLA1nymY5NI0S3DHzo9IAk_FruYfBvGyGOAYA/viewform. All websites mentioned in this article were accessed on 2 July 2021.
94 Tavola rotonda sugli archivi delle imprese industriali, in Rassegna degli Archivi di Stato, XXXIII (1973) 1, 9–76.
96 The code substitutes and integrates two previous normative texts, the decree law 29 October 1999, n.490, Consolidation Act of the statutory provisions on natural and cultural heritage, and the d.p.r. 30 September 1963, n.1409, Rules on the organisation and the staff of the national archives.
reserved for particular reasons (articles 123 and 125), can be consulted. With reference to consulting private archives, article 127 sets out the obligation owners have to allow consultation according to the rules agreed between private subjects and the archival superintendent, although there are some restrictions related to reserved documents (articles 125 and 122, paragraph 3). The more general subject of privacy also impacts non-declared private archives (article 127, paragraph 3), stating the important principle regarding the extension of these rules to all archives not yet structured (single files or documents). Finally, the consultation of documents containing personal data for historical research is subject to the rules of the ethics and good behaviour code (issued on 28 February 2001 by the privacy authority) provided by the law on personal data processing (decree law 30 July 1999, n.281, statutory provisions on personal data processing for historical, statistical and scientific research).

**Business records legislation:** The current legislation (article 2082 of the Civil Code issued in 1942) – the previous one was regulated from the Commercial Code of the Italian Kingdom issued in 1882 – defines the undertaker as a person who ‘carries on professionally a business organised to produce and to exchange goods and services’. Small businessmen are ‘direct cultivators of a plot of land, tradesmen, small traders and the people who carry on a professional business organised only for their work and the work of their families’. The company (article 2555) is defined as the ‘whole quantity of goods organised by the undertaker for the running of the business’ referring for the most part to corporeal property (places, machinery, goods and so on). The term business indicates the activity organised to produce and exchange goods and services (funds, people, organisation). Depending on its size, a business can be ruled by a single person (one-man business) or by more people together (partnership or company) in which ‘two or more people contribute goods and services for a common management of an economic activity in order to share out profits’ (article 2247). With respect to the typology, the type of activity carried on, businesses can be divided in two big categories: a business can be defined as a commercial farm when it is ‘aimed at the cultivation of a plot of land, at the sylviculture, the stock farm and all other related activities’ (article 2135) and as a commercial business when it carries on an industrial activity aimed at the production of goods and services, an intermediary activity in the circulation of goods, an activity of carriage by land, by sea or by air, a banking or an insurance business and other related activities (article 2195). This difference is important because only the medium and large commercial businesses (not the small ones) have to register with the Central Register of Businesses, complete a book-keeping entry (article 2214) and can go bankrupt (article 2221). A small business has a maximum of 10 employees, a medium business has a maximum of 100 employees and a big business has more than 100 employees. From 1993 the registration of businesses has been delegated to the chambers of commerce.

The production, reception and use of the records is regulated both by legal obligations and by organisational and managerial needs. Business documentation can be divided in three major groups: corporate written agreements, accounting and administrative records and technical and planning documentation. In relation to the legal obligations, the main disposals can be found inside the Civil Code, value-added tax (l.633/1972) and fiscal law (l.600/1973). It is necessary to consider also the legislation on relations between employer and employee, trade agreements, labour relations, accidents, fire insurance and the protection of working environments.

The Civil Code establishes that the undertaker has to document the development of his activity keeping special documents and book entries (journals, inventories, ledgers, correspondence, contracts, invoices) which must be preserved for 10 years. This period can be extended to the corresponding taxation period in accordance with d.p.r. 600/1973 on direct taxes and with d.p.r. 633/1972 on VAT. Analysing more analytically the principal rules of the Civil Code on records typologies, they can be found in the fifth book dealing with work, articles 2214–2220 on book entries. The commercial undertaker must keep a journal and a register of the inventories. In particular, according to the nature and the size of the business there is the obligation to keep other book entries (ledger, cash book, stock book) and the originals of the letters, telegrams and invoices which have been received and a copy of the letters, telegrams and invoices which have been sent for every business transaction.

Article 2215 prescribes the numbering and the sealing of the journal and of the stock book, article 2216 is about the obligation of authentication of the journal that must ‘indicate day by day the operations related to the management of the business’, and article 2217 describes the drafting of the inventory. Finally, article 2220 prescribes a 10-year conservation of the book entries since their last registration. The originals of the letters, telegrams and invoices which have been received and the
copies of the letters, telegrams and invoices which have been sent must be preserved for 10 years too. In addition to the account books and the book entries, the Civil Code obliges joint-stock companies to keep some corporate books (article 2421: shareholders' register, bond register, minute book, board of directors' book, board of statutory auditors' book, executive committees' book). Unlike the account books and the book entries, corporate books must be conserved for the entire life of the company so that after its liquidation they can be lodged and preserved for 10 years in the chancery of the court (articles 2457, 2497, 2516).

Legislation also impacts the creation and retention of records relating to relations between employer and employee and the protection of workers, including staff registers and wages books (articles 20-26 d.p.r.: 1124/1965 and article 42 law 145/1969), employment cards and registers of accidents. Security control also implies inclusion of reports on periodical trials and tests of the machinery and preventive medical examinations in order to undertake particular manufactures and activities. Other documentary burdens are connected to the fulfillment of contributory obligations, like annual nominal and wage reports, the payment of contributions, and so on. Even the fiscal rules create some documentary burden for the companies. The d.p.r. 29 September 1973, n.600 on income tax assessment makes compulsory some book entries (depreciable goods register, auxiliary inventory records), registers and documents created for VAT (registers, receipt books, files, hard copies, invoices, bills of entry, packing lists) and imposes their conservation until the fixing of the assessment concerning a precise tax period.

To conclude, it is necessary to mention the application in companies of those International Organization for Standardization (ISO) standards which try to define and standardise policies, responsibilities, terms and rules that the corporate world should use for 'record management'. After a long period of oblivion these standards are now being applied in the management of filing systems which in due course may become business archives.

**National Strategies and Policies on Business Archives**

Attention began to be paid to the protection of business archives by the State Archives Administration several decades ago under the pressure of a new cultural interest in the recent past by both historians and a new generation of archivists, more sensitive to the changed cultural climate. The starting point was the publication in 1973 in the *Rassegna degli Archivi di Stato* (*Journal of State Archives*) of the interventions of the Tavola rotonda sugli archivi delle imprese industriali. Examples of this new climate were the transfer of papers from the Terni steel mills to the local State Archives and Pirelli's decision to set up its own corporate archive.

Subsequently, in 1984, the *Rassegna degli Archivi di Stato*, published a monographic issue entirely dedicated to business archives, which featured the proceedings of two important conferences held in Genoa in 1982 promoted respectively by Ansaldo and the Azienda Municipalizzata Trasporti (AMT). The volume offered an overview of the international situation and a list of the archives of both businesses and public economic bodies kept in the Archivi di Stato and of business archives declared to be of 'considerable historical interest' by the Archival Superintendencies (Soprintendenze archivistiche).

After the first censuses of business archives in Tuscany in 1982 and in Lazio in 1987, the surveying of business archives made further progress in the 1990s. The descriptive census of the business archives of the Lombardy Region, conducted in subsequent survey campaigns (1998–2008), began in 1998 for the province of Milan starting from the pioneering previous work by Duccio Bigazzi in 1990 and based on historical companies established prior to 1945 and other bodies conserving business archives for various reasons. The Centro per la cultura d'impresa oversaw the research and

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101 Consiglio Nazionale delle Ricerche – Soprintendenza archivistica per la Toscana, Archivi di imprese industriali in Toscana (Florence, 1982) and M. Guercio (ed.) for Ministero per i beni culturali ed ambientali – Soprintendenza archivistica per il Lazio, Guida degli archivi economici a Roma e del Lazio (Rome, 1987).
publication of the data in coordination with the Soprintendenza archivistica per la Lombardia.\textsuperscript{103} The findings of a project for the census of business archives in Piedmont (CAIP), carried out between 2009 and 2011 on the initiative of the Regione Piemonte and the Direzione generale per gli archivi of the Ministero per i beni e le attività culturali,\textsuperscript{104} were merged into the Sistema Archivistico Nazionale (SAN) and the Portale degli archivi d’impresa. The set of these policies and interventions has recently found its general synthesis in the creation of the Portale degli archivi d’impresa,\textsuperscript{105} one of the thematic portals of the SAN\textsuperscript{106}. The goal is to ‘provide a single point of access to the numerous archival databases that have been made available on the internet over the last ten years ... by public and private entities’\textsuperscript{107}. The portal was inaugurated in 2011 with the aim of safeguarding the historical archives of Italian public and private companies, enhancing the country’s business culture and promoting studies and research in this sector. The portal allows Italian industrial history to be traced through 10 sections dedicated to entrepreneurs, Italian companies and the documentary, photographic and audio-visual heritage they produce. It is completed by two sections of general and territorial chronology, a section of thematic itineraries and a multimedia gallery that also allows free text searches. Recently, the portal has been enriched with a new section, the Biblioteca digitale degli archivi d’impresa, where articles and monographs on business archives are being collected and made freely available.\textsuperscript{108}

From a numerical point of view, the business archives considered to be of particularly significant value are a few hundred, a small number compared to the business and economic world as a whole and which allows discovery of only a minimal part of what could be an immense cultural heritage. In this context the inadequacy of a regulatory framework on private archives that still considers companies as individuals or families, and the lack of real incentives for those companies that decide to invest in the protection and enhancement of their documentary heritages and museums, continues to weigh negatively.

**Where Business Archives are Held**

In Italy business records and archives are mainly retained by the creating companies. Many have in recent years entrusted the custody and physical conservation of the documentation that must be kept for legal reasons to companies specialised in the outsourcing of archival services.\textsuperscript{109} Compared to the initial physical custody and consultation of paper archives, the range of services offered by these companies has expanded enormously to include a whole series of digital and archival consulting services, such as the description and selection of historical archives, analysis of business processes, the digitisation of photographic archives and the custody of digital archives. In Italy there is no body tasked to centralise, in a single location, the historical documentation of companies and labour organisations. The traditional archival principles of unbroken custody and territorial relevance have in many cases been disregarded and necessity has led to a ‘polycentrism of conservation’.\textsuperscript{110}

Company incorporations, mergers and takeovers, including in the banking and insurance sector, have continued and the creation of historical group archives (such as Generali\textsuperscript{111} and Intesa Sanpaolo\textsuperscript{112}) has consolidated. Although there is no model for dealing with aggregations, it remains central, as Barbara Costa points out, ‘to convince the company to keep the archives of the incorporated companies, maintaining their identity and order’ and even when the assets are dispersed over very

\textsuperscript{103} http://www.imprese.san.beniculturali.it/web/imprese/percorsi/scheda-dossier?p_p_id=56_INSTANCE_OCoy&groupId=18701&articleId=215508&p_p_lifecycle=1&p_p_state=normal&viewMode=normal&articleIdPadre=215503.

\textsuperscript{104} D. Brunetti and T. Ferrario (eds), Archivi d’impresa in Piemonte (Turin, 2013).

\textsuperscript{105} http://www.imprese.san.beniculturali.it/web/imprese/home.

\textsuperscript{106} http://www.san.beniculturali.it. SAN is the unified access point to national archival resources made available on the web by information systems, databases and digital research tools developed at national, regional and local level by the State, the Regions and other public and private entities.


\textsuperscript{108} http://www.imprese.san.beniculturali.it/web/imprese/consulta-i-pdf.


\textsuperscript{110} Ministero per i beni e le attività culturali, Conferenza nazionale degli archivi (Rome, 1999).


\textsuperscript{112} F. Pino and A. Mignone, Memorie di valore. Guida ai patrimoni dell’Archivio storico di Intesa Sanpaolo (Milan, 2016).
large territories to ‘keep the archives in the places where they were formed and make every effort to strengthen the link between these heritages and their reference territory’113. Shortages of funding and trained personnel, in the face of the amount of documentation to be managed, remains a central issue. When it is not possible to collect the historical documentation of companies that have ceased after mergers and takeovers, mixed solutions are being tested,114 such as agreements with local foundations that guarantee the custody and consultation of the records within the territorial areas in which they were created, whilst leaving their ownership with the entity that managed the incorporation process.

Among the resources made available by foundations and research bodies, other cumulative information is managed by the Fondazione Ansaldo which carries out a much wider activity than that normally exercised by a historical company archive. In fact, the recognition of its nature as a regional economic archive dates back to 2000, with the establishment of the Ansaldo Foundation – Economic Archive of Ligurian Onlus Enterprises, an institution to which the archival heritage previously preserved in the Ansaldo Historical Archive was transferred.115

It is also worth mentioning the Fondazione ISEC (Istituto per la storia dell'Italia contemporanea),116 founded in 1973 with the aim of collecting, conserving and enhancing sources and records on the history of the Resistance and the labour movement, which subsequently became one of the privileged places in Lombardy for the conservation and enhancement of archives produced by economic subjects. These include the historical archives of large companies that have significantly contributed to the productive and economic history of our country such as Bastogi, Breda, Ercole Marelli, Falck, Italtel, and Riva Calzoni.

For film archives the Archivio nazionale del cinema d'impresa was inaugurated in 2006 in Ivrea, in agreement with the Centro sperimentale di cinematografia, the Piedmont Region and the Municipality of Ivrea and Telecom Italia Spa, for the conservation and the dissemination of visual records created within companies. Corporate cinema represented an important sector of industrial policy throughout the 20th century and led to the production of thousands of moving films that address all aspects of corporate life, from social works to manufacturing and advertising.117

In relation to printed sources, in addition to the territorial censuses of Tuscany, Lazio, Lombardy, Piedmont the project for the establishment of a territorial economic archive in Sicily should be noted.118

No concrete solutions are yet known regarding the new management skills related to the digital revolution. Archivists also engaged in safeguarding electronic records, in order to guarantee an accurate and intelligible transmission of this type of source, are forced, due to the particularity of the new digital media, to anticipate a whole series of choices and decisions that significantly affect corporate organisation. Company policies and new guidelines are needed that shift attention from the value of the digital document ‘to the vision of the digital archive as a complexity of contents and relationships for their historical and cultural value’.119

114 The Intesa Sanpaolo Group is the result of the amalgamation of over 300 banking institutions of various kinds and has adopted a conservative model which in some cases provides for the direct management of its documentary assets and in others the stipulation of local agreements and conventions. For an overall descriptive picture, see the Group’s historical map website at https://mappastorica.intesasanpaolo.com/.
116 https://www.fondazioneisecc.it/.
117 https://www.fondazioneccsc.it/archivio-nazionale-cinema-impresa/.
Business Archives Associations

Associazione nazionale archivistica italiana (ANAI)

For some time ANAI\(^{120}\) has promoted the establishment of specific working groups to address and investigate specific issues and to conduct activities connected with the achievement of its social goals, such as the protection of archival work and development of study and research initiatives. The Gruppo italiano archivisti d’impresa (GIAI)\(^{121}\) has been active within it for many years and after initial activity between 2001 and 2008\(^{122}\) was permanently reconstituted in 2014 – following the success in 2012–13 of training modules on the management of a corporate archive organised with Museimpresa – to facilitate cooperation and the exchange of experiences. Co-ordinated by Francesca Pino, formerly archivist at Intesa-Sanpaolo, the group is also open to non-members\(^{123}\). The number of group members has grown considerably and such strategic issues as privatisations and mergers, communication, corporate heritage management, digitisation and the role of the network have been debated during the group’s courses and collegiate meetings.

Centro per la cultura d’impresa

The Centro per la cultura d’impresa\(^{124}\) is a non-profit association under private law founded in 1991 by the Milan Chamber of Commerce and the ASSI Foundation\(^{125}\) and recognised by the Ministry for Cultural Heritage and Activities with Ministerial Decree (5 November 1997, n.258). Currently directed by Antonella Bilotto, the Centre was born from the experience of some business historians and promotes the protection and enhancement of the documentary heritage of its members as an organisational and cultural resource. The mission of the Centre is focused on the establishment of territorial economic archives that collect the memory of companies and entrepreneurial associations, the creation of business museums in collaboration with the companies themselves, the analysis of business culture and reflection on the role of businesses in the area through the publication of studies and research, the training of cultural operators involved in the protection and enhancement of the historical-documentary heritage of businesses, and the establishment of an audio-visual and photographic archive on entrepreneurship (audio, audio-video and photographic testimonies of entrepreneurs, technicians, workers, professionals and economic operators). The Centre supported the birth of corporate archives with its publication in 1998 of the first Manuale di archivistica per l’impresa by Paola Carucci and Marina Messina. Between 2004 and 2010 it also promoted, together with the Ansaldo Foundation of Genoa and the Section on Business and Labour Archives of the International Council on Archives, the publication of the first Italian online magazine Culture e impresa.\(^{126}\) The first reflections that led to the definition and subsequent affirmation of the ‘archivio del prodotto’ (the set of goods or services produced by the firm) were born and developed at the Centre.\(^{127}\) The Centre also carried out, in collaboration with the Regione Lombardia and in coordination with the Soprintendenza archivistica per la Lombardia, the descriptive census of the business archives of Lombardy in 1998–2011 covering over 1,000 companies.\(^{128}\)

Museimpresa (Associazione italiana musei e archivi d’impresa)

Museimpresa was founded in Milan in 2001 on the initiative of Assolombarda and Confindustria\(^{129}\) and is a unique European network, which in 2021 has around 100 associates. All the main production

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120 http://www.anai.org/anai-cms/cms.view?munu_str=0_1_2&numDoc=126, containing a detailed list of activities, seminars and organisational meetings from 2014.
125 http://www.cultureimpresa.it/index_09.html.
squares are represented, ‘from mechanics to chemicals, from cars to rubber, electronics, large-scale construction, finance, clothing, agri-food, shipbuilding and all sectors of manufacturing and services’.

Museimpresa’s mission is to promote and give visibility to the museum and archive as an expression of a company's cultural policy with the aim of study, enhancement, education and training, as well as interaction with the related territories. It promotes the exchange and dissemination of knowledge and experiences between the museum community, businesses, cultural institutions and the general public and carries out research, training, development and in-depth study in the field of museology and corporate archives. It also increases the relationship and interaction between companies and archives operating at a national and international level in view of common enhancement projects. Museimpresa ‘brings together museums and archives of large, medium and small Italian companies, united by the strong idea that companies, factories, service companies are physical and mental places where the past and the future meet and where the culture of company ... is a fundamental asset of competitiveness’. For Museimpresa, the function of the digital economy and culture is also strategic, where technology allows companies to keep the memory of companies online and for archives and artefacts to be consulted and studied from a distance. Finally, since 2004, Museimpresa has been promoting the Settimana della cultura d'impresa during the month of November, a rich series of meetings, presentations, seminars, and so on promoted by Confindustria, which each year focuses on a different theme related to the discovery and communication of archival and museum heritage in different parts of the territories and production districts.

Associazione Italiana per il patrimonio archeologico industriale (AIPAI)

AIPAI was founded in Terni in 1997 with the aim of joining individuals and associations at a national level that in previous decades had taken important initiatives and created a network of regional centres. The aims of the Association are the promotion and dissemination of the historical and cultural value of industrial archaeological heritage, and in the promotion and implementation of research activities and projects aimed at safeguarding and enhancing industrial heritage. The activities concern both tangible and intangible assets and, in particular, documentary and archival sources, machinery and equipment, architectural artefacts, infrastructures, technical-productive knowledge, entrepreneurial culture, social structures, landscapes and all aspects of the history of technology, economy, society, architecture, urban planning and the environment most directly linked to the history of industrial heritage. AIPAI also intends to promote scientific and professional training with a view to a higher level of operational and scientific collaboration between public bodies, universities, professional associations and private legal and physical persons for knowledge, protection and enhancement of the industrial archaeological heritage and the safeguarding of archives, machines, artifacts and other testimonies of industrial civilisation and work.

Osservatorio Italiano per lo studio e la conservazione delle monografie istituzionali d’impresa (OMI)

Since 2011 OMI, based in Verona at the University Department of Business Administration, has been monitoring, collecting, studying, reviewing, cataloguing and preserving Italian corporate monographs. It also manages an archive where the collected works are catalogued and can be consulted online. Every two years, since 2013, it has also organised an award for the best corporate monograph.

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130 Ibid, 318.
134 https://www.monografieimpresa.it/.
135 An institutional corporate monograph or corporate monograph is a work published in different forms, on the institutional aspects of a specific company or organisation, which concerns its history, mission and its tangible assets (plants, complementary structures, production, financial aspects, and so on) as well as its intangible assets, represented by the human factor, values, projects, history, consistency over time, and so on.
Training for Business Archivists

There are presently no courses in Italy specifically aimed at training business archivists or which offer a specialised qualification.\textsuperscript{136} The university training of archivists is mostly for postgraduates, through two-year specialisation at the school of Scuola di specializzazione in beni archivistici e librari at La Sapienza, University of Rome, or more specific masters and doctorates. The Scuola di archivistica, paleografia e diplomatica are also active within the main State Archives.

The Corso di alta formazione in Archivistica contemporanea (Advanced training course in contemporary archiving) is active at the Archivio centrale dello Stato. The course, now in its ninth edition, is aimed at heads of public administrations and bodies, companies, institutes and private organisations, as well as individual professionals who wish to acquire archival, organisational and technological knowledge and skills relating to training, management, conservation and use of paper, digital and hybrid archives.\textsuperscript{137}

In recent years, the training of business archivists has mainly been carried out by ANAI which, together with Museimpresa, has conceived and implemented, within the activities of the GIAI, a series of dedicated courses (2012–19) for business archivists. A total of seven editions of the course were held, with basic and advanced training modules, aimed at those who already had traditional archival training, freelancers and those who wanted to enrich and update their skills to face the new professional challenges in the fields of enhancement, communication and new technologies. The courses were led by a small number of teachers, assisted by expert practitioners, and dealt with the regulatory context, life cycle of records, knowledge of the company, document types and core record series, product archives, archival interventions, IT tools and digitisation, promotion and business communication, and company archives and museums. The courses incorporated impactful guided visits to archives, museums and exhibition spaces.\textsuperscript{138}

Finally, a conference entitled ‘Creating the best business archive: achieving a good return on investment’ was held in Milan on 15–16 June 2015 on behalf of the Section of Business Archives of the International Council on Archives, testifying to the growing interest in corporate archives issues.\textsuperscript{139}

National Provision for Business Archives at Risk

In the Italian legal system State intervention and protection in relation to archives and documentation at risk of dispersal and destruction only occurs after the company has received a declaration of important historical interest from the Ministero della cultura pursuant to article 13 of the Codice dei beni culturali e del paesaggio (legislative decree 22 January 2004, n.42). This measure entails a change in the status of the archive from a private archive to a private archive of public interest. Once the declaration has been made, the archives and individual documents are to all intents and purposes cultural assets subject to the protection regulations provided for by the Code. This declaration places the body and consequently its archive under the protection of the State and determines the supervisory and protection activities exercised in the Italian system of Soprintendenze archivistiche e bibliografiche, peripheral bodies of the Ministero della cultura which have the task of ascertaining the quality of the cultural property.

Private owners or holders of archives declared to be of important historical interest under the Codice dei beni culturali e del paesaggio must list them and allow scholars who make a justified request to consult them. They are also required to ask the Archival Superintendencies for authorisation to move, transfer to other legal persons or discard the archives, as well as for any intervention such as rearrangement, inventorying, restoration, enhancement (such as exhibition) and reproduction. Private owners or holders of archives who have carried out conservation interventions on their own archive can receive state contributions and take advantage of tax concessions.

\textsuperscript{136} An exception is the teaching, in French, on Les Archives d’entreprise and les sources du patrimonie industriel which is held at the University of Padua as part of the master’s degree course Techniques, Heritage, Territories of Industry, teacher Carolina Lussana, active in the academic year 2020–21. See https://didattica.unipd.it/ott/2019/LM/SU/IA2383/000ZZ/SUP6074959/N0.
\textsuperscript{137} https://www.acs.beniculturali.it/attivita/corsi-di-archivistica-contemporanea/
In Italy regional surveys of business archives have had great importance and benefited over time from public subsidies. In general, the surveys have helped to generate a virtuous process of knowledge of the documentation, followed and/or accompanied by the "dichiarazione di notevole interesse storico" of the company and its archive, and subsequent safeguarding and enhancement activities.

