

## Subject Matter Framework

### Level of participant/practitioner:

#### 1. Beginner

An individual who works in the archives and records management field but has little or no knowledge of the subject, and little or no experience. Learning goals are likely to be to become able to understand and undertake simple tasks alone, and undertake more complex tasks with support from more experienced colleagues.

#### 2. Intermediate

An individual who has worked in the archives and records management field for a year or more, and has picked up some subject knowledge and experience from this. May be undertaking or have recently completed a formal entry-level archives and records management qualification. May be looking for learning in short term bursts to strengthen or supplement wider early-career growth.

#### 3. Advanced

An individual who has worked in the archives and records management field for some time, who knows a lot already, and has received some formal training and development beyond an entry-level archives and records management qualification. Learning goals are likely to be refreshing or deepening knowledge or learning in a new subject area not covered by their formal qualification.

#### 4. Expert

Individuals who are already highly skilled and experienced in one or more aspects of managing records and archives. They are likely to be looking for continuing professional development and/or very specialised and in-depth learning opportunities often commensurate with senior level responsibility.

# Subject Framework

## General

Covers many aspects of archives and records management, including core basic archival theory and the records life cycle

## Managing current records

Includes: specifying IT systems; creation and capture of records; organising and documenting records and recordkeeping systems; appraising records for legal, regulatory and business value; setting retention periods; vital records management

## Managing non-current records

Includes: managing storage; surveying records; assessing records for legal, regulatory and business value; setting retention periods; vital records management; production and tracking of records; disposal of records; documenting administrative history and administrative change

## Legal issues affecting records and archives

Includes: Intellectual property; privacy, information security, data protection and access to records and archives; human rights; records and archives at risk during armed conflict; specific record-related legislation; changes in legislation and responding to legislative change; legal ownership and title in records; ensuring accountability and governance

## Advocacy for records and archives

Includes: identification of appropriate technology and strategies; use of social media; making the case for archives and records management to a range of stakeholders; publicity and media campaigning; internal advocacy in support of better recordkeeping practice for current and semi-current records; working with related sectors such as museums and libraries; Universal Declaration on Archives; International Archives Day

## Acquisition of archives

Includes: collecting policy; understanding the creating institution; archival appraisal; acquisition; accessioning; acquisition terms; deaccessioning; responsible disposal

## Appraisal of records for the archives

Includes: archival value; informational value; sampling; weeding; de-accessioning

## Archival arrangement

Includes: record hierarchies; concepts of record items, series and groups; arrangement system principles and concepts such as series, fonds and record groups; relationships between creators/creating organisation/ provenance and records; original order; respect des fonds

## Archival description

Includes: description standards; metadata schemas; selecting appropriate levels of description; drafting description; automating description including IT systems supporting description and access; identifying and describing record formats; user-generated content (crowdsourcing); indexing

## Ethics

Includes: ethical behaviour and recordkeeping; codes of ethics; role of professional bodies; role of archivists and records managers relating to wider ethical frameworks e.g. human rights

## Digital records and archives management

Includes: creation and capture; capture and manipulation of metadata; format selection; authenticity and integrity; digital signatures; specifying and maintaining current and non-current recordkeeping systems; security; migration; digital preservation

## Preserving archives

Includes: handling; packaging; disaster planning, risk mitigation, response and recovery; digital preservation; needs assessment; planning, constructing/fitting out, and managing archival buildings; security; storage

## Conservation

Covers the management and practical processes required to repair damage to and rehabilitate physical archives

## Research access to archives

Includes: equipping and managing space for researchers, the general public and other stakeholders; good customer service; reference services; use and control of movement of archives; handling archival material; security management; provision for users with special needs

## Outreach, access and learning services

Includes: providing online and digital access and collections information; stakeholder engagement and social media; user-generated content; schools engagement; events, formal and informal learning for adults and children

## Audio-visual and photographic archives management

Includes: physical preservation; description and metadata; access; specialist matters for specific AV formats e.g. intellectual property in film and photography; managing oral history, content and closures; physical management of photography, film, tape and videotape, and other common formats

## Maps and Plans

Includes: physical preservation; description and metadata; technical interpretation; access

## Maintaining Professional Standards and Continuing Professional Development

Includes professional bodies, qualifications and frameworks; individual management of training and development throughout an archive professional's career

## Income Generation and Fundraising

Includes: commercial use of archives e.g. image licensing; reproduction requests; raising funds charitably to support archival work

## Related Professions

Includes understanding and working with: conservators; librarians; IT specialists; curatorial professionals; teachers/ learning professionals; information governance professionals; fundraisers; marketers

## Awareness Raising

Addresses the role of records and archives in society, the value of managing documentary evidence effectively, and protecting records and archives to support accountability and foster and enhance individual and collective identity and memory. Includes discussion of the Universal Declaration on Archives; International Archives Day; the relationship between human rights and recordkeeping; and other central records and archives issues of importance to the wider public.

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