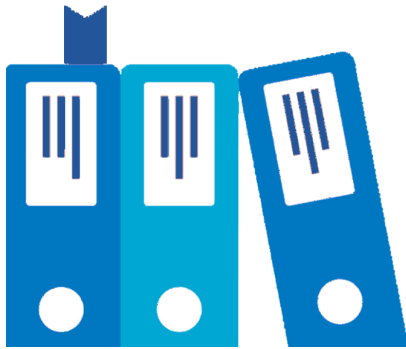


# INTRODUCTION TO BASIC ARCHIVES



JANUARY 25, 2024

▶ 10AM-4PM CST  
ONLINE (ZOOM)

[www.saskmuseums.org](http://www.saskmuseums.org)



Library and Archives  
Canada

Bibliothèque et Archives  
Canada



Canadian Council of Archives  
Conseil canadien des archives

# INTRODUCTION TO BASIC ARCHIVES

## **Agenda**

Workshop Overview and Introduction

What are Archives?

Archival Institutions and the Role of the Archivist

Appraisal, Acquisition,  
Accessioning and De-Accessioning

*Break*

Arrangement, Description and  
Rules for Archival Description (RAD)

Automation and Digitization (MemorySask - SAIN and AtoM)

Preventative Conservation and Physical processing

Reference and Access

# Archivists



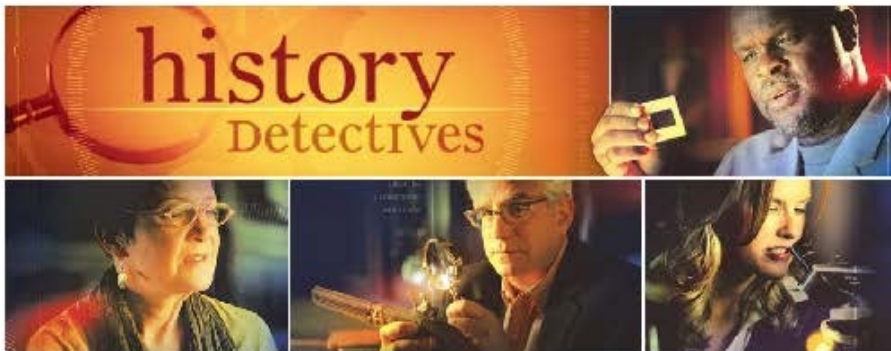
What my parents think I do



What my friends think I do



What my co-workers think I do



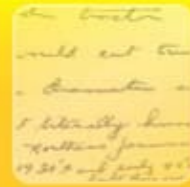
What I wish I did



What I actually do



# Saskatchewan Council for Archives and Archivists

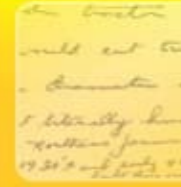


SHOE





# Saskatchewan Council for Archives and Archivists



# UNIVERSAL DECLARATION ON ARCHIVES



Declaration adopted by the 36th session of the General Conference of UNESCO



INTERNATIONAL COUNCIL OF ARCHIVES

Archives record decisions, actions and memories. Archives are a **unique and irreplaceable** heritage passed from one **generation** to another. Archives are managed from creation to **preserve** their value and meaning. They are **authoritative** sources of information underpinning **accountable** and **transparent** administrative actions. They play an **essential** role in the development of societies by **safeguarding** and **contributing** to individual and community **memory**. Open access to archives enriches our **knowledge** of human society, promotes **democracy**, protects citizens' **rights** and enhances the **quality** of life.

## To this effect, we recognize

- the **unique quality** of archives as authentic evidence of administrative, cultural and intellectual activities and as a reflection of the evolution of societies;
- the **vital necessity** of archives for supporting business efficiency, accountability and transparency, for protecting citizens rights, for establishing individual and collective memory, for understanding the past, and for documenting the present to guide future actions;
- the **diversity** of archives in recording every area of human activity;
- the **multiplicity of formats** in which archives are created including paper, electronic, audio visual and other types;
- the **role of archivists** as trained professionals with initial and continuing education, serving their societies by supporting the creation of records and by selecting, maintaining and making these records available for use;
- the **collective responsibility** of all – citizens, public administrators and decision-makers, owners or holders of public or private archives, and archivists and other information specialists – in the management of archives.

## We therefore undertake to work together in order that

- appropriate national archival policies and laws are adopted and enforced;
- the management of archives is valued and carried out competently by all bodies, private or public, which create and use archives in the course of conducting their business;
- adequate resources are allocated to support the proper management of archives, including the employment of trained professionals;
- archives are managed and preserved in ways that ensure their authenticity, reliability, integrity and usability;
- archives are made accessible to everyone, while respecting the pertinent laws and the rights of individuals, creators, owners and users;
- archives are used to contribute to the promotion of responsible citizenship.