Finding Information on Business Archives

The ability to find information on company archives has greatly increased in recent years thanks to the opportunities offered by the internet. In the Italian legal system, according to the provisions of the Cultural Heritage Code, the protection of the archives of private subjects is the responsibility of the Archival Superintendencies. The results of this activity are contained in two major projects. In the first, the Direzione generale per gli archivi launched a unified information system of the Archival Superintendencies (SIUSA) where, since 2000, the archival information provided by the Archival Superintendencies has been consolidated and is available for consultation in the context of previous census projects of Italian cultural heritage. The overall total of the archives surveyed is about 60,000, of which some 2,000 are company archives (although only about half of the surveys are available online). To carry out research in SIUSA, some thematic itineraries are available, which enhance the projects and censuses of the Direzione generale per gli archivi throughout the country, and also regional itineraries edited by the Superintendencies, which allow the user to directly access the documentary heritage of a single region. Furthermore, from SIUSA it is possible to access the online inventory section, where you can access the inventory index and consult the individual instruments within SIUSA or on sites outside the system. Since 2011 the SIUSA data has been periodically exported to the SAN (Sistema archivistico nazionale). The second project, in an advanced stage but not yet completed, is a database of declarations of historical interest throughout the national territory. It is a transfer of non-homogeneous data, which dates back to 1963, and which concerned provisions issued over time on single archives, documentary complexes composed of several archives or single documents. However, it should be remembered that the information made available in these tools mostly refers to data from large archives at fond or series level and, when available, links to detailed inventories. The quantity and updating of SIUSA records have also often suffered from inadequate resourcing. Direct remote consultation of documents is rarely possible, save where an archive offers description that drills down to the level of individual digitised documents.

The other great cumulative access point for searching business archives is the aforementioned Portale degli archivi d’impresa inaugurated in 2011. After a period of suspension, the portal is once again being regularly augmented. This is demonstrated by the recent uploading of 500 photographs taken by the great photographer Gianni Berengo Gardin during the period of his long collaboration with the Olivetti company (1967–85).

Sources of Advice on Managing Business Archives

In Italy there are no sources of information and guidance specifically dedicated to the management of company archives. However, some support is available from the institutions related to the State Archival Administration, some websites and web portals and in archival journals and printed monographic works.

Institutions

As far as institutions are concerned, the main source of information and guidance for the owners or holders of company archives and documentation remains the State Archival Administration and in particular the network of 16 Archival and Bibliographic Superintendencies, divided on a regional basis, which have the competence to supervise non-state archives and private archives. In the early days, the role of the state and its officials was viewed with a certain distrust on the part of entrepreneurs.

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140 This was the denomination of article 36 of the Presidential Decree 30 September 1963, n.1409, Norme relative all’ordinamento e al personale degli Archivi di Stato, the so-called Law on archives in force until the 2004 Codice dei beni culturali was issued.

141 https://siusa.archivi.beniculturali.it/.


143 http://www.imprese.san.beniculturali.it/web/imprese/home.

144 https://www.imprese.san.beniculturali.it/web/imprese/gallery/galleria-multimediale. For the documentation of the Olivetti company, please refer to the website of the Olivetti Historical Archive Association at https://www.archivististoricolivetti.it/.
but now this situation has almost universally changed and mutual cooperation prevails. The main areas of collaboration relate to archive identification and description, selection procedures and use and outreach initiatives. Additionally, ANAI (Associazione nazionale archivistica italiana), and more specifically GIAI (Gruppo italiano archivisti d’impresa), organises, in collaboration with Museimpresa, training courses of various levels, seminars, conferences and book presentations and has contributed to creating a network of companies and archivists active in many parts of the national territory.

Websites
As regards the presence on the world wide web, among the thematic portals edited by the Direzione generale per gli Archivi, in addition to the previously described Portale degli archivi d’impresa, must be mentioned the portal Archivi della moda del Novecento. Inaugurated in 2011, it aims to discover, enhance and make available a wide range of archival, bibliographic, iconographic and audio-visual sources, hitherto unexplored, relating to Italian fashion heritage. The project is articulated in the census of sources, in the cataloguing and digitisation of the materials contained in the archives of some of the most important Italian fashion houses, and in the organisation of seminars and study conferences.

The establishment, within the ANAI Veneto, of a discussion list on topics inherent to the archival world called Lista Archivi 23 dates back to 1996. Today the number of those registered on the list has exceeded the quota of 3,000 and discussion has proved over the years an effective tool for updating and orientation in the national and international archival panorama. The list allows users to understand not only the main lines of study and research in the archival sector, but also initiatives, exhibitions, presentations, debates and any other archive-related events, often also including specific initiatives on business archives.

Journals and publications
Specialised archival journals are a useful source of information on various issues related to business archives, notably Rassegna degli Archivi di Stato, Archivi di ANAI and Il Mondo degli Archivi. The magazine Archivi e Imprese (1990–99) and Imprese e storia (2000–04), initially promoted by the ASSI Foundation (Associazione di studi e storia sull’impresa) in Milan and directed by Duccio Bigazzi, represented an important cultural and operational reference point for the emerging professional community of Italian business archives and archivists and was supported by some of the most important Italian companies. Another significant journal was the first Italian online magazine Culture e Imprese (2004–13), the first nine issues of which are still available (also in English).

Among the post-1972 printed publications offering information and guidance on the management of company archives the following works are worth mentioning:

- P. Ciandrini, Gli archivi d’impresa (Milan, 2021)
- G. Bonfiglio Dosio, Les Archives d’entreprise et les sources pour l’histoire du patrimonie industriel / Gli archivi d’impresa e le fonti per la storia del patrimonio industriale (Business archives and sources for the history of industrial heritage) (Padua, 2020)
- C. Bermond and F. Piola Caselli, Filantropia e credito. Atlante dei documenti contabili dalla Compagnia all’Istituto bancario San Paolo di Torino (secoli XVI-XX), in collaboration with A. Cantaluppi (Turin, 2020)
- R. Baglioni and F. Del Giudice (eds), for Associazione Nazionale Archivistica Italiana, Sezione Toscana - Fondazione Piaggio, L’impresa dell’archivio: organizzazione, gestione e conservazione dell’archivio d’impresa (Florence, 2012)
- D. Porcaro Massafra, M. Messina and G. Tatò (eds), for Ministero per i beni culturali e ambientali - Soprintendenza archivistica per la Puglia, Riforme in corsa... Archivi pubblici e archivi d’impresa tra trasformazioni, privatizzazioni e fusioni (Bari, 2006).

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145 http://www.imprese.san.beniculturali.it/web/imprese/home.
146 https://www.moda.san.beniculturali.it/wordpress.
147 M. Romanato, Archivi 23. una mailing list tutta per discutere #comunicarchivi (ilmondodegliarchivi.org)
• Associazione Nazionale Archivistica Italiana - Sezione Friuli Venezia Giulia, Le carte operose. Gli archivi d'impresa nella realtà nazionale e locale: le fonti, la ricerca, la gestione e le nuove tecnologie (Trieste, 2004)
• T. Fanfani and F. Ghelli (eds), Alla scoperta delle carte. Storia, innovazione e design nell’archivio d’impresa (Pontedera, 2004)
• G. Bonfiglio-Dosio, Archivi d’impresa. Studi e proposte (Padua, 2003)
• R. Baglioni (ed.), for Associazione nazionale fra le imprese assicuratrici (ANIA), Guida agli archivi e alle fonti storiche delle assicurazioni in Italia (Venice, 2003)
• F. Del Giudice (ed.), for Associazione Amici della Scuola Normale Superiore, L’archivio nella realtà delle imprese (Pisa, 1999)
• P. Carucci and M. Messina, Manuale di archivistica per l’impresa (Rome, 1998)
• G. Bonfiglio-Dosio (ed.), L’archivio nell’organizzazione d’impresa (Venice, 1993)
• ‘Tavola rotonda sugli archivi delle imprese industriali’, Rassegna degli Archivi di Stato, XXXIII (1973) 1, 9–76.
Overview of Business Archives in Japan
Yuko Matsuzaki, Shibusawa Eiichi Memorial Foundation, Japan

Introduction

The origin of business archives as a department or function within a company in Japan can be traced to the company history compilation projects of the former zaibatsu families. In the case of the Sumitomo family, the compilation of family histories began in 1887, and in 1903, the Mitsui family established the Mitsui Family Compilation Office to carry out the Mitsui family history project. The Mitsubishi Zaibatsu set up a reference section in the Mitsubishi Limited Partnership in 1922.

For a long time, business archives in Japan were generally regarded as synonymous with the ‘company history (shashi) compilation project’, a form of using business records, or the ‘shashi’ published as a result. In other words, business archives were perceived as materials for the compilation of company histories. It is estimated that more than 16,000 shashi have been published since the Meiji era (1968–1912) with around 200 titles being published annually in recent years.

Although the compilation of shashi began at the end of the 19th century, it was not until the 1960s that it began in earnest. When an anniversary year approached, a project was set up to compile shashi, and the team in charge of the project collected important past business records, which were stored in various locations throughout the company, to produce and publish a book on the company’s history. The business records that had been used for shashi publication were not expected to be used until the next anniversary and after the project were usually dispersed or stored in warehouses. In other words, the archives function from collection and transfer to use did not exist, and only the physical management of the archives was carried out for a long time. Reference to the company’s past records was not done by asking the archivist or some other record professionals, but by searching the contents of shashi.

The development of business history as an academic discipline since the 1960s has provided a tailwind for the compilation of shashi. Compilation projects have provided business historians with access to records, and the publication of company histories has made historical information about companies available both internally and externally. In addition, shashi have been regarded as an important tool for sharing management principles and values, corporate culture and identity.

Since the 2000s, digitisation has led to a growing use of business records for purposes other than the compilation of shashi. After the completion of the anniversary project, the team is reorganised into an archives department responsible for the collection, cataloguing, preservation, restoration, retrieval and access (mainly for internal use) of business records. There has also been a gradual increase in the number of permanent departments responsible for archives.

The development of digital ICT technology in recent years has facilitated cooperation and information sharing between corporate archives. In this context, the Shibusawa Eiichi Memorial Foundation has been encouraging business archivists by providing a newly developed database of shashi and the latest information on business archives trends and best practices in Japan and abroad via the internet. The Foundation has also contributed to the promotion of networking between business archivists in Japan and abroad.

Legislation Affecting Business Archives

There is no comprehensive law governing the management of the business records of private companies in general, although various laws, such as the Companies Act, the Labour Standards Act, or the Ordinance on Industrial Safety and Health set minimum retention periods for the records covered by each law.

On the other hand, the Public Records and Archives Management Act, first enacted in 2009, has introduced the concept of records schedules, providing for the unified management of records from their creation to the archives. The law has established the right of access to public records transferred to the archives. It has also clarified access even more than the Act on Access to Information Held by
Administrative Organs (enacted in 1999). As the Bank of Japan is an independent administrative agency, the Act applies to it, and the bank's archival holdings are managed and access provided to them in accordance with the Act.

The Act on the Protection of Personal Information 2003 affects access to personal data contained in business records. The Act on Protection of Cultural Properties 1950 also has implications for the protection of records and artefacts held in private companies.

**National Strategies and Policies on Business Archives**

There are no national strategies or policies for business archives in Japan.

**Where Business Archives are Held**

**Public repositories**

Bank of Japan, Institute for Monetary and Economic Studies: The Institute for Monetary and Economic Studies (IMES) of the Bank of Japan was established in 1982 to carry out research activities on economic and financial matters. IMES holds the official records of the Bank of Japan, Japan's central bank, and makes them available to the public.

Website: [https://www.imes.boj.or.jp/archives/archive_english/index.html](https://www.imes.boj.or.jp/archives/archive_english/index.html).148

Kanagawa Prefectural Kawasaki Library: This is one of the prefectural archives and libraries which hold the archives of private companies. Opened in 1958, Kanagawa Prefectural Kawasaki Library holds approximately 241,000 specialist books, especially in the fields of engineering, industrial technology and natural sciences, 20,000 company histories, and 8,300 specialist journals (journals of academic societies, lecture collections, company technical bulletins, overseas chemical journals, etc.).


**Private corporate archives**

Many private companies and related foundations collect and preserve historical business records for the purpose of compiling company histories and use these records for their operations, and in recent years they have developed archives management functions, including collection and transfer, organisation and description, preservation, and use and access. The records in the Bank of Japan archives (which are classified as public archives in Japan) and the former zaibatsu corporate group (Mitsui, Mitsubishi and Sumitomo) archives can be accessed by external parties. In some cases, however, access is limited to bona fide researchers. The archives of individual private companies are generally limited to internal access and are not open to the public.

Typical corporate archives are listed below. Whether archives are accessible to those outside the company should be checked on a case-by-case basis.

Kao Archives and Museum: Founded in 1887, Kao is a manufacturer of consumer goods, operating in the beauty care, human health care, fabric and home care, and chemical businesses. 50 years of history were published in 1940, 70 in 1960, 80 in 1971, 100 in 1993, and 120 in 2012. The archives section is responsible for maintaining the business records used for these history compilation projects. The archives materials are also exhibited in the accompanying exhibition facilities.

Mitsubishi Economic Research Institute (MERI), Mitsubishi Archives: The archive was established in 1996 to commemorate the 125th anniversary of the founding of Mitsubishi. It holds materials produced by the companies of the Mitsubishi Group and by the pre-war Mitsubishi zaibatsu. The archive is affiliated to the Mitsubishi Economic Research Institute, which was incorporated, founded and registered in 1922 to specialise in economic research and reorganised as an independent foundation in 1932.

Website: [http://www.meri.or.jp/](http://www.meri.or.jp/) (Japanese language site only).

Mitsui Bunko (Mitsui Archive): Mitsui Bunko was established in 1918 and became a public foundation incorporated and registered in 1965. Mitsui Bunko holds materials produced by Mitsui

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148 All websites mentioned in this article were accessed on 28 March 2021.
Group companies, as well as records and collections of the Mitsui family, a trusted and respected family during the Edo period. The archive is open to the public and also conducts research into the business systems and management of modern commercial banks. Website: http://www.mitsui-bunko.or.jp/ (Japanese language site only).

**Panasonic Archives, Panasonic Corporation:** Panasonic was founded in 1918. In 1961, seven years before the company's 50th anniversary, it began working with corporate archives to compile its corporate history. The 'Office of Corporate History' (OCH) was established in 1976 to manage the historical archives and compile the corporate history and has an active exhibition programme at the Panasonic Museum. Website: https://www.panasonic.com/global/corporate/sustainability/management/history.html.

**Shiseido Corporate Archives:** Shiseido was founded in 1872. The Shiseido Corporate Archives was opened in 1992, the 120th anniversary of the company's founding. In addition to management records, the archives collect and manage product packaging, posters, newspaper and magazine advertisements, television commercials and other advertising-related materials, as well as artefacts, and conducts exhibition activities. Website: https://corp.shiseido.com/corporate-museum/en/.

**Sumitomo Historical Archives:** The Sumitomo Archives began in 1887 as a project to compile the history of the Sumitomo family, and since 1987 it has been working in its present location in Kyoto as an institution specialising in the collection, organisation and preservation of materials relating to the business history of the Sumitomo family and other Sumitomo Group companies. Website: https://www.shiryokan.jp/english/index.html.

**Takashimaya Archives:** The Takashimaya Department Store was founded in 1831. The Takashimaya Archives was opened in 1970 with the aim of collecting and preserving materials from the company's history and making them widely available and used. It is the base for the company's archive activities, which study Takashimaya's history, pass on its corporate culture and founding principles, and disseminate its values and culture both within and outside the company. The collection includes works of art, department stores' materials and documents of the founding family. Website: https://www.takashimaya.co.jp/shiryokan/takashimaya_archives/ (Japanese language site only).

**Teikoku Databank Historical Museum:** Teikoku Databank is a credit research company founded in Tokyo in 1900. The Teikoku Databank Museum (which is also an archive) opened in 2007 and is the only archive of its kind in the credit research industry. In addition to collecting and preserving the company's own historical records, the museum also holds exhibitions on the 200-year history of the global credit research industry and its role in society and on various aspects of the company's activities. Website: https://www.tdb-muse.jp/ (Japanese language site only).

**Toraya Bunko (Toraya Archives):** Toraya is a long-established manufacturer of Japanese confectionery dating back to the 16th century, and the Toraya Archives holds old documents and publications relating to Japanese confectionery. The head office has its own exhibition facilities. Website: https://www.toraya-group.co.jp/toraya/bunko/ (Japanese language site only).

**Toyota Archives, Toyota Motor Corporation:** Toyota Motor Corporation was founded in 1937. The company has published a number of company histories since 1958, and in the 1990s an archives programme was developed based on the company records used for the 50th anniversary history published in 1987. Some of the material in the collection is also used for exhibitions at the Toyota Museum and elsewhere.

**The Shibusawa Memorial Museum of the Shibusawa Eiichi Memorial Foundation:** The Foundation preserves and makes available to the public the documents, artefacts and publications collected by and relating to Eiichi Shibusawa, a business leader who was instrumental in the growth and development of Japan's modern economy. Website: https://www.shibusawa.or.jp/english/index.html.

**Other archives**

There are several business archive and history collections held by private and public institutions.
Hitotsubashi University Library: The Hitotsubashi University Library’s special collections include company histories published in the UK, US, Germany and elsewhere, accounting ledgers from NYK and other companies, and a variety of other materials. Website: https://www.lib.hit-u.ac.jp/retrieval/collections_bunken/collections/ (Japanese language site only).

University of Tokyo, Library of Economics: The library is one of the leading economics and business libraries in Japan, with a particular focus on the collection of corporate and group histories. The library has an extensive collection of modern and contemporary corporate materials, including the archive collections of Yamaichi Securities and Yokohama Shokin Bank. Website: http://www.lib.e.u-tokyo.ac.jp/english/.

Integrated Centre for Corporate Archives, Research Institute for Economics and Business Administration, Kobe University: The university collects, maintains, publishes, and provides access to literature, materials, and data related to business analysis. The library holds securities reports and business reports of domestic companies, annual reports of foreign companies and company histories. Kanematsu and Kanebo are two well-known business archives collections held by the university. Website: https://www.rieb.kobe-u.ac.jp/center/ (Japanese language site only).

Japan Institute of Business History: The Japan Institute of Business History is a public foundation incorporated and registered in 1968 with the aim of promoting the compilation of corporate history. The Institute itself is engaged in the compilation of company histories and also collects books on and records relating to business history. It awards prizes for outstanding corporate histories. Website: https://www.jbhi.or.jp/ (Japanese language site only).

Business Archives Associations

Business Archives Association
The Business Archives Association of Japan (BAA) was founded in Tokyo in 1981. BAA is the only professional network for business archives in Japan. Its aims are to raise awareness of the importance of business archives, to promote dialogue among members, to conduct research on the collection, preservation and management of business archives, and to improve the quality of business archives in Japan. BAA was established by a group of business historians, the Keidanren (Japan Business Federation) and its member companies, and the corporate history group within the Japan Special Libraries Association. To date, BAA has continued to enhance the exchange of information and ideas, to carry out research activities on the compilation of company histories, corporate museums and the management of corporate archives and to advocate the importance of business archives. In Japan, there is a growing number of corporate museums that exhibit business records. According to the database of the Teikoku Databank Museum as of 2019, there were 783 corporate museums both large and small, and these are key to the activities of BAA. It is only in the last 20 years or so that there has been a widespread understanding that corporate archives are functions that collect or receive business records, arrange, describe, preserve and conserve them, and give access to users. BAA is not a registered charity, but a voluntary organisation with a constitution. The secretariat has been located in the Institute of Japan Business History Institute since its foundation. It has 95 institutional members and 57 individual members (as of 2020), with Kunio Ishihara, Senior Advisor to Tokio Marine & Nichido Fire Insurance Co Ltd, and former Chairman of the Board of Tokio Marine Holdings Inc serving as its fifth president since 2020. Website: https://www.baa.gr.jp/ (Japanese language site only).

Records Management Society of Japan
The Records Management Society of Japan was founded in 1989 with the aim of recognising and scientifically analysing the importance of records and initiating practical solutions for the proper management of records. In Japan, however, the profession of records manager is almost non-existent in companies. The organisation is therefore a group of researchers in records management and archives studies, and practitioners in filing systems (as distinct from records management). Website: https://www.rmsj.jp/ (Japanese and English language site).
Japan Society for Archival Science
The Japan Society for Archival Science was founded in 2004 to undertake research in the following three fields: records and archives management, topics such as the formation, structure and history of archives, and the education and training of archivists.
Website: http://www.jsas.info/ (Japanese and English language site).

Japan Society for Digital Archive
The Japan Society for Digital Archive was established in 2017. Its aim is to contribute to the development of the 'digital archive' through research and by encouraging mutual exchange between industry, government, academia and the private sector. In addition to the five sections on legal issues, technology, human resource development, community archives, and the Kansai region, there are also special interest group activities related to specific themes, such as the 'digitisation consents and agreement' study group.
Website: http://digitalarchivejapan.org/english.

Training for Business Archivists
The training of archivists in Japan began in earnest with the formation of the Japan Society for Archival Science (JSAS) in 2004 and the establishment of the Graduate Course in Archival Science at Gakushuin University in 2008. In 2012, JSAS launched a certification and registration system for archivists, and in 2020 the National Archives of Japan launched the first government sponsored public certification of archivists. There are still very few archivists in the corporate archives sector who have obtained such professional qualifications.

In the days when business archives were regarded as synonymous with the compilation of company history, academic historians commissioned by companies to write the company's history and employees without professional training were often involved in organising business records during the time-limited company history compilation project. In other cases, qualified librarians and curators, for whom the official qualification system has existed since the 1950s, have functioned as corporate archivists. In general, company employees are appointed as archivists without any training, and often acquire their knowledge and skills through on-the-job training or by attending training courses run by the Business Archives Association of Japan (BAA). An increasing number of people from administrative and public relations departments, for example, are working as managers in corporate archives.

BAA, founded in 1981, has been organising annual training courses for business archivists (half-day, 4–10 days) since 1992. The programme currently comprises the following topics: definition and significance of archives, Japanese business history, compilation of corporate history, records management, collection and transfer, classification and organisation, preservation and restoration, digitisation, copyright, corporate museums and case studies.

In addition to Gakushuin University, archives education has also been provided since the late 2000s through academic institutions such as Kyushu University and Tsukuba University. The National Institute of Japanese Literature holds a course called Archives College for graduate students and the general public, and some corporate archivists attend training courses there.

National Provision for Business Archives at Risk
There is no national provision for the preservation of business archives at risk.

Finding Information on Business Archives
The Shibusawa Eiichi Memorial Foundation: Shibusawa Shashi Database
The Shibusawa Shashi Database is a database of shashi (company histories), including tables of contents, indexes, timelines and documents of companies with which Shibusawa Eiichi was associated. In 2020 the site contained around 1,600 shashi.
Website: https://shashi.shibusawa.or.jp/ (Japanese language only).
The Shibusawa Eiichi Memorial Foundation: Business Archives Directory
In 2005 the Information Resource Centre (then Resource Centre for the History of Entrepreneurship) of the Shibusawa Eiichi Memorial Foundation conducted a questionnaire survey of member institutions of the Business Archives Association. The results were published as a directory of information on member companies and organisations that then held historical business archives, as well as an overview of those archives. The directory was made available to the survey participants in 2007 and to the general public in 2008 and, although it has not been updated since 2008, it remains a valuable resource. See https://www.shibusawa.or.jp/center/dir/list.html (Japanese language only).

National Diet Library: How to Search Shashi
The National Diet Library, the national library of Japan with facilities in Tokyo and Kyoto, provides a guide to searching for shashi. Website: https://rnavi.ndl.go.jp/research_guide/entry/theme-honbun-102077.php.

Sources of Advice on Managing Business Archives

The Shibusawa Eiichi Memorial Foundation
Best Practice of Business Archives Around the World: This section of the Foundation's website contains examples of good practice in establishing a corporate archives function, and in actively preserving, managing and using corporate records, as well as international literature relating to business archives. Case studies include Panasonic, Kao, Toyota, Shiseido, and Morinaga. See https://www.shibusawa.or.jp/center/ba/bunken/index.html (Japanese and English languages). Business Archives Links: This page of the Foundation's website contains links to resources on the internet that can be used for the study of business history and the preservation and use of corporate archives. See https://www.shibusawa.or.jp/center/shashi/shashi05.html (Japanese language only).

