

COVID-19 crisis has passed nations will need to “build back better.” The crisis has shown that marginalized and impoverished communities have been the most adversely affected by the virus; that should lead governments to assess where they need to target policies and mobilize action and resources to eliminate the conditions that made the virus so severe.

Governments should give special attention to Sustainable Development Goal 16, in particular to these two targets:

*Develop effective, accountable and transparent institutions at all levels.

*Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.

Records of actions by institutions, whether local, regional or national, will help provide a high level of accountability, first for how the resources were spent during the crisis and how the rebuilding was accomplished. We know that climate change is already accompanied by violations of human rights (for example, the continued destruction of the environment of the Amazon and its impact on indigenous communities) and non-respect of international agreements. Add the coronavirus crisis to that and there is an exceptional need for good recordkeeping: to help understand the events, the data, what impact the warming world may have on the health conditions of us all. Records—data, after all, are just one type of record—enable us to create new measures and new indicators the help identify the priorities and accurately measure progress of our institutions in the struggle to adapt to climate change.

Archives around the world are generally impoverished, with inadequate legal authorities, funding, staffing, equipment and facilities. Institutions must understand that managing climate change depends on understanding the trends, the data, the past, in order to plan for the future. Records are essential to this. The archival institutions must be strengthened, the archives preserved, and access guaranteed

INTERNATIONAL STANDARD FOR DESCRIBING INSTITUTIONS WITH ARCHIVAL HOLDINGS (ISDIAH)

Application of ISDIAH for Climate Change Surveys

Trudy Huskamp Peterson

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Prepare one ISDIAH for each building surveyed. For example, if the provincial archives has a main building and an annex in a different location, prepare two ISDIAH forms.

The Purpose and Rule for Areas 1-2, 4-5 are those of ISDIAH. The Purpose and Rule of Area 3 is special to the Climate Change Survey. Some Areas include a supplemental rule, which provides additional information for the surveyor.

1. IDENTITY AREA

1.1 Identifier

Purpose:

To provide a unique numeric or alpha-numeric code identifying the institution with archival holdings.

Rule:

Record the numeric or alpha-numeric code identifying the institution with archival holdings in accordance with the relevant international and national standards.

Supplemental rules for climate surveys:

1. Each identifier begins with the postal code for the country; for example, CO for Colombia. Country codes are established by the International Organization for Standardization. To find the ISO country code for a country, go to <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html#sz>
2. A code for the institution follows, using a standard format chosen by the survey. A survey could use letters derived from the institution's name, such as JNF (for the Julius Nyerere Foundation) or could use a number for each surveyed institution, such as 0018 for the 18th nongovernmental organization surveyed or could use a combination of letters and numbers, such as PN 016 for the Policia Nacional in the 16th province.
3. If the survey covers personal materials in addition to institutional archives, begin the code for personal materials with the letter P plus the initials of the creator of the materials or a sequential number. Numbers are preferred because many people will have the same initials. For example, the personal materials of Antonio Perez of Uruguay could be UR-P-AP or UR-P-0012.

1.2 Authorised form(s) of name

Purpose:

To create an authorised access point that uniquely identifies the institution with archival holdings.

Rule:

Record the standardised form of name of the institution with archival holdings, adding appropriate qualifiers (for instance dates, place, etc.), if necessary. Specify separately in the Rules and/or conventions element (6.3) which set of rules has been applied for this element.

Supplemental rules for climate surveys:

1. Record the institution's name in full.

2. For personal materials, record the name of the person who created the materials.

1.3 Parallel form(s) of name

Purpose:

To indicate the various forms in which the authorised form of name of an institution with archival holdings occurs in other languages or script form(s).

Rule:

Record the parallel form(s) of name of the institution with archival holdings in accordance with any relevant national or international conventions or rules applied by the agency that created the description, including any necessary sub elements and/or qualifiers required by those conventions or rules. Specify in the Rules and/or conventions element (5.6.3) which rules have been applied.

Supplemental rules for climate surveys:

1. Record the institution's name in other official languages, if any.
2. For personal materials, record the name of the person with custody of the materials if different from the creator; for example, if a daughter has the papers of her mother, record the daughter's name. If the person with custody is the creator, do not use 1.3.

Example: Maria Teresa Perez (custodian)

1.4 Other form(s) of name

Purpose:

To indicate any other name(s) for the institution with archival holdings not used elsewhere in the Identity Area.

Rule:

Record any other name(s) by which the institution with archival holdings may be known. This could include other forms of the same name, acronyms; other institutional names; or changes of name over time, including, if possible, relevant dates.

Supplemental rules for climate surveys:

1. Record any previous names for the same institution. If none, do not use 1.4
2. For persons who created the materials, record birth name or married name if different from current name. If none, do not use 1.4.

1.5 Type of institution with archival holdings

Purpose:

To identify the type of an institution with archival holdings.

Rule:

Identify the type of the institution with archival holdings.

Note: different consistent systems of criteria can be used and/or combined to classify institutions with archival holdings, in accordance with any relevant national or international conventions, rules or controlled vocabularies.

Supplemental rules for climate surveys:

Choose one of the following:

Government (specify national, district, or local)

Business

Faith-based institution

School (specify government or non-government)

Political party

Non-governmental organization

Family/individual

2. CONTACT AREA

2.1 Location and address(es)

Purpose:

To provide all relevant addresses for the institution with archival holdings, both physical and electronic.

Rule:

Record the location(s) for public access to the institution with archival holdings (street address, postal code, city, province, county or state, country, etc.). Indicate any other relevant addresses (for example addresses of other facilities). Also record the electronic address used by the institution (for example, the URL of their website).

Supplemental rules for climate surveys:

1. For all locations, record latitude and longitude using <https://gps-coordinates.org/>. Use format latitude longitude; for example 30 37 N 81 27 W.
2. For persons, use the address of the person with custody of the materials. Indicate whether this is a business address or a residence.

Example: 2221 Avenida Reforma, Apt. B6 (residence)

2.2 Telephone, fax, email

Purpose:

To provide details necessary to contact the institution with archival holdings.

Rule:

Record the telephone, fax, and/or email addresses and other electronic tools which can be used to contact and/or communicate with the institution with archival holdings.

2.3 Contact persons

Purpose:

To provide users with all the information needed to contact members of staff.

Rule:

Record the name, the contact details and the position of the members of staff (first name, surname, area of responsibility, email, etc.). This information may relate to the Administrative structure element (3.4).

Supplemental rules for climate surveys:

1. For persons, use only if the person to contact is different than the person having custody and listed in 1.2 or 1.3 above.

3 FORMAT INFORMATION AREA

3.1 Formats held by repository

Purpose:

To provide information that can be used to plan preventive measures.

Rule:

Select as many of the following as the repository states that it holds:

Paper

Microform
Electronic/digital
Maps
Measured drawings (architectural or engineering)
Posters
Still photographs
Sound recordings
Motion pictures
Video recordings
Other (specify)

3.2 Predominant format held by repository

Rule:

Select one of the following that the repository states is its predominant holdings:

Paper
Microform
Electronic/digital
Maps
Measured drawings (architectural or engineering)
Posters
Still photographs
Sound recordings
Motion pictures
Video recordings
Other (specify)

4 NOTES AREA

Purpose:

To provide information that cannot be accommodated in any of the other areas.

Rule:

Record specialized or other important information not accommodated by any of the defined elements.

4.1 Note

5 CONTROL AREA

5.1 Name of surveyor

5.2 Date(s) of survey