Journals

Principal reference works
- Y. Matsuzaki, ’75 years of Toyota: Toyota Motor Corporation's latest shashi and trends in the writing of Japanese corporate history, in A. Bieri (ed.), *Crisis, Credibility and Corporate History* (Liverpool, 2014) 123–139
- Business Archives Association (ed.), *Kigyō Ākaibuzu no Riron to Jissen (The Principles and Practice of Corporate Archives)* (Tokyo, 2013) (in Japanese)
Overview of Business Archives in Poland
Prof. Tomasz Olejniczak and Dr Anna Pikos, Kozminski University, Poland

Introduction

In Poland business archiving and the identification of comprehensive business records is made extremely difficult by the historical discontinuity of the country itself and by the disruptive socio–political changes that have ravaged Polish business. One can plausibly argue both that Polish business archives have existed since the interwar period and that they do not exist today. The truth is somewhere in the middle and it is complicated. The fact of the matter is that ‘business archives’ do not exist as an independent category either in law or in the awareness of archivists.149 Instead they remain diluted within the larger category of institutional archives and the physical records of business remain dispersed in multiple repositories. Having said that, business records are subjected to the rigorous standards enforced by the State Archives for more than 60 years and many collections have been managed by professional archivists and museum curators who seem to have unconsciously performed the tasks of business archivists. The following paragraphs will show why, despite a relatively long tradition and established network for the preservation of business records, business archives in Poland are still in statu nascendi with some potential for promising developments in the coming years.

The history of modern, independent Polish archives is usually traced back to 1918, the year in which Poland regained independence. Before that, during the period of partitions (1795–1918), business archives were functioning in the three separate regulatory and political frameworks of Prussia, Russia and Austro-Hungary. The interwar period saw the emergence of a Polish archival service, including central institutions, a regional network and professional training. While business archives are not specifically identified in that period it is safe to assume that significant collections were held both by state institutions, such as the Treasury Archive, and private business owners, many of which continued their business after independence. The Second World War brought irretrievable archival losses, including the takeover of multiple archival collections by occupying forces and the complete destruction of many archival collections of historical value, including Treasury Archives and the archives of Warsaw Stock Exchange.

The post-war history of business records is marked by the establishment of the somewhat misleadingly named ‘company archives’ (archiw zakładowe), followed by efforts to establish and enforce professional standards of archival service which involved the economic entities of the centrally-planned economy. Due to the nationalisation of the economy and all areas of socio-political life the post-war archival service has been flooded with administrative records as well as unfamiliar business records. In order to decentralise the process of preservation and management, while enforcing high professional standards, in the early 1960s the term ‘company archives’ emerged to replace the existing term ‘documentation repositories’. The category of ‘company archives’ included all types of political, administrative, educational, cultural and economic entities. In fact, the term ‘company’ had nothing to do with business or economic activity and was synonymous with ‘organisation’ or ‘institution’, while the term ‘archives’ has been used aspiringly to enforce professional standards upon the local record keepers. Alongside introducing a new name, central archival institutions began publication of guidebooks150 and regular, nationwide audits of regional, local and in-house ‘company archives’. The term ‘company archives’ has been further re-established by the Act on National Archive Resources and Archives 1983 (Journal of Laws 2020, item 164), which remains in force to this day. While the post-war efforts have contributed to the preservation of important historical materials, including business records, it can be argued that the adoption of the term ‘company archives’, coupled with a complete absence of the term ‘business’, has had a detrimental effect on the development of business archives in later years. ‘Company archives’ is an example of a residual terminology, which when applied today, contributes to the dilution of business records in the archival

149 The situation of business archives in Poland is similar to the situation of business history, which, to this day, has not emerged as an independent field or discipline. For more information see: A. Pikos and T. Olejniczak, ‘Business history in Poland: current state and future potential’, Journal of Management and Business Administration. Central Europe. 3 (2017) 55–77.
collections and inhibits the development of an independent category of business archives and business archivists.

The situation of business records after the fall of socialism in 1989 has been shaped by the two major trends of privatisation and (much later) digitalization. Privatisation has been a major force that has further contributed to the fragmentation of business records. As the state-owned businesses were restructured, broken apart, privatised and sold to local or foreign entities, their ‘company’ archives were broken apart, renamed, sometimes destroyed, lost or appropriated by unknown individuals. The discontinuity of business entities and the sheer scale of the process made it impossible for the state archives to effectively monitor the situation and preserve the full extent of archival business records. However, owing to the well-established provisions for mandatory acquisition of business records by the state in cases of cessation or restructuring of business activity, some business records up to the point of privatisation have been successfully preserved in public archives. The second trend which has helped to counter the effect of fragmentation of business archives caused by privatisation has been gradual digitalization of archives since the 2000s. In recent years, owing to official online platforms like ‘Search the Archives’ it is possible to effectively perform online queries and locate relevant business records despite their fragmentation and dispersal between various repositories. Many business records, especially those containing information critical in transition periods or those produced since the 1990s, remain in the private domain and are largely unidentified.

Currently, as a result of the historical processes described above, Polish business archives remain partially destroyed, diluted within wider collections of institutional archives and fragmented in periods and by changing names of business entities. Despite all of these challenges, Poland is currently witnessing two trends which offer some hope as to the future of business archives. The first, trend involves the long-term development of a network of community archives which culminated in the establishment of Community Archives Centre (CAS) in 2020. Official recognition by the State Archives of a new category of ‘community archives’ as way of identifying and locating private archival resources offers some hope that a similar identity can emerge in terms of business archives. Furthermore, a decentralised network of community archives with a strong emphasis on and support for the professionalisation of community archivists, constitutes a ready-to-use best practice model for the establishment of a network of business archives. The second trend involves an increasing recognition of the value of historical assets by Polish business. This trend manifests itself in a growing number of heritage marketing campaigns, the revitalisation and adaptive reuse of industrial heritage, the establishment of corporate museums and the promotion of anniversaries, many of which, especially in the case of central institutions, were centenaries related to a period of independence in 1918–39. Both of these trends allow for some optimism that business archives in Poland will emerge as a separate category in the near future.

**Legislation Affecting Business Archives**

The fundamental national regulation governing the retention of the historical records of business in Poland is the Act on National Archive Resources and Archives 1983 (Journal of Laws 2020, item 164). In accordance with this legislation the Polish national archive resource (narodowy zasób archiwalny) consists of two types of resource: the state archive resource (państwowy zasób archiwalny), predominantly developed by state-owned companies and institutions, and the non-state archive resource (niepaństwowy zasób archiwalny), predominantly developed by private and third sector organisations including businesses, political parties, societies and religious institutions. Another crucial distinction is between A and B category records. Category A records involve all formal reporting, statutory, legal, personnel, financial, court, notary, medical and ownership records created or received by the institution or business and are by law required to be professionally managed and stored in order to be transferred to state archives. Category B records involve all other documentation supporting the activity of a given institution or business and owners are requested to register their existence, categorise them and document their disposal after their period of usefulness. These two distinctions delineate a fundamental framework for business records in Poland.

The business archives of state-owned companies and institutions constitute part of the state archive resource which, by definition, belongs to the state. All public institutions are required to develop professionally staffed company archives (archiwa zakładowe), which even in Polish, is a misleading term since the majority of these archives are not related to business but rather involve the entire spectrum of state actors, including central and local administration, courts, universities, schools,
libraries, hospitals and others. Businesses required to run company archives include Polish Television, Polish Radio, Polish State Railways, Polish Post, Mint of Poland and Polish Security Printing Works. It is estimated that company archives hold 55% of the entire national archival resource, but it is difficult to estimate what proportion of these are business records. Category A records from these archives are kept in perpetuity and transferred to state archives after 25 years. Category B records are registered, categorised and, if not needed, destroyed after a specified period of time.

The situation in relation to the business archives of private companies, which fall into the category of non-state archive resource, is much less clear and prone to misinterpretation. First, registration of private business archives in the formal registry of the non-state archive resource is voluntary and companies rarely decide to do it. As a result, the non-state archival resource accounts for only about 10% of the national resource with the majority of this resource being unidentified. Second, although as in the public sector A category records developed by private business cannot be destroyed and need to be preserved, state archives have no control over the standard of archival preservation. Category A records are acquired by the state only in the event of business liquidation, either by direct acquisition by local branches of the State Archives or indirectly through the services of licensed designated private archive repositories. At the same time, even in the case of company liquidation category B records are excluded from state ownership and the state is actually forbidden from acquiring these records. As a result, while formal business records are, at least in theory, subjected to some degree of legal protection, the vast majority of business records attesting to ingenuity, creativity, decision making and day-to-day operations remain outside of the scope of any professional preservation.

In accordance with the Act on National Archive Resources and Archives 1983 the export of archival materials constituting the national archival resource is prohibited and punishable by three years’ imprisonment. Export of archival materials can only be permitted for a specified period of time by the General Director of the State Archives.

The State Archives provides some small incentives to private owners of business records which constitute a non-state archive resource. Owners or holders of registered archival resources are entitled to the conservation of these materials at the expense of the relevant state archives. Furthermore, registered non-state archival resources, can be sold with restrictions but their sale to state archives is exempt from tax on the acquisition of property rights and from notary fees. Similarly, the transfer of non-state archival resources to other people by inheritance or donation is exempt from inheritance tax and notary fees. Finally, once the private archival resources are acquired by the state, they become part of the national archive resource in perpetuity and can never again be sold back to private business.

**National Strategies and Policies on Business Archives**

Currently, there is no national strategy in relation to business archives that covers the development and management of business archives in both state-owned and private companies. However, in terms of past initiatives, it is important to note the considerable efforts that the State Archives has made since the early 1960s in terms of the development of professional standards for company archives and the regulated preservation of business records. Given the public nature of economic activity under socialism these efforts played a crucial role in the preservation of records describing the activities of major economic actors and the process of economic development, and even helped to preserve some of the records which were endangered during privatisation.

In terms of the future of business archives, it is important to note recent developments in the area of community archives. The development of the Community Archives Centre and formal recognition of ‘community archives’ as a way of categorising a specific and unique type of non-state archive resource paves the way for similar developments in the area of business archives.

**Where Business Archives are Held**

As a result of historical developments and the existing regulatory framework the location of business records depends on a number of factors, including the nature and date of the records, the type of company and the continuity of its existence. The complex interplay between these three elements will
determine in which of the following locations particular business archives, or at least some parts of their collections, can be found.

**State archives and ‘company archives’**

State archives constitute an ultimate and final resting place for all business records which fall under the A category. In the case of state-owned companies and institutions these records are regularly transferred after being stored in dedicated and professionally-managed in-house ‘company archives’. State archives will therefore hold at least partial collections of a wide variety of public service providers as well as of big state-owned businesses such as Polish Television, Polish Radio, Polish State Railways, Polish Post, Mint of Poland and Polish Security Printing Works. The archives of these companies and institutions are by law open to the public, although some researchers argue that while it is relatively easy to access business records held in state archives, it might be difficult to access business records held in in-house company archives. In relation to private companies, state archives will hold at least some records produced during the socialist era, even if the company has been privatised and still exists. Finally, current business records falling into category A can be tracked through local state archives, tax and insurance offices. A common example of these are personnel records, which are stored for 50 years and for 12 years in the case of payroll records.

**Association of Polish Archivists (SAP) and licensed private record repositories**

Chapter 4a of the Act on National Archive Resources and Archives 1983 makes some specific stipulations in terms of economic activity in relation to the temporary storage of employers’ personnel and payroll records. Under these regulations the State Archives has designated the Association of Polish Archivists (SAP) and issues licences to private companies, which can offer services for the temporary storage of a limited array of business and personnel records. The companies also play an important role in monitoring company liquidation and rescuing category A records at risk. Some information on requirements and the names of repositories can be found at (in Polish):


**Corporate museums (public and private)**

Another important repository of historical business records are corporate museums, some of which aspire to an archival status and actively engage in the collection, preservation, digitisation and popularisation of dispersed archival records related to the current or former business activity conducted in a specific building, region or industry. State-owned corporate museums actually fall under the supervision of the State Archives and are required to develop in-house ‘company’ archives. Some of these museums, like Wieliczka Saltworks Museum (at a UNESCO World Heritage Site) or Oil and Gas Museum in Bóbka, hold collections of enormous historical value. The list of museums of technology, industry and other specialisations can be found via the following link:

https://pl.wikipedia.org/wiki/Lista_muzeów_techniki,_przemysłu_i_specjalistycznych_w_Polsce.

In recent years the number of private corporate museum projects has grown. Even though these museums are often profit driven and have to rely on business records held in state archives, some of them are devoted to the preservation of community identity and actively engage in the acquisition of dispersed business records and artefacts. Some examples of such private museums include:

- Linen Museum. Website: https://www.muzeumliniarstwa.pl/
- Polish Vodka Museum. Website: https://muzeumpolskiejwodki.pl/
- Norblin Factory Museum. Website: https://fabrykanorblina.pl/muzeum-fabryki-norblina/.

**Community archives**

Community archives are the newest development in terms of mapping and organising non-state archive resource which might include economic activity. Since 2002 the non-profit KARTA Centre has gradually developed a database of community archives and co-founded the Community Archives Centre (CAS), with the Ministry of Culture and National Heritage, as a separate entity in 2020. Currently the community archives database includes 604 community archives, of which only 9 are categorised as related to industry. The search results for community archives related to business can

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151 All websites mentioned in this article were accessed on 2 May 2021.
be found via the following link: https://cas.org.pl/baza-archiwow/?order%5Bcity%5D=asc&page=1&perPage=25&tags_slug=przemysl.

Private and family archives
One archival resource which remains yet to be discovered is the countless family archives and private business collections which constitute an unregistered and non-state archival resource. Unfortunately, due to historical discontinuity, frequent disruptive changes, some distrust towards full transparency and lack of awareness of the importance and value of historical records among business owners, such resources are very difficult to locate and even when identified can be difficult to access. A recent case of the utilisation of such records are company revivals based on archival pre-war stock and securities, as well as land and real-estate ownership claims by entrepreneurs who were forcefully detached from their businesses by nationalisation in the 1950s. Privately held or obtained business records played a key role in these cases and became the basis for countless reprivatisation claims and court proceedings related to the reclamation of land and real estate in major Polish cities. Unfortunately, profit motivation and the scandal and the bribery charges accompanying some of these proceedings may have significantly inhibited both regulators and private business owners from pursuing transparency in relation to business archives.

Business Archives Associations
There are no associations specifically devoted to business archivists as the identity of business archivists, particularly in terms of private business, has not yet emerged. There are however two associations which include de facto business archivists among their members and perform important tasks related to shaping business archives best practice.

Association of Polish Archivists
The main professional association is the Association of Polish Archivists (SAP). SAP was established in 1965 and has over 1,600 members and 24 local branches across Poland. SAP hosts regular conferences and seminars, issues its own journal and publications, provides education in terms of archival standards and is also recognised, by the State Archives and in the Act on National Archives, as an institution which can perform tasks related to collection and management of business records. Website: https://sap.waw.pl/.

Community Archives Centre
Community Archives Centre (CAS) is one of the newest archival institutions in Poland, co-founded in February 2020 and co-led by the Minister of Culture and National Heritage and the KARTA Centre Foundation. The history of this initiative dates back almost 20 years to the Council of Community Archives established in 2002 on the initiative of the KARTA Centre Foundation, which runs the largest community archive in Poland. For several years KARTA undertook activities for the entire movement, which eventually led to the establishment of CAS in public recognition of the importance of community archives in social life. CAS manages a database of over 600 community archives in Poland, operating in 300 locations. In addition, it offers free archiving software (Open Archiving System), manages a social programme and initiatives (for example the ‘Little homelands’ oral history project152), organises regular conferences (Congress of Community Archives) and provides training and consultation for community archivists. Website: https://cas.org.pl/.

Training for Business Archivists
Despite the existence of professional training and guidelines for the misleadingly named ‘company archives’ since the early 1960s, currently there are no professional courses specifically designed for business archivists in Poland. The content of existing training involves either general archival training or highly specialised technical training, both of which are not specifically tailored to the needs of modern business or based on state-of-the-art developments in the international business archives community. Nevertheless, the institutions described below provide a solid basis of archival training and know-how, which, when needed, can be adapted and utilised in the context of business archives.

152 See https://archiwa.org/content/program-male-ojczyzny.
University-based training
Archival training courses are offered at major Polish universities. Examples of such courses can be found via the following links:

- University of Warsaw (Institute of History): https://irk.oferta.uw.edu.pl/pl/
- Maria Curie Skłodowska University in Lublin: https://www.umcs.pl/pl/wyszukiwarka-studiow,118,archiwistyka,7143.chtm
- The Nicolaus Copernicus University in Toruń: https://www.umk.pl/kandydaci/informacje/?id=20170504144535&id_kierunku=133
- The Pedagogical University of Krakow: https://www.up.krakow.pl/studia/i-stopnia/402-archiwistyka-zarzadzanie-dokumentacja-i-infobrokerstwo
- University of Lodz: https://studiapodyplomowe.uni.lodz.pl/studium/archiwistyka-i-zarzadzanie-dokumentacja/

Professional license training
Both the archive associations mentioned above, the Association of Polish Archivists (SAP) and Community Archives Centre (CAS), provide professional training courses which are attended by business archivists. SAP issued a coursebook in 2009 entitled Chancellery and company archives for company archivists, based on the regulations and guidelines for company archives, and also offers paid courses in chancellery and company archive management.
Website: https://sap.waw.pl/kursy-kancelaryjno-archiwalne/.

Community training
Community Archives Centre (CAS) offers free of charge training for community archivists and issues free publications which might be useful for private business owners. In recent years CAS has begun to arrange free webinars devoted to archival preservation.
Website: https://cas.org.pl/robin/rozuku-szkolenia-i-konsultacje/.

In addition, CAS offers a free online tool (Open Archiving System, acronym OSA) for developing community archival collections.
Website: https://osa.archiwa.org.

National Provision for Business Archives at Risk
The main national provision for business archives at risk are general provisions concerning records in case of institutional liquidation regulated by the Chapter 4b of the Act on National Archive Resources and Archives 1983. Upon the permanent cessation of activities by an organisation or private business, its archival materials become the property of the State, enter the state archival resource and are subject to transfer to the appropriate unit of the state archival network indicated by the decision of the Chief Director of the State Archives. Details of the procedure are described in the Regulation of the Minister of Culture and National Heritage of 14 October 2015 on the conditions and procedure for the transfer of archival materials constituting a recorded non-state archival resource to state archives (Dz. U. z 2015 r. item 1773). General guidelines concerning records in case of business liquidation can be found at https://ank.gov.pl/co-robin/nadzor-archiwalny/likwidacja-jednostek-organizacyjnych/.

Some additional provisions are made for registered non-state archives where there is justified concern or risk of destruction or removal abroad without permission. The director of a state archives may issue a decision on their preservation in the archive he or she manages until the threat to the materials ceases to exist.

Finding Information on Business Archives
Due to historical discontinuity, socio-political change, name and ownership changes and complexity in terms of the definition of Polish business archives, compiling records of a single company may involve detective-like work across multiple repositories. The most notable resources are listed below.

Search the Archives
Search the Archives is a website established in 2009 by National Digital Archives, the purpose of which is to make descriptions and scans of archival materials from state archives and other
institutions available online. It is free of charge and hosts collections of 32 state archives and 29 institutions which are formally operating outside of the network of state archives but hold important archival collections. Despite the lack of a specific category of business archives, comprehensive queries based on company name will produce a number of results and allow for identification of local repository holdings, the dates of available records and sometimes a record summary or digital resources. Website: https://www.szukajwarchiwach.gov.pl/en/o-serwisie.

Community Archives Database
Community Archives Database (CAD) constitutes the main search engine for resources which are outside the state archive resource and might include business archives. CAD contains information about community archives, the organisations that run them, their collections and the way in which collections are made available. The database is periodically updated and supplemented with information on community archives. There are currently around 600 community archives in the database. Website: https://archiwa.org/archives.

‘Corporate’ archives of state-owned companies
Despite being formally part of the state-owned national archival resource, some companies have their own archival collections which are only partially transferred to state archives and not yet fully integrated into the digital search facility offered by national archives. As a result, any queries need to be addressed directly to the in-house archival services, some examples of such services are:
- Polish Radio Archives. Website: http://www2.polskieradio.pl/archiwum/
- Polish State Railways. Website: https://www.pkp.pl/pl/bip-archiwa

Sources of Advice on Managing Business Archives
Sources of advice include the previously mentioned organisations, professional and academic journals and classical and modern course books. Nearly all of these sources are available in Polish only and none of them specifically mention ‘business archives’.

Journals
Archeion is the oldest scientific journal devoted to archival studies published in Poland. It was established in Warsaw in 1926 and its first volume appeared in print the following year (1927). Sixteen volumes of the periodical were published prior to the outbreak of the Second World War. After the war, in 1948, Archeion was revived. Until 1951 it was published by the Division of State Archives, and subsequently and currently by the General Directorate of State Archives. Archeion publishes articles on archival theory and practice and the results of theoretical and empirical research in the diverse area of documentary historical heritage. Archeion is addressed to the circles of state archives, social and private archives and academic circles of historical sciences and auxiliary sciences of history, as well as to all humanists interested in scientific reflection on archives and archival records. Website: https://www.ejournals.eu/Archeion/.

Archiwista Polski (The Polish Archivist), a quarterly journal, continues the tradition of the bulletin Archivist published by the Association of Polish Archivists since 1965. Archivist published scholarly articles on archival science, the organisation of archives and the professional problems of archivists, as well as information on the Association’s activities and discussion and polemic materials. The periodical was issued under the title of Archivist until 1996, when, on its 30th anniversary, the Association of Polish Archivists began publishing a quarterly journal called The Polish Archivist. The Polish Archivist publishes materials on archival theory and practice in Poland and abroad. Website: https://sap.waw.pl/archiwista/archiwista-polski-informacje/.

Archiwa – Kancelarie – Zbiory (Archives – Chanceries – Collections) is the only archival periodical in Poland published by a university rather than an archive or an association of archivists. The journal is distinguished by the broad presence of archival theory reflecting not only past and present phenomena, but also looking into the future of archival science. Website: https://apcz.umk.pl/czasopisma/index.php/AKZ/index.
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Overview of Business Archives in the Republic of Ireland
Carol Quinn, Irish Distillers Pernod Ricard, Republic of Ireland

Introduction

In 1970, following a successful pilot survey of business archives in Drogheda and Dundalk, a sub-committee on business records was established within the Irish Manuscripts Commission and Ireland’s first surveyor of business archives was appointed to identify and help preserve the historical records of business in Ireland. Over the next four decades, working county by county, the survey arranged the deposit of many of the business archives it discovered, including around 1,000 collections at the National Archives of Ireland where successive surveyors were based. The survey went on to save many archives at risk when a number of old-established businesses failed during the recession of the 1980s. More recently a few companies have established corporate archive functions, including Guinness plc in Dublin in 1998 and Irish Distillers in Cork in 2012. Corporate archives remain relatively scarce in the Republic of Ireland, however, the high media profile of many of the existing services, together with a combined approach to advocacy, has seen interest in the preservation of business archives rise, and it is hoped that the sector will expand dramatically in the coming decade.

Legislation Affecting Business Archives

There is no specific legislation covering the collection or preservation of business archives in Ireland, however, as in many other jurisdictions, the management of business archives is affected by legislation and regulation. At a state level the National Archives Act 1986 legislates for the transfer of government records to the National Archives. The act does not specifically refer to business records – so the National Archives is not obliged to collect them – but it does permit the accessioning of private archives worthy of long-term preservation. Additionally, some state-owned bodies, most notably the ESB (Electricity Supply Board), take the preservation and management of their archives very seriously.

Recent EU General Data Protection Regulation (GDPR) legislation, while not directed towards the business archives community, has had its impact, both in terms of the material collected and the manner in which it can be accessed. The Archives and Records Association, Ireland has been very active in interrogating the implications of GDPR for public and private archives in Ireland and a summary of its conclusions can be found at https://www.araireland.ie/legal. The primary legislation covering copyright is the Copyright and Related Rights Act 2000. Again, it makes no specific provision in relation to business archives. For those archive services with a records management function, the Data Protection Act 1988 and the Freedom of Information Act 1997 must be considered.

In relation to the business archives in Ireland maintained by private bodies, the potential export of any of their holdings would not fall under restrictions imposed by the National Cultural Institutions Act 1997, however if such holdings were to be donated to a national cultural institution as per the terms of that act, the donating body may qualify for tax relief.

National Strategies and Policies on Business Archives

There is no national strategy for business archives in the Republic of Ireland, however the National Archives actively recognises the historical significance of business archives to the social, political and economic history of Ireland. Although business records are not specifically mentioned in the National Archives Act 1986, the act – building on the long-standing tradition of the National Archives (formerly the Public Record Office of Ireland) to acquire and preserve collections from private sources – does permit the accessioning of important private archives. The Business Records Survey, established in

1970 by the Irish Manuscripts Commission, resulted in large numbers of business archive accessions to the National Archives and a full-time Surveyor of Business Records continues to be employed by the National Archives and has been vital in saving key collections under threat of destruction. The surveyor also offers advice to interested parties relating to the management of their archives.

Individually and collectively advocacy has been undertaken on an informal basis to encourage the development of business archives, most recently this has been done in conjunction with Ibec, Ireland’s largest and most influential business lobby and representative group, with members employing over 70% of private sector workers. This advocacy has consisted of a series of seminars given to business leaders highlighting the uses and advantages of corporate archives. It is to be hoped that this work will bear fruit in the near future.

Where Business Archives are Held

State/local government archives
Hundreds of business archive collections, ranging from small family shops or firms of solicitors to large businesses and trade unions, are held at the National Archives as an outcome of the Business Records Survey. Many local authority archives also preserve business collections from their localities.

Universities
Business collections can also be found amongst the archives and special collections of Irish universities, for example at the Boole Library, University College Cork (see https://libguides.ucc.ie/archives/collections). These holdings can be explored via the universities’ respective websites.

Corporate archives
There are currently eight corporate archives in the Republic of Ireland, all offering varying degrees of public access. The most well established is the Guinness Archive in Dublin, which opened in 1998 (see https://www.guinness-storehouse.com/en/archives). Open for public access, it has been consulted extensively on a range of socio-economic topics. Additionally, corporate archives have been established by the following companies: Dublin Port, the ESB, Irish Distillers Pernod Ricard, the Irish Central Bank, Irish Lights and Irish Rail. In 2020 ESB opened a state-of-the-art repository, publicly accessible and staffed by professionally qualified archivists (see https://esbarchives.ie). Based on low passive sustainable design, it is the first commercial building in Ireland to achieve BER A1, net-zero energy consumption and net-zero carbon footprint. Unfortunately, a number of other companies, such as Bank of Ireland, which had previously employed archivists to manage their collections now no longer do so.

Most corporate archivists in Ireland are professionally qualified. The typical archive function usually begins as a single archivist, expanding with time to include further qualified and paraprofessional staff. All Ireland’s corporate archives currently retain their records in-house, with the majority having custom-built facilities. Reporting lines differ, reflecting the different management structures within the corporate parents, and different emphases on usage. All the companies, however, view their archives as an asset to support the corporate and commercial activities of the parent body. Increasingly interaction with the archive is seen as a way to communicate with consumers and to help tell an organisation’s story and communicate not only its history but also its values.

Training for Business Archivists

Postgraduate courses in archives administration are offered in Ireland at University College Dublin and Maynooth University, although Irish students can also study in person and via distance learning at University College London, University of Aberystwyth, University of Liverpool, University of Glasgow and University of Dundee in the United Kingdom. These courses provide a broad, general training for all archivists and records managers and aim to produce professional personnel who can enter any area of archival work. Within their overall syllabuses, most of the courses offer some teaching on business records, and Irish business archivists are regular guest lecturers at the

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157 For example, see https://www.researchgate.net/publication/267209018_Accounting_for_war_risk_costs_management_accounting_change_at_Guinness_during_the_First_World_War.

158 See https://esbarchives.ie/2020/02/06/official-opening-of-esb-all-electric-archive-building/.
University College Dublin course and facilitate visits from its students. Work placements and internships are also often offered by Irish corporate archives.

The Archives and Records Association, Ireland (ARA,I) provides training events of benefit to all archivists with occasional sessions focussed more on specific sectors, including business archivists, often in conjunction with other bodies, including records management professionals and the Information and Records Management Society, Ireland (IRMS).

National Provision for Business Archives at Risk

With the exception of the provision made by the National Archives and some local authority archives, no specific provision for business archives at risk exists in the Republic of Ireland.

Finding Information on Business Archives

Information about the business collections held at the National Archives is available at https://www.nationalarchives.ie/article/research-guide/, although the related finding aids, arranged by county, are not available online but only as hard copy in the search room.

Many local authority archives also preserve business collections from their localities. The Irish Archives Resource web portal – at www.iar.ie – is a useful search point. Each local authority archive also maintains its own web presence, with many highlighting the existence of business collections, for example, Wexford County Archive (see http://wexfordcountyarchive.com/our-collections/business-collections/) and Cork City and County Archives (see https://www.corkarchives.ie/explore_collections/guide_to_some_major_collections/).

Sources of Advice on Managing Business Archives

The Surveyor of Business Records at the National Archives will offer advice to businesses that hold historical records, but due to the small scale of the corporate archive sector in Ireland there are currently no organisations that specifically represent corporate archivists or the interests of archivists who manage business archive collections elsewhere. However, Irish corporate archivists are members of, or are affiliated with, many international groups and use the training and resources these provide. These organisations include:

- Archives and Records Association. Website: https://www.archives.org.uk/.
- Business Archives Council. Website: https://businessarchivescouncil.org.uk/.
- Information and Records Management Society in the UK. Website: https://irms.org.uk.
- Society of American Archivists. Website: https://www2.archivists.org/groups/business-archives-section.

Journal articles

Overview of Business Archives in Russia  
Prof. Marina Chichuga, Russian State University for the Humanities, Russia

Introduction

Russian archives date back to Peter the Great’s General Regulation of 1720, which set the rules for record keeping and workflow management. The network of archives keeping the records of state agencies in the areas of finance, industry and trade took shape in the first half of the 19th century and was largely unchanged until 1917. The archives of these agencies, as well as the agencies themselves, were under the authority of the Ministry of Finance with limited access for historians.

The document collections of financial, industrial and trading institutions were not kept at a single location. Many of these collections were further fragmented during the First World War and the Russian revolution, with the emergency evacuation of Petrograd. Some records were lost or damaged. The development of the economy planned and managed by the state affected workflow as well, particularly in the area of finance. The new system took its final shape near the end of the Soviet era, when a certain assortment of financial records (banking, accounting, settlement, reporting and other papers) was set in legislation.

During the Soviet era finance information was used almost solely by specialists working for government bodies and financial institutions. Due to this, it was possible to do without a dedicated national storage facility for economic records for a long time, as had been the case before the revolution. In late 1980s, the state-planned economy was hit by a crisis, property-related relations began to change and a market-based economy started to emerge. This process led, in particular, to liquidation of the state monopoly of the possession of fixed assets.

Russian archive science still lacks ‘business archive studies’ as a separate branch. To a large extent, this can be explained by the fact that archivists traditionally focused on working with administrative papers. Theoretical and practical work with financial records is the field of experts from related government agencies. They set the requirements for the provision of information, workflow management rules and the terms of storage in archives. Unfortunately, these agencies take only the practical use of such records into consideration, ignoring their historical value.

Legislation Affecting Business Archives

The ruling to set up ministries in Russia, passed in 1811, basically included archives in the framework of these ministries. In 1864 the Ministry of Finance came up with the rules regulating the storage and destruction of its records (with duration of keeping records ranging from 10 to 20 years).

Banks and private trading and industrial companies regulated the operations of their own archives. Before 1918 the general procedure of setting up and operating joint stock companies was governed by the respective law of 6 December 1836, which also set the procedures of document workflow. Legislation stated that accounting books should be kept for 10 years; in practice, this rule was applied to all company papers. After this term expired, records that were no longer relevant could be destroyed in accordance with decisions of the company’s management. After the revolution of 1917 most companies were nationalised and/or liquidated. The records of companies that shut down were destroyed when these companies were liquidated. If companies were reorganised or merged with other enterprises, their records were transferred to the archives of those entities.

There was no unified government policy on archives in Russia before 1917. Documents were kept in the separate archives of various agencies and entities. In June 1918 the Soviet Russian government issued the decree ‘About reorganisation and archiving centralisation in the Russian Soviet Federal Socialist Republic’ that eliminated the practice of in-house document storage. Since then archives have been merged into the Uniform State Archive Fund (USAF), divided into sections according to content. Section Five of USAF focused on history and economics.

The decree did not mention the records of former private companies. However, a depository of private archives existed in Moscow from 1919 to 1921, collecting economic, business and family papers. As later became apparent, some of these papers had been taken by their owners out of their mansions.
before the 1917 revolution and during the Russian Civil War. Other papers were either auctioned to collectors of antiques or were left without supervision and lost. The evolution of entrepreneurship and, therefore, business archives, was interrupted by the revolution of 1917. With the elimination of private property, researchers lost the opportunity to study in detail the archives of the Tsarist Russia businesses for many decades.

In recent years, the government started to pay more attention to preserving the papers that describe the financial and economic activities of organisations. Nowadays the storage of business records is regulated by various legislative acts and the lists of records presented in the 2004 federal law 125-FZ ‘On archive-keeping’. This law sets the rules for the transfer of records from organisations to state and municipal archives. The laws ‘On joint stock companies’, ‘On limited liability companies’ and ‘On state and municipal unitary enterprises’ include open lists of records that should be stored in accordance with these laws. These lists are given in detail in special statutory acts which also specify the rules and duration of storage of some types of records.

Website: http://www.consultant.ru/document/cons_doc_LAW_121777/.

According to Federal Law 208-FZ (July 2021), ‘On joint stock companies’, a company is obliged to keep the company’s charter and internal documents of the company recording decisions of the general meetings of shareholders, the board of directors and management bodies of the company, as well as records provided for by the regulatory legal acts of the Russian Federation. The company is obliged to keep the records at the location of its executive body in the manner and within the time limits established by the Bank of Russia. See http://www.consultant.ru/document/cons_doc_LAW_8743/7bf55e5c575fe3e8f2ae49d4c804b7ff6daa1944/.

In general, the main disadvantage of the Russian set of legislative and statutory acts governing archive keeping in commercial companies is the lack of a systematic approach to archive creation. Introducing certain articles and regulations, the legislator had in mind other purposes than keeping archives. In fact, these archives are by-products that appear as the government’s role in the economy is getting stronger. This causes discrepancies in legal regulation in this area and, consequently, hinders the application of law.

National Strategies and Policies on Business Archives

There is no national strategy on business archives in Russia that covers the development and management of business archives in both state-owned and private companies. Keeping business archives has not yet gained public importance here. In fact, any institution or company must ensure (if needed) that its records are sent to the state archive or an archive storage facility in due time and in good order. Non-government entities can use the services of state archives and choose how their records should be stored, whether deposited on loan or permanently transferred to state/municipal ownership. Private organisations keep records in-house. In the event of privatisation, an organisation must surrender documents created before the privatisation for permanent governmental storage within a specified period and in satisfactory condition. However, Russian legislation still lacks clear procedures for adding economic-related records to the archives, hence, the related legislation is still taking shape and has to be improved.

Where Business Archives are Held

From the 1920s Russia created a network of state archives storing the records of joint stock companies, banks, trade and industry enterprises of the Soviet era. The first archive of economic papers was the Economy, Culture and Daily Life Archive in Moscow. After it was shut down in 1934, related papers were collected by the archives of Moscow and St Petersburg. In 1961 the Central State Archive of the National Economy (Russian State Archive of the Economy since 1992) was set up for the records of the nationwide institutions governing the USSR economy. Current economic records were largely stored locally (at respective agencies, ministries, research institutions and so on). The records that were no longer part of the current workflow were sent to the Central State Archive of the Russian Economy.

159 All websites mentioned in this article were accessed on 1 July 2021.
At present most documents related to the economic history of pre-1917 Russia are stored at three archives that have the largest collections of the records of the joint stock companies that were the economic pillars of the Russian empire: the Russian State Historical Archive, the Central State Archive of the City of Moscow and the Central State Historical Archive of the City of St. Petersburg. These archives contain information about trade and industry enterprises and their owners and the government policy in relation to monopolistic capital. These archives are equipped with an extensive set of electronic reference tools, including guides, registers and indices. Lists of archives can be found via the following links: https://rgia.su/, https://cga.mos.ru/ and https://spbarchives.ru/cgia.

Archives related to the Soviet and post-Soviet era history are stored at the Russian State Archive of Economy and the State Archive of the Russian Federation. The Russian State Archive of Economy, apart from archives of the Soviet Union nationwide ministries and agencies, Russian banks and conglomerates, also includes private archives that feature documents from various outstanding leaders of the Soviet economy, Soviet ministers, prominent people of science and technology, researchers, bankers and statisticians. Lists of archives can be found via the following links: http://rgae.ru/ and https://statearchive.ru/.

Collections of photographs, albums, memoirs, notebooks, personal items and other things can be found at:
- the Museum of Entrepreneurs, Philanthropists and Benefactors. Website: https://muzeydela.ru/
- private collections of descendants and collectors (for example, the Zolotarev Archives at https://www.zolotarevarchives.com/).

Papers on Russian business history are kept at some non-state corporate museums. As a rule, these museums, created over the last few decades, are not publicly accessible and function mostly for corporate purposes. A notable exception is the new museum of Lukoil which was open to the general public in 2021. Website: https://www.lukoil.com/Company/Museum.

Non-government archives have now taken their own niche in the archive community. The interaction between state, municipal and business archives is provided in many ways, one of them being the activity of companies that provide services such as archive storage and processing, out-of-office document storage, confidential destruction of records, scanning, creating electronic archives for example, such as Telos Archives, OSG Records Management, Delis Archive and so on.

**Business Archives Associations**

There are no associations specifically devoted to business archivists as the identity of business archivists, particularly in terms of private business, has not yet emerged. There is however one association which includes de facto business archivists among its members and performs important tasks related to shaping business archives best practice.

**The Russian Society of Historians and Archives**
The Russian Society of Historians and Archives (ROIA) is an all-Russian public organisation that unites on a voluntary basis the archivists, historians, records managers, museum and library professionals, local history experts, lecturers and students, representatives of the media and others whose activities are related to the preservation, acquisition and use of the Archival Fund of the Russian Federation, preservation of historical and cultural heritage and the development of archiving and historical science in Russia. Website: http://www.roiarch.com/.

**Training for Business Archivists**

Processing, storage and keeping account of business archives (the archives of commercial institutions) requires that archivists should be familiar with the specifics of corporate workflow. A comprehensive solution to this task can be achieved by the concentration of economic archive funds and providing additional training so that archivists can get to know the practical side of related businesses.

The archives and records management faculty of the Russian State University for Humanities (RSUH) offers a bachelor degree programme with a major in the Department of Documentary Sciences,
Audiovisual, Scientific and Technical Archives. This programme includes training to work with business records. RSUH also has a Higher School of Archives and Records Management within its Institute for Continuous Education, offering courses for multi-discipline experts in archives and records management. Examples of such courses can be found via the following links:

- Higher School of Archives and Records Management: https://www.rsuh.ru/iai/faculty/graduate-school-of-records-management-and-archival-science/.

Vserossiysky nauchno-issledovatelsky Institut Dokumentovedeniya i Arkhivnogo Dela (VNIIDAD - The All-Russian Scientific and Research Institute for Records and Archives Management) focuses on studying the foreign experience in workflow management and archive storage, including business archives. The institute also publishes articles, references, abstracts, abridged translations and annotations.

Website: https://vniidad.ru/.

National Provision for Business Archives at Risk

With the exception of the provision made by the State Archives and some local authority archives, no specific provision for business archives at risk exists in Russia. The main national provision which impacts business archives at risk are general provisions concerning records in cases of institutional liquidation regulated by the Federal Law 14-FZ (July 2021), 'On joint stock companies', article 50, Keeping records and providing information by the society. Upon the permanent cessation of activities by an organisation or private business, its archival materials become the property of the state. In the event of winding-up/liquidation the place of storage for records must be designated by the owner or by the winding-up/liquidation committee. Consequently, only records which ensure citizens’ social rights, end up in governmental state archives.

Finding Information on Business Archives

Due to socio-political change, name and ownership changes and complexity in terms of the definition of Russian business archives, the archives of a single company may be kept in multiple repositories. The most notable resources for finding such archives are listed below.

Search the archives

State archives have search tools on their websites that include descriptions and scans of archival materials from state archives and other institutions that are available online. Despite the lack of a specific category of business archives, comprehensive queries based on company name will identify available records and sometimes a record summary or digital resources.

Website: https://rusarchives.ru/.

The Central Fund Catalog

The Central Fund Catalog (CFC) is a federal state information system that provides lists of the Archival Fund of the Russian Federation to provide users with archival documents.

Website: https://cfc.rusarchives.ru/CFC-search/.

There are different electronic guides to Russian archives (https://guides.rusarchives.ru/) and the electronic files of federal archives (https://rusarchives.ru/elektronnye-opisi-federalnyh-arhivov). As mentioned above the Russian State Historical Archive, Central State Archive of the City of Moscow, Central State Historical Archive of the City of St Petersburg, Russian State Archive of Economy and State Archive of the Russian Federation which hold important business and economic archives also offer online lists of archives.

Despite being formally part of the state-owned national archival resource, some companies have their own archival collections which are only partially transferred to state archives and not yet fully integrated into the digital search facility offered by national archives. In such cases any queries need to be addressed directly to the in-house archival services.

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Sources of Advice on Managing Business Archives

Information about Russian and foreign business archives, private collections and research in the area of archive studies, is published in Russia by a number of professional and academic journals and can also be found in some textbooks and monographs. Almost all these sources are available in Russian only. Most often, they mention such terms as ‘archive of a company’ or ‘archive of an organisation’ and hardly use the notion of a ‘business archive’.

Journals

- Deloproizvodstvo (Document Studies) covers issues related to the documentary support of management in government and private commercial entities. Website: https://www.top-personal.ru/officeworks.html.
- Otechestvennye arkhivy (Domestic Archives) focuses on the history of archive keeping in Russia and publishes many documents. Website: https://rusarchives.ru/izdaniya-i-publikacii/otraslevye-smi/zhurnal-otechestvennye-arkhivy/o-zhurnale.
- Vestnik arkhivista is a specialised journal of the Russian Society of Historians and Archives. Website: http://www.arhivemagazine.com.
- Vestnik VNIIDAD is a scientific journal for scientists and specialists in the field of records management, archives, information systems and related technologies and managers and employees of office management and archives services. Website: http://vestnik.vniidad.ru/ru/.

Principal reference works


Research activity related to business archives

The Centre for Economic History of the Lomonosov Moscow State University Faculty of History works to expand contacts with foreign research institutions, undertakes projects and holds seminars on a wide range of issues, cooperates with foreign experts and business communities of Europe and America. The centre’s annual publication Economic History features the results of business archives research by Russian and foreign scholars. Website: http://www.hist.msu.ru/Labs/Ecohist/.
Overview of Business Archives in Spain  
José Antonio Gutiérrez Sebares, Santander Financial Institute, Spain

Introduction

Compared to other European countries, business archives have been a relatively recent development in Spain. Business legislation regulating the creation of companies enacted between 1829 and 1885 meant Spanish companies had long had records management, but in the mid-20th century the largest ones began to set up central archives.

However, setting up archives open to consultation by the research and academic communities did not catch on until the last quarter of the 20th century. A major milestone on this road was the First Congress of Archives of Economic and Private Companies in 1982. Led by Teresa Tortella, it coincided with the opening of the Banco de España Historical Archive. Although the Banco de Bilbao had begun to set up its own archive four years earlier, this congress revealed the numerous shortcomings and risks affecting the documentation generated by companies in Spain and the need for solutions that would remedy the delicate situation of such a significant part of Spain's documentary heritage.

Despite the absence of public policies specifically aimed at encouraging companies to set up their own archives, these initial efforts resulted in the creation of a large number of corporate archives, particularly during the 1990s and 2000s. There was also a growing presence of business collections in regional, provincial and even municipal archives, but this was largely due to greater awareness amongst the donors rather than to any policy consciously aimed at concentrating documentation from business in public archives.

There were many reasons for this growth in business archives: perhaps the most important one was the increased awareness of the companies themselves, which discovered – often due to commemorative corporate events – the important role of archives in their corporate social responsibility policies. In addition, the massive extension of university education – with a large number of graduates in history, information and documentation, or economics – trained, on the one hand professionals who knew how to support corporate responsibility policies and, on the other, people requesting information about companies' financial history. Meanwhile, society has become increasingly aware of issues related to identity and memory, issues in which the role of archives is essential. New digital technologies have also been a highly useful tool for increasing productivity and improving documentary management, and for promoting the dissemination of the content of business archives. All this has helped companies increasingly to see their documentary heritage in Spain as an asset that should be made available to society.

Nevertheless, the economic crisis that began in 2008 has seriously slowed the development of corporate archives. The destruction of part of the country's productive system ended up with many companies failing or closing down their archives. In cases where mergers were imposed in certain sectors, they did not always end in the best possible way for the archive departments. Moreover, the decline in business profits and cost reduction policies ended up affecting business archives, with many having their resources removed or reduced.

More recently, digitisation processes have received increasing attention on the political agenda of governments and international organisations, reinforced by the circumstances generated by the Covid-19 pandemic. This has had a direct impact on the activity of many business archives, especially in sectors that have had to reconfigure their traditional business models (mining, banking, media), and which have seen the digitisation of their archives as an interesting link with society through knowledge.

Legislation Affecting Business Archives

In Spain, business archives are not regulated by specific legislation, but rather covered under a legal framework that is based on, on the one hand, legislation specific to commercial law and any other legislation involving economic activity; and, on the other, legislation on historical and documentary heritage and public archives.
Business records
Given the nature of business activity, a large part of its documentation is produced and conserved under the requirements of legal texts contained in commercial, civil and tax law or social and labour legislation. Of these, it is the essential text for the creation and regulation of business activities in Spain, it is necessary to mention the 1885 Code of Commerce. Title III, Articles 33 to 49, required certain books needed for a business’s accounting to be kept and conserved: a book of inventories and balances; a daily ledger; a general ledger; a registry or registries or letter and telegrams; and any other books ordered by special laws. These books were to be conserved for a period of six years from the last or closing entry. Additionally, corporations and companies had to keep a book or books of minutes containing resolutions on the performance of the business made by the board of directors and the shareholders’ general meetings. Royal Decree 1784/1996 of 19 July approving the regulations on the business register specified in more detail the content and structure of these minutes, along with other documentary obligations such as the annual filing of accounts. By contrast, other reforms of the Commercial Code abolished the compulsory requirement for some accounting books, such as the general ledger, after Law 16/1973 of 21 July.

The advance of digitisation and electronic administration resulted in two instructions approving the legalisation of books by electronic procedures (instruction of 31 December 1999) and the filing of annual accounts by electronic procedures (instruction of 30 December 1999). Similarly, the need for validating documents and issuing invoices adapted to the digital environment were covered by Law 59/2003 of 19 December on electronic signature and Royal Decree 1619/2012 of 30 November approving the regulation governing invoicing obligations, also in electronic format.

The tax obligations of companies are another major reason for the production and conservation of records. Article 66 of the law governing relations between the company and the tax authority, General Tax Law 58/2003 of 17 December, dictates a general term of four years as the term of limitations for a large part of the tax administration’s rights over taxpayers. However, Law 34/2015 of 21 September amended the previous law by adding Article 66 bis. This includes the period of 10 years as the term of limitations for records necessary for the verification of tax bases and deductions.

Public records
The organisation and activity of the Spanish Archives System is based on the most generic Law 16/1985 on Spanish historical heritage, in which article 49.2 requires that records generated by public companies, companies providing public services or companies whose capital is mostly owned by the state, belong to the Documentary Heritage. Section 4 of the same article extends the requirement to records over 100 years of age, conserved or collected by private entities and individuals not listed in the preceding paragraph, which would include business archives. Section 5 extends the same consideration to documentation less than 100 years old.

Lastly, Royal Decree 1708/2011 of 18 November, establishing the Spanish Archives System, recognises a role within it for private archives as article 3, paragraph 2, letter (c) opens the door to including them through the relevant agreements and conventions. Meanwhile, regional archives legislation has frequently referred to privately-owned documentation, but in most cases, it has limited itself to repeating the considerations of the Spanish historical heritage law.

Access and use
Access and use of public information was regulated by Law 19/2013 of 9 December on transparency, access to public information and good governance. It can be understood as including access to archives of public companies, provided it is not limited by other legal standards. However, Organic Law 3/2018 of 5 December on data protection and guarantee of digital rights, without specifically referring to archives, has had a major impact on what information may be conserved about whom and for how long, in both private and public business contexts. In this still unclear area, case law is progressing slowly in defining certain safe margins that allow archives to be active between the right to information and transparency on the one hand, and to the protection of personal data on the other.

Export
Title VII, Chapter 1 of Law 16/1985 of 25 June on Spanish historical heritage refers to documentary patrimony without imposing specific limits on the export of its elements. However, article 48, paragraph 2, refers to the provisions of the regimen on movable property for all issues not covered by Title VII. The procedure for exporting any movable property belonging to the Spanish historical
heritage is regulated in an article of the law. Owners of property included in this category that is more than 100 years old require the express authorisation of the administration to export it. The state is granted ownership of it in the event of fraudulent export. In any event, regardless of its age, it is prohibited for any of the property belonging to the Spanish historical heritage, as expressly declared by the administration, to be exported.

**National Strategies and Policies on Business Archives**

There are no specific national strategies or policies aimed at business archives in Spain. The body responsible for designing, implementing and coordinating such policies and strategies was the Directorate General of Books, Archives and Libraries. The budgetary insufficiency faced by the Spanish government meant that this body ceased to exist in 2011. A Sub-Directorate General of State Archives was created, which falls under the aegis of the Directorate General of Fine Arts, General Secretariat of Culture of the Ministry of Culture and Sports. The change of name from the generic ‘archives’ to the more exclusionary ‘state archives’ is a statement that leaves private companies’ archives on the sidelines of any attempt to coordinate or establish a common regulatory framework. The policies implemented by the Ministry of Culture which might help business archives include annual programmes to support archive-related projects and improve archives’ facilities and equipment. However, this assistance is significantly limited in terms of business archives, since it is only granted to non-profit private entities.

**Where Business Archives are Held**

In Spain, business archives have been late in joining the national archival picture, although the last three decades have been of great importance in consolidating and extending collaboration between business archives and public archives. Nevertheless, most company collections have not been added to the national archives – which fall under the Ministry of Culture – but rather to regional archives.

**National archives**

The National Archives includes the collections kept in the General Archive of the Administration (Alcalá de Henares), which has documentation from 12 business archives, including Banca March, the Banco de Crédito Local de España, the Compañía Transmediterránea and the Compañía Española de Petróleos (CEPSA).

**Regional and provincial archives**

It is in the public archives specific to the autonomous regions and the provincial archives that a greater number of business archive collections may be found. Worthy of note in the regional archives is the Arxiu Nacional de Catalunya, with some 100 archive collections belonging to companies in the textile, metallurgical, commercial, banking, chemical and publishing sectors: España Industrial SA, Manufacturas Sedó SA, Tecla Sala, la Maquinista Terrestre y Marítima SA, Macosa, Siemens, Castañer, Banco de Barcelona, la Compañía General de Tabacos de Filipinas SA and Cros and la Sociedad Española de Carburos Metálicos SA, among others. Meanwhile, the Archivo Histórico de Euskadi has three business collections belonging to SIGMA, VALCA and Orain SA. The Archivo del Reino de Galicia conserves 12 business collections, including those of the banking entity Hijos de Simeón García and Compañía de Vilagarcía. Andalusia’s Archivo General includes five collections, such as those of Real Fábrica de Artillería de Sevilla, the Instituto para la Promoción Pública de la Vivienda and the Pabellón de Andalucía SA. The Archivo Histórico de Asturias has six business archives, some of which are of great significance, including those of Ferrocarriles Económicos de Asturias o Hulleras e Industrias (Hullasa). Other regional archives that include business collections are the Archivo General y Real de Navarra (eight collections), the Archivo General de la Región de Murcia (11 collections) and the Archivo del Reino de Mallorca (two collections).

With regard to provincial archives, they contain a large part of the donations of business archives that have ended up in public archives. Notable for its importance is the Archivo Foral de Vizcaya, which holds important research collections, such as those of Agruminsa, Altos Hornos de Vizcaya, Bodegas Bilbaínas, Sota-Aznar and Horacio Echevarrieta Maruri, among the 18 available. The autonomous region with the most business collections in its provincial archives is Castile and León, with two in Avila, two in Leon, one in Palencia, six in Soria, five in Valladolid and eight in Zamora. Altogether there are 30 collections. There are 14 business collections in Andalusia, with four in Malaga, three in Granada, two in Seville, two in Jaen, two in Cadiz and one in Almeria. In Aragon’s three provinces,
there are four in Huesca, seven in Zaragoza and one in Teruel. The provincial archives of Castile-La Mancha include, by province, one in Albacete, one in Guadalajara and two in Toledo. The Archivo Histórico Provincial de Cantabria has two business collections. There are three in Las Palmas de Gran Canaria, the same number in Santa Cruz de Tenerife, two in Castellón and only one collection in the Archivo Histórico Provincial de Mahón.

Other public archives
Below the provincial archives are others for which it is not easy to make a detailed list, because they are dispersed, based in smaller administrations or lack suitable tools for easily locating business archives. The first that should be highlighted at this level would be municipal archives, which are often the final destination for business archives. One example is the Archivo Municipal de Jerez de la Frontera (Cadiz), with collections from three different wineries and from the Compañía del Arrecife y Muelle del Portal. Others include the Archivo Municipal de Cadiz, with the documentation of the company Roca Molins; the Archivo Municipal de Vera (Almeria), with the Simón Fuentes Caparros de Garrucha collection; the Archivo Municipal de Gijón, whose business collections include the records of Astilleros del Cantábrico SA; and the Archivo Histórico de Sabadell, with more than 50 collections created mostly by textile companies.

Other public archives that include business documentation are those of universities. For example, the University of Cadiz, which conserves the collection of Naviera José Matía de Cadiz, and the University of Cantabria, which includes – apart from its general archive – company collections such as those of Mina de Reocín, Astilleros del Atlántico SA, the shipping agent Peréz and Cía and Minas Mazarrasa.

The same difficulty in creating a systematic list of business archives can be applied to collections managed by museums, regardless of the administration under which they operate. One remarkable case is the Archivo Histórico Ferroviario, which operates under the aegis of the Museo de Ferrocarril de Madrid, and the Fundación de los Ferrocarriles Españoles, which holds the archives of Spain's railway companies dating from 1843. Other collections worthy of note are those of the Museo Marítimo de Barcelona, which include the collections of Compañía Trasatlántica SA, Talleres Nuevo Vulcano and Astilleros Cardona, and the Archivo Simón Ruiz, the documentation of a 16th-century Castilian banker, the property of the Fundación Simón Ruiz, which is managed by the Fundación Museo de las Ferias.

Lastly, the archives of other public bodies should be mentioned, such as port authorities (Ferrol-San Cibrao, Santander, Tarragona, Valencia, Malaga, Santa Cruz de Tenerife, and Marín and Ría de Pontevedra, to mention only a few) and the river basin organisations, as in the case of the organisation for the River Duero.

Corporate archives
Most of the archives of active companies are still managed by the companies that created them. In many cases, the archives are not functionally separated from records. This is the case with Repsol's archives (Madrid) and those of Gas Natural (Barcelona), two of the country's largest energy companies. This same category could include the Archivo General del Canal de Isabel II (Madrid), the archives of Empresa Nacional de Residuos Radioactivos, Empresa Pública Metro de Madrid, and Fábrica Nacional de Moneda y Timbre – Real Casa de la Moneda, all in Madrid.

However, the last three decades have seen a clear trend toward separating records from archives in a growing number of companies, both public and private. The banking sector was a pioneer in this process, with the creation of the archives of Banco de Bilbao (1977), the current Archivo Histórico BBVA and the archive of the Banco de España (1982). The late 1980s saw the beginning of the creation of the business archives of what would be the other great pillar of Spain's business archives: the mining sector. In 1989 the Archivo Histórico de Hullera Vasco-Leonesa (León) opened its doors and in 1990 the Archivo Histórico Minero de la Fundación Riotinto (Huelva). In 1997, planning for the Archivo Histórico de Asturiana de Zinc (San Juan de Nieva, Asturias) began and, one year later, the Archivo Histórico de Hunosa was opened to the public. In the following decade, in 2004, the last of the big mining archives – the Histórico de Minas de Almadén – was launched.

At the same time, the banking and savings banks sector continued to open new business archives. What is now the Archivo de la Fundación La Caixa, a banking foundation, began to be organised after the 1990 merger of Caja de Barcelona and Caja de Pensiones para la Vejez y de Ahorros de
Cataluña y Baleares. The collections of Banco Sabadell were organised in 2005, followed three years later by Banco Santander, completing the archives of the country’s main banks.

Other sectors in which the creation of archive institutions has been increasing are the energy sector, with Iberdrola’s archive adding to those mentioned above, and the communications media sector, such as the ABC and Diario Menorca newspapers. In many cases, these archives are scattered in numerous regional and local branches without a clear separation between records and archives. With regard to public companies, the archive holding the most significant collections of this type of company is the Centro de Documentación y Archivo Histórico de la Sociedad Estatal de Participaciones Industriales (SEPI). Since 2001, it has been responsible for managing collections from the extinct Instituto Nacional de Industria (INII).

It is worth noting that a large number of these business archives are managed through foundations. The Sabadell and Santander banks are two such cases, along with the archives of savings banks, whose social welfare work required Law 26/2013 of 27 December to convert them into banking foundations. In the mining sector, the archives of Hullera Vasco-Leonesa and Riotinto are also managed by foundations. In some cases, a university institution is involved in the management foundation, as is the case with the University of Cantabria and Banco Santander.

In recent years, there have been more and more professionals trained specifically as archivists, although historians still head some business archives. The best staffed archives are in public companies, while private company archives have had their resources – which were already inferior – reduced as a consequence of the last economic crisis.

**Business Archives Associations**

There are no associations specifically comprising business archivists in Spain. Those who have chosen to join an association have joined one of the national generic associations of archivists, along with the numerous regional or specialised associations. One of the associations working on behalf of industrial heritage, the Asturias-based Industria, Cultura, Naturaleza (INCUNA), created in 1999, continues to devote special attention to business archives. Shortly after the association was created, it published a guide to industrial archives (Núñez, 2000). More recently, it has published a collective work emphasising the importance of the documentary heritage of this type of business (Álvarez, 2016).

Website: [https://incuna.es](https://incuna.es).

**Training for Business Archivists**

There is no specific academic training for business archivists in Spain. It is included in the more generic bachelor’s degrees in Information and Documentation or Digital Information and Document Management offered by 12 Spanish universities. In some cases, these degrees include subjects or content areas focused on business archives. There are also several postgraduate and specialisation degrees in archive management offered by Carlos III University, the Autonomous University of Barcelona, Complutense University of Madrid, the University of A Coruña and the Fundación Carlos de Amberes, but none gives more than partial and variable consideration to training business archivists.

Some archivist associations offer much more specific specialisation courses. For example, the ‘Archivos de empresa: gestión estratégica y tratamiento documental’ (Business archives: strategic management and document handling) course, organised by the Sociedad Española de Documentación e Información Científica (SEDIC).

**National Provision for Business Archives at Risk**

The banking and savings bank sector is where public policies aimed at preventing the risk of dispersal or destruction of business archives have been more active and have offered the best results. In this case, the initiative came from Banco de España, which had already been involved in a plan to recover

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161 Full bibliographical references cited can be found in the section ‘Finding Information on Business Archives’.
162 All websites mentioned in this article were accessed on 30 June 2021.
the archives of banks and savings banks. The subsequent financial crisis revealed the growing risks to which the archives of many of these entities were increasingly exposed. After a period of limited results, due to lack of interest from the financial institutions themselves, the project gained new impetus with the creation of a banking map in 2008, revised in 2013. A working group, comprising seven banking entities and coordinated by Banco de España, was established in 2015. The result of this group’s work was the publication of a guide to banking archives in Spain (Inclán, Serrano and Calleja, 2019).163

Finding Information on Business Archives

Business archives internet portals
Censo Guía de Archivos de España e Iberoamérica: Created in 1972 as a printed publication and subsequently converted to web format under the organisation of the Centro de Información Documental de Archivos (CIDA), this portal offers standardised information on all archives, not just those in Spain, but also in Latin America. However, it has a powerful search tool that makes it possible to locate business archives, differentiating them both by ownership and by geographical area.
Website: http://censoarchivos.mcu.es/CensoGuia/portada.htm.

Hispana: Functioning under the aegis of the Ministry of Culture and Sports, Hispana is the portal for access to digital heritage that is responsible for adding content from Spain to Europeana, the EU-sponsored cultural heritage portal. Some business archives, such as those of ABC newspaper and Banco Santander, can be found in its directory of digital collections.
Website: https://hispana.mcu.es/es/inicio/inicio.do.

Business archive surveys and guides
Other than the results offered by the aforementioned Censo Guía de Archivos de España e Iberoamérica, no systematic guide to the historical business records as a whole has yet been published in Spain. However, some publications addressing business archives from a sectoral or geographical perspective have been appearing since 2000. Halfway between the two categories would be the pioneering study on the documentary heritage of Asturia’s industry (2000). Among the sectoral studies, foreign investment in Spain was an area that received early attention (2000), followed by the railway sector (2001), since most of its companies’ collections are held in the Archivo Histórico Ferroviario. A decade later, it was the mining sector – one of the Spanish economic sectors with the greatest historical weight – that had a complete overview of its archives (2011). A collective work devoted to the archives of industrial companies was published by INCUNA (2016). The latest sectoral study of business archives was devoted to banking (2019). Full bibliographical details are provided below:
• M. A. Álvarez (coord.), El legado de la industria: archivos, bibliotecas, fototecas de empresa. Fábricas y memoria (Gijón, 2016)
• Fundación de los Ferrocarriles Españoles, Guía del Archivo Histórico Ferroviario (Madrid, 2001)
• E. Núñez (coord.), Estudio básico sobre el patrimonio documental industrial asturiano: los archivos históricos industriales y mercantiles (Gijón, 2000)
• T. Tortella, Una guía de fuentes sobre inversiones extranjeras en España, 1780–1914 (Madrid, 2000)

Sources of Advice on Managing Business Archives

Organisations
Given the absence of public bodies dedicated to providing guidance on the organisation and management of business archives, this function is almost exclusively carried out through the

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163 Full bibliographical references cited can be found in the section ‘Finding Information on Business Archives’.
publications and specialised courses of the three main national archivist associations, along with those created at the regional level:

- Federación Española de Asociaciones de Archiveros, Bibliotecarios, Arqueólogos, Museólogos y Documentalistas (ANABAD). Website: https://www.anabad.org.
- Sociedad Española de Documentación e Información Científica (SEDIC). Website: https://www.sedic.es.

Email discussion list
The email list ARCHIVOSYEMPRESAS, created in 2009 in RedIRIS (the Red Española para Interconexión de los Recursos Informáticos), a network that connects university and research centres, is well-used among business archivists for the exchange of information. Available at https://www.rediris.es/list/info/archivosyempresas.html.

Publications

- T. Tortella, M. A. López-Morell and J Arroyo (coords), *Acceso a los archivos de empresa* (Bilbao, 2015)
- J. A. González, *Los archivos de empresas: qué son y cómo se tratan* (Gijón, 2009)
Overview of Business Archives in Sweden  
Anders Gidlöf, Swedish National Heritage Board (Riksantikvarieämbetet), and Anders Sjöman, Centre for Business History (Centrum för Näringslivshistoria), Sweden

Introduction

The first organised effort in Sweden to archive corporate records outside the creating company took place in 1698, when Riksarkivet (the Swedish National Archives, founded in 1618) received seven horse carriages of records from a metal factory. The oldest surviving Swedish company record is otherwise probably a charter dating back to 1347, held in the corporate archives of forestry giant Stora Enso (previously Stora Kopparbergs Bergslags AB). As archival examples both are highly representative of Swedish business history, with its emphasis on mining and forestry. Business activity in Sweden was otherwise heavily regulated for many centuries, with strict rules on who could set up what type of businesses and where and with whom they could trade. It wasn’t until 1864 that a Freedom of Trade Act (näringsfrihetsförordning) was passed by parliament, allowing for ‘every man and woman to conduct business’ as they thought fit. This development is fundamental to Swedish business history – and to its corporate archives.

Propelled by the industrialisation of the late 1800s, Sweden experienced a long period of continued economic growth. The country’s development from an agricultural to an industrialised economy took off from the 1870s. Manufacturing companies, railway lines, mechanical workshops, hospitality services, telecom providers and many other companies emerged, alongside much-needed financial infrastructure in the form of banks, insurance companies and trade companies. In those early days, there were no regulations on what records a company should keep and what information those records should contain. As industry practices matured during the late 1800s, however, laws were introduced that regulated how, for instance, legal agreements, board minutes, patent records and financial accounts should be handled in organisations.

Beyond those types of documents, however, there is to this day still no legislation in Sweden that expressly requires private companies to preserve records for other than legal or financial reasons, for instance for academic research purposes or as a part of cultural heritage. One piece of legislation from the 1700s, however, which obliged companies to send their annual reports to one or several government authorities for statistical or purely mercantilist purposes, led to early business financial records still being available in some public archives.

As industries grew in size and maturity, the largest enterprises set up their own central archive departments. The first of its kind seems to have been at Sweden’s oldest still-existing company, Stora Kopparbergs Bergslags AB, at its then brand-new head office in Falun in 1917. Certain nationwide organisations, often built on cooperative concepts, such as Kooperativa Förbundet (food retailer Coop) and Sveriges Lantbruksförbund (Swedish Farmers Association), did the same. Major industrial groups like LM Ericsson, Atlas Diesel, SKF and ASEA ran their own archives for the benefit of engineering and product development, where collections of drawings, prototypes, photographs and films grew extensively.

In the 1920s the first national inventories of business archives were carried out as cooperative initiatives between industrial organisations and economic historians. Before and during the Second World War there were national campaigns that encouraged people to clear old flammable records from their attics. As a result, vast amounts of business records were actually transferred to proper archive storage, as owners were loath to simply destroy them. At this time the National Archives Association and employers’ organisation Sveriges Industriförbund (part of today’s Confederation of Swedish Enterprises) jointly tried to promote better records and archives management within Swedish industry. This led to the formation of two professional archive organisations: Svenska Arkivsmfunden (Swedish Archive Society, in loose translation) in 1952 and Näringslivets Arkivråd (Business Archives Council, in loose translation) in 1957. The latter organisation had bigger industrial and financial groups among its founding members and arranged courses and seminars on subjects such as preservation techniques, records classification, microfilming and even early attempts to use computerised information systems.
In 1956 the inventory process for individual or private archives (as opposed to public archives) was formalised through a national commission, _Kommissionen för riks inventering av de enskilda arkiven_. This work continued within the National Archives from 1964 and resulted in a database, _Nationalregistret över enskilda arkiv_ (National Registry of Private Archives, in loose translation). In 1995 this registry was transformed into a general national register of all kinds of archives in Sweden, _Nationell Arkivdatabas_ (NAD – National Archive Database). Still, during most of the early 1900s, most businesses managed their own archives, except for a few collections which were deemed to be of such national value that the National Archives, the regional public archives or municipal archives stepped in to offer archive services.

As modern industrialisation continued and the service economy grew, Sweden’s business landscape evolved. Throughout the 1900s and across most industries, mergers and restructuring took place, as technology, business and society evolved. In the process, many individual archives disappeared or were put at risk. For many years there were discussions about establishing a national depot for business archives, something which had been happened in neighbouring Denmark. When this did not materialise, private initiatives at local and regional levels led to the formation of many regional business archives with their own depots. Föreningen Värmlandsarkiv (Association of Archives in Värmland) in Karlstad was first in 1970, followed in 1974 by Föreningen Stockholms Företagsminnen (today’s Centrum för Näringslivshistoria or Centre for Business History). For the archive sector, this led to the introduction of a model where companies, either as members of an archive organisation or as direct clients, could store their historical materials in a common archive depot, while still maintaining ownership of the material. For this, the companies paid annual archive fees, often with the option of buying extra research services.

From the 1970s onwards, and well into the new millennium, regional business archives associations were formed in almost all Swedish provinces, except for some areas already covered by the regional state archives. A regional business archives association often covered a province (län), but sometimes also a smaller area, such as one or a few municipalities (kommuner). Yet another form of archive cooperation emerged in the 1980s, where local business archives would start working with archives focused on popular and social movements, such as the workers’ movement. In some regions, the cooperation led to joint depots and research centres, and even joint membership administration, often under the umbrella name of archive centre (or arkivcentrum). This became a way to maintain the local community’s engagement in the local history of all concerned entities, both private and public, with funding coming from private sources, foundations or local authorities.

**Legislation Affecting Business Archives**

Sweden has no law which regulates the preservation of business or other private archives, no matter how valuable they might be considered to be from a cultural heritage or history perspective. There are, however, laws which partly regulate how and for how long you should retain business records, and what you can or cannot do with archive material. The most important are:

- The Public Access and Secrecy Act (_Offentlighets- och sekretesslagen 2009:400_; current act implemented 2009) states that records of companies in which a municipal or regional public authority has a deciding vote should be treated as public records in terms of both retention and access. That means that they are also regulated by the general Swedish Archives Act (_arkivilagen_). This does not, however, include companies owned by the Swedish state.
- The Cultural Heritage Act (_Kulturmiljölagen 1988:950_; current act implemented 1988) states that cultural objects, which have been stored within Sweden for the last 75 years and can be said to be of great cultural importance for the country, cannot be taken out of the country without special permission from the main cultural state authorities. When it comes to archival collections the National Archives decides on a case-by-case-basis.
- The Companies Act (_Aktiebolsagslagen 2005:551_; current act implemented 2005) states that every registered company should retain its shareholder meeting and board minutes in a safeguarding way, which normally is interpreted as keeping the minutes for as long as the company exists.
- The Accounting Act (_Bokföringslagen 1999:1078_; current act implemented 1999) stipulates a minimum retention of all financial accounts, including financial verifications, for seven years. That is sometimes interpreted as having to destroy all accounts older than seven years, which is not the case.
• The Copyright Act (Upphovsrättslagen, 1960:729; current act implemented 1960) sets restraints on the use of business archives. This often comes into play when companies want to use old photographs, advertising or films from their archives, but are unsure what rights they hold for the material.

Other laws regulate the retention of records within certain industries, such as the healthcare industry, regarding for instance the development and production of pharmaceuticals or medical instruments, or privately-run hospitals.

The EU-based regulation General Data Protection Regulation, GDPR, with its focus on personal data protection and privacy, is another piece of legislation that business archives need to consider. In Sweden, it has been implemented under Lag (2018:218) med kompletterande bestämmelser till EU:s dataskyddsförordning (in loose translation, Act with Supplementary Provisions to the EU Data Protection Regulation). It gives the government, or an appointed state authority, the right to allow private archive institutions to treat personal data in the archives in line with the GDPR right to do so for archiving purposes in the public interest.

Last, but definitely not least, among rules and legislations that Swedish business archives have to consider is of course the general Swedish Archives Act (Arkivlagen, 1990:782; current act implemented 1990). However, this act only deals with how public authorities and other state and municipal decision-making assemblies should manage their archives. The act does not contain provisions for private business archives, nor does it identify them as part of the cultural heritage. Over the years, many Swedish archivists have voiced concerns over this, especially as legislation in neighbouring Nordic countries does include such language. In late 2019, a government-initiated committee on the Swedish archive sector delivered its report, From here to eternity: A long-term archive policy for administration and cultural heritage (loosely translated from Härifrån till evigheten. En långsiktig arkivpolitik för förvaltning och kulturarv, SOU 2018:58). The report suggested that an updated archives act should state that private archives are a part of the cultural heritage. This was received positively among private archive associations and companies, but to date discussion has focused on how to determine which private archives should be deemed to be of cultural heritage importance. The report suggests that the National Archives should be given that responsibility.

**National Strategies and Policies on Business Archives**

In Sweden there is no formal national strategy on preserving business archives or more detailed principles for selection of archives. Until 2012, there was within National Archives a board for private archives (Riksarkivets nämnd för enskilda arkiv) which decided on the distribution of select government funds to private archives institutions. This centrally placed decision-making body was however replaced in 2011 by the government with a new framework that pushed decision-making to the regions. The ambition of this so called ‘cultural collaboration model’ (kultursamverkansmodellen) was to let the country’s administrative regions decide on the distribution of government funds for cultural matters, in close dialogue with municipalities, private institutions and cultural creators. Seven cultural areas are identified in the model, and the private archives sector is one of them. The funds allocated to this model represent as much as 20% of total government spending on cultural affairs. Today, the model is in place in all counties except Stockholm.

On a national level, the National Archives still runs an advisory council on private archives (Samarbetsrådet för enskilda arkiv), which was put in place in 2013. The council’s board is chaired by the National Archivist (riksarkivarien, the title bestowed on the head of the National Archives) and contains members representing the National Archives and Svenska Arkivförbundet (the Swedish Archive Association, described in more detail below). The council is a forum for discussions concerning private archives and gives advice on how the National Archives should distribute the remaining funds that aren’t distributed through the cultural collaboration model. In 2020, of the 8.3 million SEK that was distributed, 6.7 million SEK was given to the Swedish Labour Movement’s Archive and Library (Arbetarrörelsens arkiv och bibliotek) and the remainder split between six other private archives, including the Centrum för Näringslivshistoria (Centre for Business History) and Svenska Arkivförbundet (Swedish Archive Association).
Where Business Archives are Held

Business archives are spread across Sweden. In that sense Sweden does not share the same tradition of centralist archive solutions as its neighbours Norway, Denmark and Finland. Furthermore, Sweden does not have a tradition of universities or libraries collecting archives for academic research, other than collections of personal records. Instead, business archives are managed either by the companies themselves or in ‘outsourced archive functions’, such as public or private archives institutions or – to a smaller extent – museums. Important archive actors in this landscape are:

Riksarkivet (the National Archives)

The National Archives of Sweden is the official archive of the Swedish government and is responsible for the management of records from Sweden’s public authorities. Although the archive functions primarily as the government archive, it also preserves some records from private individuals and non-public organisations. It has especially kept and preserved business archives at the national depot in Stockholm and its regional depots in Gothenburg, Vadstena and Lund. The Gothenburg branch has been very active in collecting and making available business archives from south-western Sweden. Among the business archives that they hold on deposit from companies are those of local industry giants such as SKF and Volvo.

Most of the business archives kept by the National Archives are, however, not handled as deposits on loan from an existing business, but rather owned by the state and can be accessed without restrictions. Examples are mainly larger industrial archives, like those of the Kreuger Group (which went bankrupt in 1932) and Gränges Steel. The National Archives has had a policy to take on business archives that it perceives as having a certain historical value for Sweden’s economic and business history. During recent decades, the National Archives has for budgetary reasons cut down on receiving more business archives, and instead supports and overlooks the work of the private business archives sector. The National Archives, including its regional depots, keeps a total of about 45,000 linear metres of business material from 3,380 different businesses and business organisations. Riksarkivet does not currently receive private archives in digital form, and because of that the very acute question about the digital archiving of private archives has almost totally been left to the private sector to solve.

Other public archives

Archives belonging to local and regional political entities, such as municipalities and regions/counties, often keep business archives from municipally-owned businesses. Many municipal archives also accept business archives, and have done so for many years, often as part of a broadened definition of cultural heritage, especially where other solutions have not been available for a particular piece of business heritage.

In the archives of some government agencies, often kept at National Archives, there are long chronological series of annual reports and statistics about industry and commerce dating back to the 1700s. At Sweden’s national library, Kungliga Biblioteket (Royal Library of Sweden) and the university libraries, series of such publications, like advertising, price lists and product descriptions, can often be found.

Regional and business archives associations

As of 2021, there are (at least) 14 regional archives associations, that either solely or partly manage business archives. These associations are often organised as non-profit membership organisations, running their own archive depots. They also often keep archives from other organisations or people who are associated with the world of enterprise. There is a historical background to the emergence of these ‘outsourced archive solutions’. Until the 1990s most medium-sized and large Swedish enterprises and industrial organisations kept their historical material in individual archives that they managed themselves. Smaller companies did not in general keep material in organised archives at all. During the 1990s, however, the prevailing trend for corporates was to focus on core competencies, which among other things meant divesting of properties and leasing them back. The cost of on-site archives became more apparent than before, and companies sought better use of their expensive floor space than ‘keeping old stuff’. Larger businesses also often decentralised, and a new small corporate head office did not regard archiving services for the whole group as part of its core mission.
Another result of the slimming down exercise was that many companies dismantled their in-house support services, such as facility managers, secretaries and mail rooms. Often, these people were not only personal carriers of the corporate legacy, given their often long tenure at the company, but they also knew where historical records had been placed, often by happenstance. These trends created the need for a more formal corporate memory keeping. As a result, many medium-sized and larger entities outsourced the curation of their historical archives to business archives institutions, which started to appear around the country. The companies retained the ownership of their material, but paid for services such as cataloguing, research, structuring the material, further inventories, or digitisation.

The business archives associations that emerged catered initially to the large corporates, but their outsourced service offering also made it possible for smaller companies to – for the first time – have a valid option for the safekeeping of their historical materials. For many companies, the associations also took the place of the corporate historian that might previously have been in-house. Research and editorial/storytelling services have therefore grown among the business archive associations, especially as companies, via their marketing and corporate communication departments, have begun appreciating their own history and heritage as a means to strengthen their brands or their corporate identity. Such heritage storytelling projects are today often referred to as ‘history marketing’ or ‘heritage marketing’ activities, where the business archive associations play an important role.

According to the 2019 government report on the archive sector (see above), the funding of a typical regional association is 75% derived from membership fees, storage/service fees and project money from members with the remainder provided by public funding and/or grants from various organisations. As the associations are almost always incorporated as non-profits (in Swedish, ideell förening, which is ‘owned’ by its members), their statutes often include clauses for engaging with the academic and school world. Many archives therefore work actively with local school children, encouraging visits to engage with source material or posting digital assets online for school use.

The leading regional business archives associations (or archive associations that manage business archives in addition to other private archives) outside Stockholm are:

- Arkiv Gävleborg. Website: arkivgavleborg.se
- Arkiv Sörmland. Website: arkivsormland.se
- Arkiv Västmanland. Website: arkivvastmanland.se
- Arkivcentrum Dalarna. Website: arkivcentrumdalarna.se
- Arkivcentrum Örebro län. Website: arkivcentrum.se
- Blekingearkivet. Website: blekingearkivet.se
- Företagens historia (Uppsala län). Website: foretagenshistoria.se
- Företagsarkivet i Westerbotten. Website: foretagsarkivet.se
- Hallands näringslivsarkiv. Website: hallandsnaringslivsarkiv.se
- Kronobergsarkivet. Website: kulturparkensmaland.se/kunskapsbank/samlingar-och-arkiv/kronobergsarkivet
- Näringslivsarkiv i Norrland. Website: nin.nu
- Skånes näringslivsarkiv. Website: hsn-arkiv.se
- Vårmlands företagshistoria. Website: varmlandsforetagshistoria.se
- Östergötlands arkivförbund. Website: ostergotlandsarkivforbund.se (with depots in for example Åtvidaberg. Website: brukskultur.se)

In 2014, discussions began between regional private archives institutions (among those Arkiv Sörmland and Arkiv Gävleborg) about creating a shared digital archiving platform, for the benefit of academic research as well as private stakeholders. Ideas from these discussions have resulted in a web portal for archival deliveries and access to various kinds of private archives in digital form, available at www.enskildaarkivet.se. In 2021, Arkiv Sörmland, Arkiv Gävleborg and some other popular movement archive societies, together with the archive consultancy ArkivIT AB, are about to launch the portal, based on the technical platform Archivematica/AtoM.

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164 All websites mentioned in this article were accessed on 3 July 2021.
Centrum för Näringslivshistoria (Centre for Business History in Stockholm)

Among the regional business archives that were born in the 1970s, one has developed into a nationally active business archive. Centrum för Näringslivshistoria (CfN or Centre for Business History in Stockholm) was founded in 1974 as Föreningen Stockholms Företagsminnen (Association for Stockholm Business Legacy, in loose translation). With depots in Bromma outside Stockholm and in Uppsala, the Centre is today the largest business archive association in Sweden. The association initially focused solely on defunct Stockholm companies, but grew over time to service active companies of all sizes and industries, from across the country. As a consequence of this growth, in 2006 the association changed its name to Centre for Business History.

With most Swedish multinationals being headquartered in Stockholm, member companies, who have transferred their historical archives to the Centre’s depots, include telecom giant Ericsson, insurer Skandia, bank groups SEB, Handelsbanken and Swedbank and leading publishing houses, such as Bonniers, Norstedts and Natur & Kultur. Central enterprise organisations, such as Svenskt Näringsliv (Confederation of Swedish Enterprises) and Svensk Handel (Swedish Trade Federation), also keep their archives at the Centre.

The non-profit association’s membership roll includes 350 of Sweden’s largest companies and it is more than 95% financed by membership fees and revenues from archive, service and editorial services. The rest of the funding comes as annual endowments from the city of Stockholm and the government through the National Archives. As of 2020, the Centre is also integrated with Föreningen Företagens historia i Uppsala län, having taken over management of the depot. For more information see the Centre’s website at www.naringslivshistoria.se.

The Centre for Business History keeps about 75,000 linear metres of physical material and 25 terabytes of digital material, from about 7,000 businesses, organisations, and people. The Centre has a growing production of books, history websites and exhibitions and has over the years worked with documentation projects on industrial design and the history of commerce. In addition, the Centre has a separate research entity which works with academics at all levels to initiate research into the Centre’s archive holdings as well as carrying out research projects on its own. For secondary school students, the Centre has a separate programme, building on both on-site visits by school students and online educational material at the free-to-use educational website at foretagskallan.se.

In 2009 the Centre for Business History launched its first digital archiving system, which was based on a merger of an older photographic database and information from the archives catalogue system. The Centre also buys external web archiving services from Archiwwwe (archiwwwe.com).

Museums

Sweden’s heritage of heavy industries in mining and steel, alongside an early development of smaller workshops and railways, has led to a rich plethora of working life museums, which also often keep historical records. One example is the Pythagoras Motor Factory outside Norrtälje north of Stockholm, which closed its operations in the 1970s and was later restored as a museum to show an example of typical workshop economy and the technical development of its time. Together with its archives, it is one of the many smaller museums which gets regular support from the Swedish National Heritage Board (Riksantikvarieämbetet).

Corporate archives

Only a few major corporate groups today maintain their own historical archives. Among those are heavy vehicle producer Scania in Södertälje, the forestry and paper group SCA (in Merlo in Medelpad), furniture retailer IKEA, the investment and industrial group Nordstjernan (via its archive in Engelsberg, Engelsbergsarkivet) and the investment Wallenberg group (with its archive at Täcka Udden in Stockholm). These companies employ their own archivists and their material is available upon appointment. A hybrid version of this setup is exemplified by The Absolut Company, which has its own archivist although its archives are physically kept at the Centre for Business History.
Other commercial storage services
Since the 1980s there has been a market development of storage services for vast volumes of paper documentation in big facilities or closed mines, often far away from the cities. These service providers market themselves as ‘archive solutions’, but do not seem to follow established archive practices as set by the National Archives, but rather provide wholesale storage solutions. Their fees are normally lower than for a comparable archive solution, but it is normally harder for the depositing company to search the material or make it available to researchers. These services are primarily used for economic and financial papers, that for legal reasons have to be kept for a limited time and then destroyed. However, as experience shows, historical records are often mixed in with this material. The largest such groups in Sweden are Depona and Iron Mountain (previously Recall) and they also store records from authorities and offer mass digitisation services with online access.

Business Archives Associations

Näringslivets Arkivråd (NLA)
The oldest association for Swedish business archivists Näringslivets Arkivråd (NLA – Business Archives Council, in loose translation) was founded in 1957. The first chairman Åke Kromnow resigned in 1965 to become the head of the National Archives, which shows NLA’s close founding ties to the world of public archives. At the outset only major corporations in industry, banking and insurance were NLA members. Over time the membership grew to also accept personal members, often professional archivists. The goal of NLA is to promote education and spread knowledge in the area of records management in businesses and organisations, but also in public authorities. Today the main focus is publications and conferences.
Website: www.nla.nu.

Näringslivsarkivkvens Förening (NAF)
In 1986 an association was founded for all archives institutions which stored business archives, Näringslivsarkivkvens Förening (NAF – Association of Business Archives in loose translation). The members were all the regional business archives associations and included the National Archives and Tekniska museet (National Museum of Science and Technology). At the time, a financial fund was also created, Näringslivsarkivkvens Stödfond (NAS – Support Fund for Business Archives, in loose translation), with support from employers’ organisation Svenskt Näringsliv (Confederation of Swedish Enterprises; then called Svenska Arbetsgivarföreningen, SAF) and the National Archives.

In 2018, NAF merged with Folkrörelsernas Arkivförbund (FA – the Popular Movements Archive Association), which organised archives for the workers’ movement and other social movements. Together they formed a new private archives association, meant to cover more perspectives on Swedish business history, which was named Svenska Arkivförbundet (The Swedish Archive Association).
Website: https://arkivforbundet.se/.

Training for Business Archivists

There are archive courses available at several locations in Sweden. These programmes provide general archivist education and are not specifically targeted for business archivists. Some of these programmes are listed below:
• University of Gothenburg (60 points)
• University of Karlstad (60 points)
• University of Lund (120 points, masters for archival, library and museum sciences)
• Mid Sweden University in Östersund (150 points, plus doctoral students on digital information management)
• University of Stockholm (60 points)
• University College of Söderås (90 points)
• University of Uppsala (120 points, masters for archival, library and museum sciences)
For reference, 30 points in the Swedish university system is equivalent to a full-time semester course.

There are also private education businesses who offer shorter courses for archivists on information security or IT system science.
National Provision for Business Archives at Risk

At times business archives may be at risk of being lost, for instance when a corporation declares bankruptcy. There is currently no national strategy for such instances, since archives do not have the same legal protection as, for example, built heritage. In cases of, for example, bankruptcy there could be a chance that tax authorities temporarily secure archives, but beyond that there is no process in place to contact any of the business archives. That is even more the case when it comes to new digital information. However, the fact that (most) business archives associations work proactively with company members, both locally and on a national level, puts them in a good position to at least learn about business archives at risk. How to handle each archive, in such a case, then becomes a question for the archive association to figure out, both practically and financially. In practice, almost all private archives institutions will be prepared to receive smaller archives without proper owners or funds, if there are empty shelves in the depot. However, large collections will need to be financed.

Finding Information on Business Archives

Since 1995 Sweden has had an open searchable database on archives, Nationell Arkivdatabas (NAD – National Archive Database, in translation), administered by the National Archives and with contributions from almost all Swedish archives institutions. At the outset, it contained mainly private archives, but today public archive catalogues dominate. Since 2001 NAD has been available online at sok.riksarkivet.se/nad. The information in NAD isn’t always complete or up to date when it comes to information from smaller contributors. Until a few years ago NAD only published complete archival catalogues for public archives, but not for private ones. This has now changed, but for many business archives NAD only advises that they exist and where they are kept, nothing more. This is often because the owning company may wish to maintain some secrecy about the material.

There are currently no thematic or industry specific printed guides on Swedish business archives. To inquire about the content of specific company-owned archives, the archives institution where the archives are held is normally the best place to start. They can then either field the question directly, or forward it to a contact person at the company. At most archive institutions, access to the historical material for a specific company is given at the company’s discretion and only after a formal request for access. Even so, there can be limitations when it comes to certain types of material, especially newer records from company management level or product development. The level of access is usually regulated in the contract between the company and the archives institution. Business archives that are not owned by a company, but rather under the formal administration of the archive institution, are normally fully accessible.

All business archives associations have digitised parts of their archives, but the amount varies. Digitisation often starts with photographs, films and advertising, for the benefit of the general public. One example is the historical image bank from Skånes näringslivsarkiv (Business Archives for the region of Skåne), available at www.sn-arkiv.se/galleri. In such cases, archivists at the institution typically support a company, often reconstructing an archive that hardly existed, arranging and cataloguing it, mostly in their own archive depot. Some companies have made public parts of the digitised archival content on dedicated historical websites, such as food retailer ICA (at www.ica-historien.se); telecom giant Ericsson (at www.ericsson.com/history) or retailer Clas Ohlson (at www.clasohlson100.com).

Mass-scale digitising projects are however rare in the Swedish business archives world, since the efforts and funds required normally exceed the available resources at a relatively small institution. There are however some good examples from the Centre for Business History, which has made parts of the digitised material available (after owner consent) on the website CFN Online. For instance, the section www.cfnonline.se/en/?auth=Branobel is rich with material on the history of Branobel, an oil company in Caucasus founded more than 100 years ago by Ludvig and Robert Nobel, brothers of the more famed Alfred Nobel. Or the section cfnonline.se/sv/soksidor/sok-byggnadsvarderingar-och-kartor/?hide=1 which contains over 70,000 digitised and searchable ‘evaluation instruments’ (värderingsinstrument). These are documents from the archives of fire insurance company Brandförsäkringsverket, founded in 1782, which until 1951 produced detailed descriptions and maps of castles, manors, churches, smaller houses and (not least) industries as part of its work before offering a fire insurance policy.
Sources of Advice on Managing Business Archives

Organisations and their sources of advice

- **Jernkontoret**, established 1744, is an industry organisation for the Swedish iron and steel industry which has an archives and library function. Closely tied to Jernkontoret is Bergshistoriska utskottet (Committee on Mining History) which promotes historical research on metal and mining industries. Within the Committee on Mining History, a special group for archival matters works for the preservation of the sector’s business archives and organises seminars and courses. Website: www.jernkontoret.se.

- **Näringslivets Arkivråd** (NLA) – see more above – which publishes reference literature such as:
  - About digitisation within organisations and authorities: *Digitalisering* (forthcoming, 2022)

Website: www.nla.nu.


- Business archives associations usually offer constant advice to their members about how to handle business archives and records as a part of their service agreements. Questions from non-members could sometimes lead to the start of paid archival assignments or even a future transfer of archives material into the care of the archival institution and history marketing projects. The Centre for Business History has also published a guide on how enterprises can use their business archives commercially: A. Schug, *History marketing: använd företagets historia i kommunikation och marknadsföring* (Stockholm, 2010).

- The National Archives no longer has a specialised unit for private archives but offers help on matters concerning, for example, preservation techniques and cataloguing of personal material. Their regulations RA-FS and RA-MS are legal rules for government agencies and other groups that store public records from government archives. These are also used as sources of advice by business archivists. Website: www.riksarkivet.se.

- *Kungliga biblioteket* (Royal Library of Sweden) gives advice on the preservation of audiovisual records like film, video and sound recordings. Website: www.kb.se.

- *Digisam* is a publicly run coordinating and advisory group with its membership made up of Swedish archives, museums, and libraries. It provides guidelines and coordination documents in the areas of digitisation, metadata, digital preservation and copyright. One of its most important aims is to simplify exchange and availability of information about cultural heritage, of which archives are an important part, between institutions and the public. Private archive institutions are not formally represented in Digisam, but they are able to use the Digisam standards. Website: https://www.digisam.se.

Journals on archival matters

- *Arkiv Samhälle Forskning* – an academic magazine published since 1955 by the oldest archivist society, Svenska Arkivsamfundet (now a part of FAI – Föreningen för Arkiv-och Informationsförvaltning), which contains longer articles and reviews with focus on archives and their place in society and the academic world.

- *Arkiv* – launched in 1991 (as *Tema Arkiv*) is a joint publication by almost all Swedish archival organisations, with articles about everything within the archival area, public and private sectors alike.

- *Arkiv Information Teknik*, published by the archive consultancy firm ArkivIT AB since 2018, contains articles and reflections mainly on digital records management but also on archiving in general.
Journal on business history

_Företagshistoria_ (Business History, in loose translation) is a quarterly magazine published by the Centre for Business History. Launched in 1980 as an annual publication under the name _Företagsminnen_ (Business Memories, in translation), it became a quarterly magazine in 1997. In its early years, it contained articles about business archiving and reports from archive cataloguing projects. Today, it primarily tells Swedish business history in illustrated articles, as a popular history journal for a wider audience.
Overview of Business Archives in Switzerland
Alexander Bieri, F. Hoffmann-La Roche Ltd, Switzerland

Introduction

Until the mid-1800s Switzerland remained a mostly agrarian country. However, textile manufacture and trade, as well as publishing, were notable exceptions which have been especially active in the cities close to the Swiss borders: Geneva, Basel, St Gallen and unexpected places like Glarus or Brig. The early trading companies also offered financial services and the banking sector very much developed out of family-owned banks and family-owned trading companies. The oldest business still active in Basel is the Schwabe publishing house which started operations in 1444, while the oldest bank archives date back the 1600s. With industrialisation in Switzerland picking up pace from 1850 onwards, business archives in the modern sense become more important. One of the earliest modern historical archives in an industrial company was created by CIBA Ltd in the 1950s.

Until the 1980s the employment of dedicated archivists remained the exception in Swiss business. This changed dramatically when the behaviour of Swiss companies during the Third Reich was highlighted by the media in the wake of the scandal around assets in dormant accounts in Swiss banks from that era. The Swiss Federal Council in 1996 eventually appointed an independent commission of historians to elucidate the behaviour of Swiss business as a whole during the Second World War. The access to private business archives enforced by the Swiss government led to the creation of many business archive institutions in Switzerland as these had not been common beforehand. Today Switzerland’s economy is one of the most globally integrated and business archives, beyond their legal usefulness, have been identified as an important means to distinguish brands for marketing purposes.

Legislation Affecting Business Archives

The retention of business records is specifically regulated in the Obligationenrecht (OR – Law of Obligations, meaning contractual law). Article Art.958f Abs.1 OR stipulates that accounts and reports must be kept for at least 10 years. The Geschäfts bücherverordnung (Ge Büv – act on accounts) Art.8 Gebüv furthermore regulates that the documents need to be archived properly and easily retrievable as well as protected from illicit access. Other records like correspondence, staff files, social security files, payroll, and so on, only need to be retained for 10 years, if they are relevant to the accounts. There is no legislation for the long-term retention of business records, save for records relating to the registration of drugs and clinical trials and manufacturing and quality control, for which longer retention schedules are legally required.

National Strategies and Policies on Business Archives

There is no national strategy on business archives in place. Switzerland is a confederation of independent states (cantons) and some cantons do observe specific policies regarding business records. The local cantonal state archives usually determine whether cantons pursue specific collecting interests and consequently whether business archives are collected.

Where Business Archives are Held

With the exception of the private business archives held by companies, historical business records are usually held by the cantonal state archives. These are often records from very old trading companies or banks, rarely from more modern businesses. The University of Basel set up the Swiss Economic Archives (Schweizerisches Wirtschaftsarchiv) in 1910. Intended as a comprehensive collection of information on the economy in Switzerland, it has also become an important repository for abandoned business archives and is generally active in fostering the cause of retaining historical business records in Switzerland. The Swiss Federal Institute for Technology (ETH) in Zürich set up a collection point and work group for records related to the Third Reich in 1966. From these humble beginnings, the historical department of the ETH was created in 1974 and the by then impressive archive was called the Archives of Contemporary History. Its mission is to secure written, audio and visual records of private origin on Swiss history dating from the late 19th century to the present and to
make these records available to the public. It fulfils a task of national importance in safeguarding cultural assets of contemporary history. As a specialised archive, it complements the federal archival tradition and the collection focuses on politics, economy, and the history of Jews in Switzerland.

Furthermore, there are national collection centres for film (Cinémathèque Suisse) and sound (Swiss National Sound Archives) archives, both of which hold records of importance for Swiss business history. Local museums on industry, commerce and business also often hold business archives. Of national importance is the Verkehrshaus Luzern (Swiss National Transport Museum) which operates an archive on mobility in Switzerland and the Museum of Communication in Berne the museum and archive (PTT Archive) collections of which stem from what today is the Swiss Post, Postfinance and Swisscom. Museums and collections on watches and chocolate are found all over Switzerland, they too often hold business archives. The Swiss Association for Technical History and Industrial Culture (https://sgti.ch/site/165) is mainly active in the field of transport (railways) and energy (hydroelectricity) and owns an impressive archive of photographs from this particular field. The Swiss Hotel Archives (http://hotelarchiv.ch/) is a coordinating institution for archives from the tourism sector which remain in their respective businesses but are centrally registered.

The private business archives held in companies are vary in size from tiny to very large. The publicly accessible database arCHeco (see below) currently lists 121 archive institutions holding business records, of which 51 are private business archives and 24 are cantonal archives and the Swiss Federal Archive (responsible for records created by the federal administration). The remainder are archives of trade unions or universities or communal archives or archival institutions which would not necessarily be regarded as business archives, like databases for cattle breeding or collections relating to farming (see, for example, https://www.histoirerurale.ch/afaahr/).

**Business Archives Associations**

The Association of Swiss Archivists, Switzerland’s main professional body for archivists, records managers and information managers, operates a working group for archivists responsible for the historical records of private business. Website: https://vsa-aas.ch/arbeitsgruppen/ag-archive-der-privaten-wirtschaft/.

**Training for Business Archivists**

The Association of Swiss Archivist's working group referenced above offers training courses aimed specifically at business archivists. A speciality of Switzerland is its acclaimed apprenticeship system. The apprenticeship in ‘information and documentation’ takes three years. While the apprentices work mainly in state archives during their education, they all have to do practical work in at least two further institutions different to their own. Many choose to complement their training with a one-month internship in business archives. For further information see https://www.ausbildung-id.ch/.

**National Provision for Business Archives at Risk**

With the exception of the provision made by some of the cantonal state archives and by the Swiss Economic Archives, no specific provision for business archives at risk exists in Switzerland. However, private initiatives often try to rescue business archives which are seen to be of general interest to the Swiss public.

**Finding Information on Business Archives**

The Swiss Economic Archives (https://wirtschaftsarchiv.ub.unibas.ch/en/home/) operates a directory called arCHEco (https://www.archeco.info/) which lists business archives and their holdings in Switzerland and Liechtenstein. While most business archives can be found through the directory, some deliberately choose not to be listed in case they are overwhelmed by fans of their brands (this is especially the case with the archives of watchmakers).

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165 All websites mentioned in this article were accessed on 3 July 2021.
Sources of Advice on Managing Business Archives

The main source of advice is the Association of Swiss Archivists and its working group on the archives of private business. A range of proven service providers for archival and historical services is also available. Most are small agencies but there are some larger suppliers, like docuteam GmbH, which started out by looking after the archive of the electrics giant ABB for which it is still responsible. For archives from the tourism sector, the Swiss Hotel Archives (see above) is the single point of contact.

There are no publications specifically on business archives management. Rodolfo Huber, et al., Archivpraxis Schweiz (Swiss Archival Practice) (2007) does mention business archives, but not in a significant or comprehensive way.
Introduction

Like most other Eastern European countries, Ukraine presents a special case from the perspective of business history. The majority of business enterprises experienced discontinuities due to disruptive political shifts in the 20th century. The revolutionary turbulences of 1917–21 and the consequent mass nationalisation following the establishment of Soviet power had the most dramatic impact.

The Bolsheviks had little interest in preserving the history of the formerly private enterprises, so many business records were lost. Instead, the history of state-owned ones was well-documented and preserved. The Soviet government initiated ambitious projects collecting evidence about the working conditions at the enterprises and the labour movement. These collections also incorporated some business records.

When the Communist regime collapsed, new capitalist companies were established, many of them in the premises of former socialist enterprises. Multinationals, particularly from Western Europe and the United States, established new businesses or took over ownership of existing establishments. Both groups of companies faced the problem of handling socialist heritage, which was economically and environmentally unsustainable and often considered an uncomfortable past.

Most of the new capitalists decided to distance themselves from the problematic past and start their history from scratch. Therefore, the past was to be forgotten or wrapped up in nostalgia. Later, some entrepreneurs learned how to commodify the past or use it to legitimise their organisations. However, the past is still rarely seen in Ukraine as a strategic resource. Companies do not attempt to turn their business records into collections available to researchers.

Business records about the history of enterprises in the territory of Ukraine are scattered among the municipal and state archives in Ukraine. Many records are held in the central archives of other countries, which at a certain period of history incorporated parts of what is now Ukraine. The companies established after the collapse of the Soviet Union in 1991 mostly hold their business records on their premises and rarely allow researchers access to them.

Legislation Affecting Business Archives

Ukraine does not have a special law about business archives. The archiving of business records is regulated by the general legislation about archival departments of public and private organisations, accepted on 16 March 2001 (https://zakon.rada.gov.ua/laws/show/z0407-01#Text167). These documents offer detailed instructions on how to select and store the records. The last amendment (14 January 2020) of another law on the National Archival Fund, accepted on 23 December 1993 (https://zakon.rada.gov.ua/laws/show/3814-12#Text) defines what records the publicly- and privately-owned enterprises are supposed to pass to the state archives. It also describes the protocol of the handover.

Another relevant document is the law about the state registration of firms and private entrepreneurs (https://zakon.rada.gov.ua/laws/show/755-15#Text) explaining the basic principles of setting up an archive at an organisation. It also instructs how to submit the records for long-term preservation to a special archival institution if the enterprise is liquidated, divided or merged.

There are also special regulations within certain industries. For example, the National Bank of Ukraine regulates what records should be kept and how long the banks operating in Ukraine should preserve those records (https://bank.gov.ua/ua/news/all/vedennya-archivnoyi-spravi-u-bankivskiy-sistemi-166).
The regulations also instruct on the handing over of the documentation of the banks that are liquidated.

The above-mentioned and other archival laws provide very detailed instructions for business organisations and private entrepreneurs on managing their redundant business records. However, there is a discrepancy between the legislation and practice. At least half of the private holders of archives do not follow the rules and fail to report their collections to the state agencies.

**National Strategies and Policies on Business Archives**

There is no national strategy or policies on business archives in Ukraine. Both public and private enterprises are obliged to pass specified redundant records to the municipal or the state archives. The state- and publicly-owned companies follow the protocol, but most private companies ignore this demand on the grounds of the protection of commercial secrets.

**Where Business Archives are Held**

**National and regional state archives**

Business records of the enterprises that used to operate in Ukraine are scattered around central and local archives in Ukraine, Russia and other European countries. There are no specialised business archives in Ukraine.

Most of the historical business records are held at central, regional, and city archives under the umbrella of The State Archive Service of Ukraine. The largest collections are preserved at the Central State Historical Archive of Ukraine in Kyiv, Central State Archive of Supreme Bodies of Power and Government of Ukraine and Central State Archive of Public Organisations of Ukraine. The Central State CinePhotoPhono Archive of Ukraine, named after H. Pshenychnyi, holds audio-visual collections about the day-to-day operations of the enterprises and important events in their history. The Central State Scientific and Technical Archive of Ukraine has the largest collection of technical documentation (technical drawings and other design documentation), an important collection of sources about the history of R&D and innovation. Besides collections of the records of business organisations, many central and regional archives have collections of documents about entrepreneurs, managers, and other salaried employees. These collections usually comprise some biographical notes, as well as private and business correspondence.

The records of the state-owned enterprises are overwhelmingly dominated by documentation generated in the Soviet period. The remarkable exception is the 1920s, a transitional period when small- and middle-sized firms coexisted with state-owned enterprises.

Many central and local archives formed special record collections relating to the history of enterprises. Unlike Western business archives, these collections are often developed around a production unit (for example, a factory or a railway) rather than an owner. Much valuable information is also scattered among the archival collections of the state regulative and judicial institutions accumulated as a result of the scaling down of the private economy in the late 1920s and the governance of the state- and public-owned enterprises in the following decades.

The central and local state and municipal archives hold collections of records of firms liquidated after the collapse of the Soviet Union. These collections are only partly open to researchers.

**Corporate museums**

Researchers can find business records at the corporate museums of many current Ukrainian enterprises. These are mostly enterprises established in Imperial times and during the Soviet Industrialisation in the 1930s. In the 1960s and 1970s Soviet Ukraine experienced a ‘museum boom’, when many enterprises decided to establish museums presenting their history. Since then, the enterprises’ museums have collected various narrative, visual, and material sources, including business records. However, the corporate museums are biased towards the industrial and transportation sectors. The enterprises in other sectors rarely cared about setting up museums or had the resources to do so.
Commercial business archive storage providers
The digital turn encouraged companies operating in Ukraine to seek a digital solution to the organisation of their archives. Another trend has been to outsource archiving tasks to specialised services. OSG Records Management (www.osgrm.ua) and Soft Xpansion (https://ua.sx-ps.com) are among several companies offering digital documentation management and preservation solutions. OSG Records Management also provides hard-copy record storage services. The company can run an examination of a redundant document, advise on what to keep, systematise the records, digitise them, register them in the relevant state archive and store both originals and their digital copies. Another example of a privately-run archival service is the Research and Production Service Centre, ‘Kharkiv People’s Archive’, established in 2001 (http://archives.kh.ua). The main target audience of this archive is former employees of enterprises who submit documents to the state agencies for their retirement plans and need to provide evidence of their length of employment and past wages. None of the above-mentioned services provide access to their collections for researchers.

Collections outside of Ukraine
Several special archival collections outside Ukraine hold records related to the history of foreign enterprises operating in the territory of Ukraine. For example, the Hughesovka Research Archive, a collection of records in Glamorgan Archives, United Kingdom, about the Welsh entrepreneur John Hughes and the New Russia Co Ltd, which he established in the second half of the 19th century. Also, several central Russian state archives, such as the State Archive of the Russian Federation in Moscow and the Russian State Historical Archive in St Petersburg, hold thousands of collections of business records that belonged to the enterprises operating in the Ukrainian provinces of the Russian Empire and Soviet Ukraine. The archives of Austria, Poland, France, Germany and some other European countries have collections of records with valuable information about business organisations that used to operate in the territory of Ukraine.

Business Archives Associations
As there is no distinct business archives sector in Ukraine, there are no archives associations which are wholly devoted to the care and use of the archives of businesses.

Training for Business Archivists
Curated business archive collections are held in national and regional state archives alongside other kinds of collection and there is no requirement for archive training specifically focused on the needs of business archivists.

National Provision for Business Archives at Risk
There is no national provision in the Ukraine for preserving business archives which may be at risk.

Finding Information on Business Archives
The main tool for finding business archives in the Ukraine is the official portal of the State Archival Service of Ukraine (https://archives.gov.ua), which provides a list of central and regional archives and archival research institutions. These are not specialised business archives, but most of the central and local state archives hold records related to the history of enterprises and entrepreneurs which have operated in Ukraine.

Sources of Advice on Managing Business Archives
The State Archival Service of Ukraine’s portal mentioned above (https://archives.gov.ua) offers the most important legislative documents related to archival management in Ukraine, but there are no institutions or websites offering advice exclusively on the management of business archives. The following articles may be of interest:

Overview of Business Archives in the United Kingdom
Alison Turton, Business Archives Council, United Kingdom

Introduction

The concept of the in-house corporate archive has an unusually long tradition in the United Kingdom (UK) and can trace its origins back to the 19th century Companies Acts which made the creation and retention of certain kinds of documentation compulsory. There were also operational reasons why the many businesses that flourished in the wake of the world’s first Industrial Revolution, such as those engaged in banking, insurance, textiles and engineering, needed to retain records.

In 1934 the Business Archives Council was established, by a group of businesspeople and historians, to ensure that the nation’s unique business archives were preserved. It was to prove a remarkably far-sighted and enduring initiative, without parallel globally, and was to put Britain at the forefront of business archives awareness and preservation for decades. As a first step the Council began to offer advice and to compile a list of old-established businesses. The first British businesses to make formal provision for their archives were the Bank of England and Midland Bank (now part of HSBC) in the 1930s.

The Business Archives Council’s efforts were supported from 1945 by the formation of the National Register of Archives which disseminated information about business collections and from the outset treated all types of records equally. Meanwhile the developing network of local government record offices became more concerned with preserving business archives too. In London from the 1950s the Guildhall Library – now part of London Metropolitan Archives (LMA) – began to collect the business archives of the City of London, initially focusing on guild and insurance archives. In Scotland in 1959 University of Glasgow set up the first named lectureship in business history in Britain which led to the establishment of the Business Archives Council (Scotland) in 1960. From the 1960s University of Glasgow began to collect the important business archives of the heavily industrialised west of Scotland region. LMA and University of Glasgow still care for the UK’s biggest collections of deposited UK business archives today. Meanwhile, in Northern Ireland the Public Record Office of Northern Ireland embarked on the first Irish survey of business records in the late 1950s. Later, in 1968, it collaborated with University College Dublin on a pilot project which was to result in 1970 in an enduring business records survey – with a dedicated surveying officer – under the auspices of the Irish Manuscripts Commission in the Republic of Ireland.

By the 1960s a significant number of UK businesses had begun to appoint archivists, primarily to meet their own operational, legal or promotional needs. Many of the archivists appointed at this time were current or retired members of staff or interested historians rather than professional archivists, but their knowledge and dedication saved many business collections that would otherwise have been lost. The two Business Archives Councils also played a crucial role, from the 1960s, both in providing support and advice to archivists who would otherwise have struggled in isolation within individual companies and also in helping to grow a sense of the real importance of business collections on the national stage.

During the last 50 years the number of corporate archives in the UK under the care of professional archivists has grown dramatically due to businesses’ growing recognition of the promotional and corporate responsibility value of their archives. Today around 80 companies operate formal in-house archive functions, most of which provide public access to, and online information about, their collections. In addition, many more local government, university and specialist archives have recognised the importance of business archives and accepted or sought the deposit of important

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168 The author is grateful to archival colleagues in England and Wales, Scotland and Northern Ireland for reviewing this article, their expert feedback has made it more complete.
169 The number of UK companies with records management functions has also increased, alongside a growing awareness of the importance of the strategic management of all non-current records as legislation and regulation has multiplied. This has given rise to a growing records management sector and literature, such as the recent British Standards Institution, BS10025:21 Management of Records: Code of Practice (2021).
business archive collections. During the 2010s the world’s first five-year formal national business archives strategies were implemented in the UK.\textsuperscript{170}

In recent years a few established UK corporate archives have been wound up, but this has been offset by growth elsewhere\textsuperscript{171}. Indeed, corporate archives in the UK appear to be more valued and sustainable than ever. This is fortunate at a time when the collecting capability of local government archives has been compromised by austerity.

**Legislation Affecting Business Archives**

In the UK there are no laws relating specifically to business or any other private archives, but the retention, use and movement of business archives are affected by legislation and regulation.

**Business records**

Under the Companies Act 2006 – the legislation governing registered companies - a company is required to keep and make available for inspection for long periods or indefinitely a few categories of core documents, such registers of directors/secretaries/members and directors’ meeting minutes. The location in which they must be kept is also specified.

**Public records**

The Public Records Acts 1958–67 – the legislation governing the management of public archives – apply to the archives of state-owned enterprises. However, as there are few nationalised businesses in the UK the significance of these acts in relation to business archives is limited.

**Access and use**

Copyright law constrains the reproduction of archives or information from archives (Copyright, Designs and Patents Act 1988, updated 2018); data privacy law limits the access that can be given to information relating to living people and also requires justification of the long-term retention of such records (Data Protection Act 2018, applying EU General Data Protection Regulation); and freedom of information law gives public right of access to information held by public authorities which impacts the archives of both state-owned businesses and business archives deposited in public archives (Freedom of Information Act 2000).\textsuperscript{172}

**Export**

Licenses must be sought for the permanent or temporary export out of the UK of archive material over 50 years old and of books more than 100 years old, singly or in collections, which are valued above specified amounts. The export-licensing unit at Arts Council England issues licences on behalf of the Secretary of State for Digital, Culture, Media and Sport to export such cultural goods (Council Regulation (EC) No.116/2009 on the export of cultural goods, 2008).\textsuperscript{173}

**Tax regulation**

An amendment in 2016 to the HM Revenue and Customs’ Business Income Manual stated that ‘The costs incurred in maintaining historic archives will generally be allowable expenses in arriving at the profits of a trade’ and that ‘expenditure on the provision of access to archives and on linked educational services by a firm is allowable against trading income’.\textsuperscript{174} This provision excludes capital and some other expenditure. Business archives held by trusts may qualify for additional tax concessions.

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\textsuperscript{171} Nationwide Building Society, Coventry Building Society, Phoenix Group and Lloyds of London have all appointed archivists in recent years.

\textsuperscript{172} For further information on export licensing see: https://www.artsCouncil.org.uk/supporting-arts-museums-and-libraries/supporting-collections-and-cultural-property.

National Strategies and Policies on Business Archives

There is no overall national provision in the UK for the preservation of business archives. The only policy on business archives to be adopted by a home nation – Elements for a National Policy on Business Archives for Scotland – was launched in 2001 by Scotland’s national archive. Three years later in 2004 the Department of Culture, Media and Sport government commissioned an Archives Task Force to carry out an in-depth review of the state of the UK’s diverse archives. Its report, Listening to the Past, Speaking to the Future, was the first national report to consider business archives alongside the rest of the nation’s archives. It found that 5% of UK archives were business archives and one of its eight recommendations was to ‘encourage business, private and specialist archives to develop as integrated component parts of our national heritage’. This was supported by five recommended actions, which encouraged the development of partnerships between specialist organisations like the Business Archives Council and Business Archives Council Scotland and institutions like The National Archives.

Also in 2004, the Business Archives Council took a leading role in convening and progressing a Business Archives Round Table, comprising representatives from the Council, the Business Records Group of the Society of Archivists, the Association of Business Historians, the National Council on Archives, The National Archives, the Museums Libraries and Archives Council and the Confederation of British Industry. This consortium secured the support of The National Archives for the launch of a five-year strategy for business archives in England and Wales which was implemented 2009–14. It was the first such initiative in the world. Within two years the Business Archives Council of Scotland had launched a parallel strategy for Scotland, with the support of the National Records of Scotland and others, implemented 2011–17.

The key goals of both the strategies were to promote the commercial value of archives to the business community and provide owners with guidance and support; increase the number of publicly accessible business archive collections; raise the profile of business archives among the public and promote wider usage; and improve the care of business archive collections. Much progress was made by the national strategies including the appointment of a dedicated business archives Advice Manager at The National Archives; the launch of best-practice websites for managing business archives; the setting up of a national business archives crisis management team to act quickly to protect business archives at risk; the launch of business archives cataloguing grants; and the completion of a Scottish business archive data mapping project and awareness campaign.

Where Business Archives are Held

Archival practice in the UK was shaped by the early emergence of proactive corporate archives and the more general collecting interests of city and county record offices and there is no single central place of deposit for business archives. Nor is there a network of regional business archives. The Scottish Business Archive at University of Glasgow, the largest collection of business records in the UK, is the nearest equivalent to a regional business archive.

The National Archives

The National Archives (TNA), a non-ministerial department, is the official archive for the UK Government and for England and Wales. It holds business records from sectors of the economy which were nationalised in the mid-20th century. The predecessor companies of British Rail and other parts of the transport network are particularly strongly represented. The Companies Registration Office files of dissolved companies are held among the Board of Trade records. In addition, the records of many businesses in the 18th and 19th centuries were submitted as exhibits in cases heard in the courts of equity and never reclaimed and now form part of the Chancery records. The National


176 The English website is still available at www.managingbusinessarchives.co.uk.

177 The Scottish Business Archive was established by an academic department at University of Glasgow to collect the raw materials on which its future research would be based. Records of businesses in Glasgow and the west of Scotland were surveyed and, especially after recession hit the region in the 1960s, many of these collections came into the department, the collections grew, space became a problem and, after the collapse of Upper Clyde Shipbuilders in the early 1970s, the university archives took over the management of the collections. Today, the Scottish Business Archive has over 500 business collections documenting over 1,200 companies. Its collection of shipbuilding records is unrivalled.

The National Records of Scotland (NRS) holds a wide range of business records from several sectors of the economy that were previously nationalised, such as coal mining, railways, steel and shipbuilding. It also holds a variety of business records that were produced in evidence in civil actions in the Court of Session and not reclaimed. The records of dissolved companies registered in Scotland are held among Board of Trade records. Likewise, the Public Record Office of Northern Ireland (PRONI) holds some privately deposited business records, ranging from the major linen, mining, engineering and shipbuilding firms to smaller businesses such as merchants, retailers, solicitors and flour mills.

Other public archives
All counties and most sizeable cities and towns in the UK have their own archives. Many hold significant business archive collections, as do most university repositories and many national and local museums. These holdings are accumulated either by deposit – as a gift or on loan from the creating business or a third party – or may be proactively rescued when an important local business is closed, merges, vacates premises or sells assets. Increasingly arrangements are made for the business to pay for the cataloguing and ongoing storage and management of its archives. Deposit agreements setting out terms and conditions of deposits are always signed by both parties and deposits of business archives are rarely accepted unless public access can be given to them.

The most important holders of business archives include: Birmingham Archives and Collections; Bristol Archives; Cambridge University Library; Derbyshire Record Office; Glamorgan Archives; Glasgow Archives; Gloucestershire Archives; Greater Manchester County Record Office; London Metropolitan Archives; Lancashire Archives; National Maritime Museum, London; Record Office for Leicestershire, Leicester and Rutland; Science Museum, London; Sheffield City Archives; Suffolk Archives; Tyne & Wear Archives; University of Dundee; University of Glasgow (Scottish Business Archive); University of Leeds; University of London (School of Oriental and African Studies); University of Reading; University of Warwick (Modern Records Centre); Victoria and Albert Museum, London; and West Yorkshire Archive Service. Their holdings can be explored via their respective websites.

Corporate archives
Most business archives in the UK are held by the businesses that created them. Often, they are not recognised as historical record collections, but simply managed as part of a wider records management system or just neglected in old IT systems or forgotten basements and cupboards. However, a large number of UK companies have set up corporate archive functions – most commonly these are financial services companies, large multinationals with significant brand heritage, very long-established firms and family-owned businesses, particularly those that have scale and are marketing directly to the public.

Today most corporate archivists in the UK are professionally qualified. The typical business archive set up remains a single archivist, perhaps with one or two archive assistants, although the in-house archives of the largest businesses can comprise large teams of archivists. Increasingly in the UK archives and records management are separate corporate functions managed by discrete groups of professionals, albeit that they may work closely together to ensure archives are identified and preserved.

The reason why a particular company has chosen to maintain an archive and the nature of its collections often dictates how it fits into the broader company structure as companies have approached archive keeping in very different ways. Some companies, the majority, retain all their records in-house, like Aviva, Bank of England, Barclays, Diageo, HSBC, Lloyds Banking Group, NatWest Group, Peel Group and Unilever. Some also hold public records on behalf of The National

178 All websites mentioned in this article were accessed on 22 June 2021.
Archives and are appointed as an ‘official place of deposit for public records’ by the Lord Chancellor, such as the BT and Royal Mail archives. Some have deposited part of their records and maintain only some in-house or, like The Waterways Archive, have virtual archives which are physically located in a large number of scattered repositories. Financial, or other pressures, have sometimes prompted the adoption of trust status to ring fence and protect archive collections regardless of the fate of the company, as was the case at Barings, C & J Clark, Royal Mail, EMI, W H Smith and the Guardian. Others have entered into partnerships with universities, like BP and Marks & Spencer.

Most companies that perceive the internal uses of the archive as paramount, choose to run their archives in-house as an ordinary business unit. The company secretary’s department is a popular home as this is the area responsible for governance and maintaining records under the Companies Acts. Another common reporting line for a corporate archive is the corporate communications area, particularly where the archive is perceived as being primarily of promotional value. Central or Property Services may be favoured, most commonly where the archive has significant storage requirements.

Community archives
The subject-matter of a community archive collection is usually a community of people who live in the same location or are a community of interest, such as people who worked in a certain industry or profession. Alternately the process of creating the collection has involved the community. Community business archives include Carpet Museum Trust in Kidderminster, Geevor Tin Mine Archive in Penzance and London and North Western Railway Society in Kenilworth.

Commercial business archive storage providers
There are currently no companies that provide archive storage services to businesses on a commercial basis, although The History of Advertising Trust serves clients in the brand communications sector.

Business Archives Associations

Business Archives Council
The Business Archives Council was founded in 1934. Its objectives are to promote the preservation of business records of historical importance; supply advice and information on business archives and modern records; and encourage interest in and the study of business history and archives. The Council is a registered charity led by archive professionals and academics and funded primarily by an annual conference and membership subscriptions. It produces a quarterly e-newsletter, organises an annual conference, offers a business history prize and archive cataloguing grants, helps to maintain the Managing Business Archives best-practice website and is an active member of the national business archives crisis management team. It has published a considerable body of literature, including a journal (1965–2014), archive surveys and directories and textbooks. The Council was a key player in the National Strategy for Business Archives in England and Wales and is currently considering a follow up initiative.
Website: https://www.businessarchivescouncil.org.uk.

Business Archives Council of Scotland
The Business Archives Council of Scotland was founded in 1960. Its objectives are the active preservation of the historical records of Scottish industry and business. The Council is a registered charity led by archive professionals and academics and funded by membership subscriptions. It currently publishes an e-newsletter and journal (1977–date), organises training sessions, conferences and networking events, and coordinates archive rescue work participating in the national business archives crisis management team. It was a key player in the recent ‘Capturing the Energy’ offshore oil and gas industry archives project and the National Strategy for Business Archives in Scotland.
Website: https://busarchscot.org.uk/.

Archives and Records Association, Section for Business Records
The Archives and Records Association (ARA), Section for Business Records, established in 2000, is one of several specialised interest groups operating within the UK’s main professional body for archivists, records managers and conservators. It was formed as a focused and informed group within the association to represent the interests of business records and those managing them. It aims to

181 See https://www.hatads.org.uk.
provide a forum for discussion and support; to promote best practice; to facilitate related teaching in the archival training schools; and to have input into policy and decision making relating to business records, such as ensuring that national and international standards and initiatives take account of the specialist needs of business records.

Website: https://www.archives.org.uk/about/sections-interest-groups/business-records-group-brg.html.

Information and Records Management Society
The Information and Records Management Society, established in 1983, was set up to serve the growing community of UK records managers. Funded by membership subscriptions and conference fees, it aims to champion the status of information and records management through representation, external liaison and promotion, to support professional development and to promote good information and records management practice. It has over 1,000 members and provides a bi-monthly bulletin, monthly e-newsletter and an annual conference.

Website: https://irms.org.uk/.

Training for Business Archivists
Postgraduate courses in archives administration and records management are offered in the UK at University College London, University of Aberystwyth, University of Liverpool, University of Glasgow and University of Dundee. These courses provide a broad, general training for all archivists and records managers and aim to produce professional personnel who can enter any area of archival work. Within their overall syllabuses, most of the courses offer some teaching on business records. Some of the courses are offered on a distance-learning basis and modules on business archives are made available as standalone units for continuing professional development. Further information is available on the university websites. In addition, the two Business Archives Councils, the Business Records Section of the Archives and Records Association and the Information and Records Management Society all provide professional learning opportunities in the form of workshops, training days and conferences.

National Provision for Business Archives at Risk
The Business Archives Crisis Management Team was formed in 2009 as an outcome of the National Strategies for Business Archives for England and Wales and for Scotland. The team monitors emerging risks and co-ordinates efforts to preserve business records in cases of liquidations, administrations, takeovers and other circumstances where archives may be in danger. This is particularly important where businesses relate to more than one city or region or the risk to them receives little press coverage. The team provides advice to the business in question, as well as liaising with relevant repositories, and seeks assistance from other interested parties as appropriate. Most recently the team led efforts to save the archives of travel firm Thomas Cook and department store group Debenhams.

Website: https://managingbusinessarchives.co.uk/getting-started/business-archives-risk/crisis-management-team/.

County and city archives are also often independently proactive in surveying and saving local business archives when they become aware of risks, particularly LMA and the Scottish Business Archive.

Finding Information on Business Archives

Business archives internet portals
Discovery: Discovery was launched in 2012 as a new way to explore the collections and catalogue data of The National Archives. In the following years the Finding Archives project oversaw the integration into Discovery of content from the National Register of Archives, Access to Archives (A2A), Directory of Archives (ARCHON) and the Manorial Documents Register. Discovery now holds more than 32 million descriptions of records held by The National Archives and more than 2,500 archives nationwide and, by bringing together information from across the archive sector about all archives, provides a virtual national archives catalogue. Discovery is updated annually with data from
The National Archives’ survey of accessions to around 280 UK archive repositories. In 2017 a Manage Your Collections tool was launched allowing archives to publish and edit ISAD(G) compliant catalogue data directly into Discovery. This has been particularly useful to small private archives. Discovery also provides contact addresses and further information about UK archive repositories including businesses that have reported archive functions.
Website: https://discovery.nationalarchives.gov.uk.

Archives Hub: The Archives Hub, launched in 1999 to make collection-level descriptions available for 15 university archives, now provides a single point of access to the archive collections of over 330 UK institutions, including higher education institutions, museums and galleries, business archives, specialist repositories and some local authority archives. As many university libraries and archives hold large collections of business records, the Archives Hub is a useful tool for finding business archives.
Website: https://archiveshub.jisc.ac.uk.

Scottish Archive Network (SCAN): The Scottish Archive Network was established in 1999 to create an electronic search room linking the catalogues of over 50 archives in Scotland and providing access to over 20,000 collections of historical records, including business archives. The website is no longer actively updated but does contain useful information and research guides.
Website: https://www.scan.org.uk/.

Business archive surveys and guides

The first systematic surveys of business records in the UK were launched in Northern Ireland in the late 1950s and by University of Glasgow in the industrial west of Scotland during the recession of the 1960s. These efforts encouraged regional and national surveys elsewhere, for example in the West Riding of Yorkshire where the archives of the woollen industry were investigated. Later, in the 1980s, some county archives began to survey business records in their regions, as in Hampshire and Kent, rescuing many records of small local businesses that might otherwise have been lost.

Meanwhile, UK-wide industry-specific surveys were also published on shipping (1972), insurance (1976, 1994), shipbuilding (1980) and banking (1985, 2001), brewing (1990), textile and leather (1990) shipbuilding (1992), metal processing and engineering (1994), accountancy (1994), pharmaceutical (2003) and veterinary medicine (2004). Many were led by the Business Archives Council which, in 1986, also sponsored a survey of the records of the oldest 1,000 registered companies in England and Wales that identified an extraordinary array of archives covering financial, commercial, manufacturing companies, transport, utilities and mining concerns, and sports, political and other cultural activities. All these surveys incorporated brief histories of each firm as well as lists of their archives, both retained and deposited. The surveys were conceived as a way to alert companies to the importance of their archives and thereby prompt their preservation, but they have also proved to be reference works of enduring value. Recently, The National Archives has supported a survey of architecture, building and construction firms (2011–13) and led the development of a collaborative Aviation and Aerospace Archives Initiative (2019–date) and Land Transport Archives Network (2020–date).

Business archive guides published since 1985 include:


182 For past accessions to repositories by year see https://nationalarchives.gov.uk/accessions/.
183 Go to the ‘Find an archive’ search engine on Discovery at https://discovery.nationalarchives.gov.uk/find-an-archive, choose one of the home nations and then click ‘Business’ in ‘Type of archive’ on the left-hand side.
185 For further information see https://ltan.info.
186 For further information see https://www.aviationarchives.uk.
• A. Weedon and M. Bott, *British Book Trade Archives 1830–1939: A Location Register* (Bristol, 1996)
• L. Richmond and A. Turton (eds), *The Brewing Industry. A Guide to Historical Records* (Manchester, 1990)

The National Archives offers a research guide to company and business records held by other archives at: https://www.nationalarchives.gov.uk/help-with-your-research/research-guides/business-history-records-held-by-other-archives/.

**Sources of Advice on Managing Business Archives**

**Organisations**

**Business Archives Council** and **Business Archives Council of Scotland**: Both the above-mentioned councils publish newsletters to keep members updated of the latest developments in the field and organise training sessions, conferences and networking events. Both councils will also respond to requests for advice on business archives issues.

Website: https://www.businessarchivescouncil.org.uk and https://busarchscot.org.uk/.

**Archives and Records Association, Section for Business Records**: The above-mentioned working group within the Archives and Records Association (ARA) provides a forum for advice, support and the promotion of best practice in the field of business records both for individual members and the ARA as a whole.

Website: https://www.archives.org.uk/about/sections-interest-groups/business-records-group-brg.html.

**The National Archives**: Since the launch of the National Strategy for Business Archives in England and Wales in 2009, in which The National Archives was a key player, it has appointed specialist business archives advisers as part of the Archive Sector Development team. The advisers support the development of business archives and archives holding business collections through visits and tailored advice, by highlighting best practice and by putting people in touch with one another where there are opportunities for shared learning or collaboration. They also represent the needs of business archives within The National Archives’ activities.

Website: https://www.nationalarchives.gov.uk/archives-sector/our-archives-sector-role/contact-the-team/.

**The Ballast Trust**: This charity established in 1988 provides a rescue, sorting and cataloguing service for the technical records of Scottish business. The Trust, led by archivists and staffed with expert volunteers, catalogues technical records – such as those from shipbuilding and engineering businesses – on behalf of the owning repository and provides advice via its website, training events and publications.

Website: http://ballasttrust.org.uk.

**Business Archives Surveying Officer**: This post, established in 1977 by the Business Archives Council of Scotland, is now managed by the Ballast Trust. The surveying officer works with
businesses and related bodies, carrying out surveys of historical records and providing advice on the
management and use of business archives to businesses, archivists and researchers.
Website: http://surveyingofficer.co.uk/.

Websites
Managing Business Archives. This website, maintained by The National Archives business archives
advisers and the Business Archives Council, contains information to help businesses manage their
archive collections in a best practice way. It’s aimed at both company employees that have no prior
knowledge or expertise in archive management and experienced business archive practitioners and
includes advice on setting up an archive along with case studies and sector news.
Website: www.managingbusinessarchives.co.uk.

Journals
• ARC Magazine – the bi-monthly magazine of Archives and Records Association, now in digital
format only, includes short articles on particular collections, issues or achievements and
publishes occasional issues dedicated to business records. Past issues at
• Business Archives – the biannual journal of the Business Archives Council published from 1970
to 2014 included case studies and best practice advice and discussion on the management and
use business archives and articles on business history. Past issues are available at
https://www.businessarchivescouncil.org.uk/publications/regular/. The Council also separately
published the papers given at its annual conferences in the 1980s and 1990s.
• Scottish Business and Industrial History – the journal of the Business Archives Council of
Scotland published since 1977, includes articles on Scotland’s business past. Past issues are
available at https://busarchscot.org.uk/journal/.
• Archives and Records – the journal of the Archives and Records Association published since
1955 (known as Journal of the Society of Archivists to 2012), includes longer articles of interest
to archivists, conservators and records managers which are of occasional interest to business
archivists. Past issues are available at https://www.tandfonline.com/toc/cjsa20/current.

Principal reference works
During the last 50 years a great deal of literature has been published in the UK on the management
and use of business archives in the above-mentioned journals, as monographs and in edited
volumes. The following are the principal reference books on business archives:
• R. Boyns, T. Boyns and J. Edwards, Historical Accounting Records. A Guide for Archivists and
Researchers (London, 2000)
• J. Armstrong and S. Jones, Business Documents. Their Origins, Sources and Uses in Historical
Research (London, 1987)
Overview of Business Archives in the United States of America

Introduction

Corporate archives programmes in the United States of America (US) exist almost exclusively to serve the needs of the corporation, and as a result are overwhelmingly internal organisational functions. There are no mandates in the US – either legislative or social – to preserve historical business records. While on occasion business records are owned and maintained by public repositories, such as history centres, historical societies, and government archives, these typically are the dead records of defunct corporate entities – records that were randomly rather than systematically acquired.

Through the 1960s, the primary rationale in the US for starting a corporate archives programme was to support a major company history. While organisations recognised and reaped internal and external benefits from celebrating these milestone events, the recognition of the value of a corporate archives programme beyond these infrequent occasions was limited. Actual numbers of US companies with formal archives programmes between 1945 and 1969 are necessarily uncertain, but a 1969 tally counted 133 archives and 13 full-time archivists. In the 1970s, however, there was a relative explosion of US corporate archives programmes. A 1980 listing counted 200 business archives, with 60 archivists listed.

There were a number of explanations for this boom. From a contextual perspective, the lead up to America's Bicentennial in 1976 raised social appreciation of the importance of history to unprecedented levels. More importantly, it fostered a broad popular appetite for all things historical – a fact not lost on corporate America. A second factor was a series of governance transitions within corporate America which came together to create environments favorable to records keepers. Management trends shifted publicly-owned enterprises away from informal, family-run paternalism to more professional, information-fueled leadership that codified corporate processes. This administrative formalisation also reflected increased corporate accountability, largely driven by the expansion of activist government business oversight coming out of the 1960s. As a result, corporations began to systematise their records creation and management practices. Accelerating this systemisation process was the widespread emergence of data processing technologies in the late 1960s. This transition streamlined information flows in corporations, making large bodies of analog records relatively obsolete and raising the question of what to do with older corporate records. Lastly, records professionals themselves were beginning to successfully articulate more sophisticated business value arguments for preserving older records. Moving beyond dated appeals to organisational nostalgia and academic history, they were increasingly building compelling cases for preservation in language business leaders could relate to – product history for advertising and marketing, intellectual property and trademark research for legal defence efforts, policy history for decision making, and background research for communications initiatives.

The progress of the 1970s ground to a halt in the 1980s, as a series of new trends emerged that placed tremendous pressure on corporate functions. The emergence of lower cost global competitors had corporate leaders scrambling for ways to remain competitive. Managers pushing for productivity gains and expense reductions found quick cost savings in corporate centres that were bloated by three decades of steady growth. Functions whose value equation relied on intangible, non-revenue producing contribution – such as corporate archives – were closely scrutinised. Many experienced budget and headcount reductions during the downsizing trends of the 1980s and 1990s; others were simply eliminated entirely.

Legislation Affecting Business Archives

In the US there is little legislation, governmental support, or governmental incentive on either federal or state levels to help preserve business records. A few federal government entities have grant programmes that can provide assistance to public repositories that collect business records (but not

to archival programmes within companies, since they do not provide grant funding to for-profit entities. The grant-providing entities include the National Historical Publications and Records Commission (NHPRC) – an agency within the National Archives and Records Administration, the National Endowment for the Humanities and the Institute of Museum and Library Services. However, granting agencies often take the position that the companies that deposited records with the repositories should fund processing and preservation efforts. As a result, very few public funds are allocated to preserving business records. For example, an examination of NHPRC grants shows that out of $92 million dollars granted to a representative sampling of eight states for archival projects between the 1970s and 2020, a total of $480,000 ($1 out of every $200) went to projects addressing the records of American businesses.

**National Strategies and Policies on Business Archives**

There are no overall national strategies or policies on business archives in the US.

**Where Business Archives are Held**

**Corporate archives**

The preferred and predominant location of active business archives in the US is within the organisation it documents. This placement creates the most advantageous environment for generating organisational value. The creation of organisational value is absolutely critical in the US, where corporate archives largely operate without internal organisational mandates. In the absence of formal internal and external records preservation mandates, the survival of corporate archives – which is contingent upon the ongoing creation of organisational value – is the best path to preserving the records of American business.

It is difficult to determine the number of companies that have in-house archival programmes. Nearly 400 entries are listed in the Society of American Archivists' Directory of Corporate Archives in the United States and Canada. However, that total includes not just companies that maintain their historical records themselves, but those that contract with historical consulting firms to maintain their archives collections for them, libraries that contain business records, and the archives of professional associations. Moreover, not every company with archives or historical collections is listed in the directory.

There are many flavors of corporate archives in the US. Each archive is defined by the organisational needs that shaped its operating environment, and more specifically the needs of its primary stakeholders. The collection of an archives in a marketing organisation will likely be heavily weighted towards records that support that function – marketing, advertising, communications. Similarly, an archives placed within a legal function will likely lean toward supporting litigation, regulatory, and compliance activities.

**Public repositories**

National and state archives may have records of defunct companies, as will other public or quasi-public archives such as municipal, university and historical society archives, but in general business records are not a focus of the collection policies of publicly-funded institutions. Organisations which are privately funded, such as product and industry museums, are more likely to pursue and collect business records in their holdings. There are some exceptions where the corporations have donated material to public repositories for philanthropic and research purposes. These donations are typically related to either class of material (for example film or photographs) or records that are no longer of active use to the corporation.

The following is a representative list of business records repositories that are open to the public:

- Computer History Museum, Mountain View, California. Website: https://computerhistory.org/.

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189 All websites mentioned in this article were accessed on 18 July 2021.
Lastly, there are commercial enterprises which provide archival storage services to businesses. These services can range from simple off-site storage to processing and reference activities.

**Business Archives Associations**

**Society of American Archivists’ Business Archives Section**

*Membership and role:* The Business Archives Section of the Society of American Archivists (SAA) provides the single most important resource for sharing information and ideas among business archivists in the US. There are currently approximately 300 members of the section, which meets once per year at SAA’s annual meeting. Any member of SAA may join the Business Archives Section, as one of the benefits of SAA membership.

*Publications and supported initiatives:* The SAA Business Archives Section (BAS) has directly or indirectly supported several initiatives, including:
- A forthcoming book on best practices for business archives
- The *Directory of Corporate Archives in the United States and Canada* (mentioned previously)
- A BAS newsletter (see [http://www.archivists.org/saagroups/bas/newsletter.asp](http://www.archivists.org/saagroups/bas/newsletter.asp))
- Programme sessions at SAA’s annual meeting
- BAS sites on LinkedIn (see [https://www.linkedin.com/groups/4866730/](https://www.linkedin.com/groups/4866730/))
- BAS site on Facebook (see [https://www.facebook.com/BASarchivists](https://www.facebook.com/BASarchivists))
- BAS Twitter feed (see [https://twitter.com/BASarchivists](https://twitter.com/BASarchivists)).

*SAA Business Archives Section colloquiums:* The first Business Archives Section colloquium was the International Business Archives Forum in Montreal, Canada, in 1992. Every year since then, the section has sponsored a learning event dedicated to business archives topics at SAA’s annual meeting.

**Corporate Archives Forum**

The Corporate Archives Forum was a small, informal group that met once a year from 1998 to 2010. Forum meetings tended to focus on complex topics, particularly as they applied to large multinational corporations. While the in-person groups were intentionally kept small to foster more open, frank conversations, sanitised summaries of Corporate Archives Forum discussions were posted on a publicly-accessible website in order to share the discussions with a wider audience. Those summaries remain accessible today at [http://www.hunterinformation.com/business](http://www.hunterinformation.com/business).

**International business archives associations**

The Section on Business Archives of the International Council on Archives (SBA ICA) is a valuable resource for corporate archivists. As a global forum, the organisation serves as a vehicle for the sharing of knowledge and expertise, an international exchange that has been an important basis for the refinement and spread of business archive concepts and best practices.


**Training for Business Archivists**

The SAA offers a professional education course entitled ‘Business archives … establishing and managing an archive’. This three-day course, offered annually, provides attendees with an overview of archival theory and practice as applied within a corporation. It also offers the opportunity to tour...
corporate archives. For more information, see http://www.archivists.org/prof-education/course_catalog.asp. Beyond that, there is nothing in academia specifically targeting the unique needs of corporate archivists. There are no national corporate archivist professional certification programmes, nor are there any formally organised development opportunities for mid- and late-career corporate archivists.

However, with some creativity and a little effort, corporate archivists can identify sources of relevant professional knowledge to pursue. There are sources of continuing traditional archival professional development – the SAA and regional archives associations, as well as conferences and workshops from sister professions, most notably ARMA International, Association of Moving Image Archives and the Special Library Association, which provide perspectives on and insights into shared topics and issues. In addition, SBA ICA is a clearing house for global knowledge on business archives practice and issues. The SBA is a uniquely valuable forum for corporate archivists operating in international organisations, as it is the only truly global source of shared business archives expertise and practice.

With a little more effort, corporate archivists can identify additional albeit alternative associational sources of relevant knowledge – business history, information technology, management, marketing, communications, design and public speaking. The eternal question, though, is finding the funding and time required to access these professional development opportunities.

**National Provision for Business Archives at Risk**

There is no overall national provision in the US for the preservation of business archives at risk. Any activities in this direction are bespoke efforts, typically driven by regional or local public institutions that value business records for the light they shed on local history.

**Finding Information on Business Archives**

The *Directory of Corporate Archives in the United States and Canada* is open to members of the Society of American Archivists. It includes contact information for each archive in the directory, and, when available, information on the type of business represented by the holdings, inclusive dates and total volume of the holdings, a description of the holdings, conditions of access and the repository’s hours of operation. The directory is organised alphabetically by company name. It is available at https://www2.archivists.org/groups/business-archives-section/directory-of-corporate-archives-in-the-united-states-and-canada-introduction.

Several of the major business archives repositories have posted online finding aids to their business collections. Some examples are:
- Benson Ford Research Center at http://www.thehenryford.org/collections/Collections/library.asp
- Hagley Museum and Library at http://www.hagley.lib.de.us/inventories.html
- Hartman Center for Sales, Advertising and Marketing History at http://library.duke.edu/specialcollections/research/findaids/
- Harvard Business School, Historical Collections, Baker Library at http://www.library.hbs.edu/

**Sources of Advice on Managing Business Archives**

There is relatively little literature specifically on business archives in the US, reflecting both the opaque nature of private enterprise and the publication prior approval process that many corporations require employees to go through.

In the past, editors have compiled writings on the topics of business records:
- A. A. Jones and P. L. Cantelon (eds), *Corporate Archives and History: Making the Past Work* (Malabar, 1993)

In addition, several years ago SAA published a special issue of *The American Archivist* on business records (vol.60, No.1, Winter 1997).
While there are no journals dedicated solely to business archives and records in the US, several professional associations publish journals that periodically include articles on business archives. Among them are:
- Society of American Archivists (*The American Archivist*)
- Midwest Archives Conference (*Archival Issues*)
- Association of Records Managers and Administrators (*The Information Management Journal*).

In addition, there are regional archival associations and specialised archives organisations in the US, and several of them publish journals that occasionally reference business records. For information on these associations, see the SAA's website at https://www2.archivists.org/assoc-orgs.

The following list is an unscientific, crowd-sourced bibliography of writings on topics relevant to corporate archives that some have found useful. It is illustrative rather than definitive.
- SAA Business Archives Section Advocacy Toolkit at https://www2.archivists.org/groups/business-archives-section/advocating-business-archives-toolkit
Contributing an Overview

This new edition of Business Archives in International Comparison is not, of course, comprehensive. It does feature overviews of the business archives sectors of more countries than previous versions, but so many are not included that Section on Business Archives (SBA) would very much like to continue to extend and develop the report. If you have the knowledge and expertise to contribute an overview on the business archives sector in a country that is not yet included, please do contact SBA Chair, Alexander Bieri (email: alexander.bieri@roche.com). SBA hopes to periodically publish expanded versions of the report, incorporating additional and updated country articles in future years.

The following guidance describes both the responsibilities of contributors and the required content elements and editorial format for the benefit of potential authors.

Contributor Responsibilities

Contributors are asked to write an article, in English, on the business archives sector in their own country. The article should be clear and concise and follow the content and style guidance set out here. It must be an original work. Written permission must be secured to use any copyright material and any information that could contravene privacy laws should be omitted. Each submission will be edited to ensure consistency and clarity and any proposed alterations returned to the contributor for review prior to publication. By submitting an article, contributors give permission for it to be published in ICA SBA’s Business Archives in International Comparison publication on the ICA website. ICA allows re-use of such material for non-commercial purposes in accordance with the terms of a creative commons attribution – non-commercial license.

Article Content

Articles should be between 1,500 and 4,500 words in length. To allow easy comparison across the articles, each must be arranged under the following headings:

Title
Overview of Business Archives in … [name of country].

Author
Title / Name / Affiliation / Country

Introduction
A very brief summary of the development of the business archives sector in the country – how and when – highlighting any particularly important or innovative activity.

Legislation affecting business archives
National / regional – how legislation and regulation impacts the management of business archives. A brief description of:
- laws or regulation specifically on archives that affect business archives;
- laws that impact what records companies retain and for how long which might impact business archive retention;
- laws that impact offering access to and using business archives, such as privacy, copyright and freedom of information legislation;
- laws that impact the import or export of archives or transfer of business archives, such as the deposit by a company of historical records in a public archive;
- tax regulation that promotes or deters business archive keeping.

National strategies and policies on business archives
A description of any national policies and processes relating to the country’s business archives sector. A brief description of example of:
- any national provision for business archive keeping;
- any documented national strategies or policies on business archives.
Where business archives are held
A brief description of where most business archives are held, referencing particularly significant holders:
- National and regional public archives;
- Other public or quasi-public archives, such as city, university and museum archives;
- Corporate archives (formal in-house archives that are not records management functions), including numbers, organisation, purpose, staffing, and so on;
- Community business archives (archives owned and managed by communities);
- Commercial business archives (businesses that store – and often also exploit – archives for corporates, as opposed to general record storage companies).

Business archives associations
A brief description of the nature and activities of all business archive-related associations, including publications and website details. This should only include associations, or sub-groups of associations, wholly devoted to business archives.

Training for business archivists
A brief description of both the training available specifically for business archivists for professional qualification, such as university courses, and the principal opportunities for continuing professional development in business archives management.

National provision for business archives at risk
A brief description of how business archives at risk are rescued when a crisis arises, if there is any such national or regional provision.

Finding information on business archives
An explanation of how corporate archive repositories and business archives held in corporate and other kinds of repository can be traced, including online search engines, published guides, and so on.

Sources of advice on managing business archives
An exploration of the sources of advice specifically on managing business archives, whether through institutions, websites or publications.

Editorial Style
Contributions should follow the layout and style of the articles currently included in the report. The following specific guidance may be helpful:
- **Line spacing and font:** Articles should be presented single-spaced in Arial font. Article heading in Arial size 14, subheadings in Arial size 11, body text in Arial size 10 and footnotes in Arial size 8.
- **Web page addresses:** URL links should be included to allow readers to directly access important resources and the date at which all the websites referenced in the overview were accessed should be footnoted after the first main text URL as: ‘All websites mentioned in this article were accessed on day/month/year.’
- **Publication references:** Publications should be arranged in chronological order, most recent first, and set out as follows: Author’s name/s (initial + surname), Publication title (in title case and italics), Place + Date of publication (in brackets), e.g.
- **Footnotes:** Footnotes, rather than endnotes, may be used to include important information that would otherwise disrupt the flow of the text or to indicate key sources/references/explanations.