Adopted at the General Assembly of the International Council of Archives Oslo, September 2010. Endorsed by 36th Session of the General Conference of UNESCO Paris, November 2011.



International Council on Archives

75th Anniversary

1948 – 2023



Canadian Council of Archives  
Conseil canadien des archives



COUNCIL OF NOVA SCOTIA ARCHIVES



CANB  
Council of Archives New Brunswick  
Conseil des archives Nouveau-Brunswick



ASSOCIATION for MANITOBA ARCHIVES ASSOCIATION MANITOBAINE des ARCHIVES

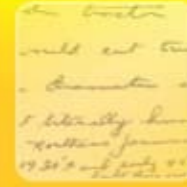


Archives Association of Ontario

Provincial and Territorial Councils



# Saskatchewan Council for Archives and Archivists

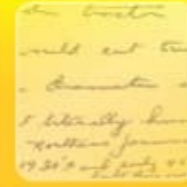


## Archives are NOT libraries or museums!

Though libraries and museums should have archives.

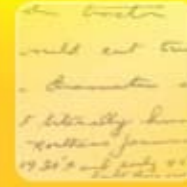


|                    | <b>Libraries</b>   | <b>Museums</b>   | <b>Archives</b>  |
|--------------------|--|--|--|
| <b>Collections</b> | Keep a range of different published materials and resources, not necessarily unique. (Secondary Sources)                       | Keep material objects of historical/cultural importance. (Artifacts)   | Keep records of individuals, organizations and institutions with significant historical or cultural value. Often these records contain unique information that was only recorded in one place. |
| <b>Purpose</b>     | Libraries facilitate public access to information either through published materials, electronic resources or public programs. | Museums are created to maintain and preserve significant objects for further research and to provide public access to the artifacts. | Archives are created for the specific purpose of maintaining and preserving important records, for reasons of historical study or the accountability of the body that created the records.     |



## “Total Archives”

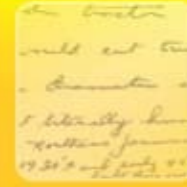
- The term refers to a program that works to acquire the “total archival record”, regardless of the media, for a particular jurisdiction. The Library and Archives of Canada (nationally) and the Provincial Archives of Saskatchewan (provincially) follow this concept.



## Collection vs. fonds

- **A collection** is an artificial gathering of records or other material on a certain subject.
- **A fonds** is every document, regardless of form or medium, naturally generated and/or accumulated and used by a particular person, family or corporate body in the conduct of personal or corporate activity.



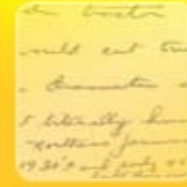


## Collection

- An archive can have collections of all types.
  - Photos
    - The “Frank Glass Photo Collection” in Rosetown has 456 prints and negatives or the University of Sask. Has a “Photograph Collection” with over 10,000 prints, negatives and slides
  - Oral Histories
    - Lloydminster Regional Archives has an Oral Histories Collection of 95 cassette tapes, written transcripts and 15 photos.

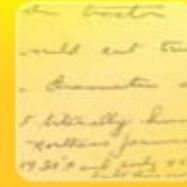


Saskatchewan Council for  
Archives and Archivists



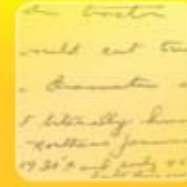
# Collection

- A collection may not just be associated with a format, but with the collector.



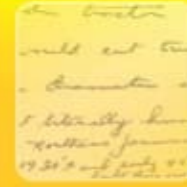
# Subject based Collection

- A collection may also be named based on the subject of the material.
- Or named after the person who accumulated the material.



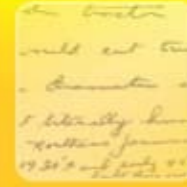
## fonds

- An archive mainly deals with what are identified as fonds.
  - Stuff people gather just living life.
  - Records of a company kept in the process of conducting business.



## fonds

- A fonds can be large:
  - Such as the T.C. Douglas fonds at the Provincial Archives of Saskatchewan with:
    - 68.39 m of textual records, 55 audio reels, 438 photographs, a drawing, 2 reels of microfilm, a map and 8 objects .

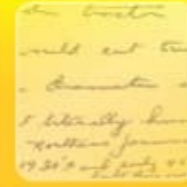


## fonds

- Or a fonds can be small:
  - Such as the John Walker fonds at the Moose Jaw Public Library with:
    - 9 cm of textual records, that are 2 journals and a scrapbook kept during his hobby as a birdwatcher.

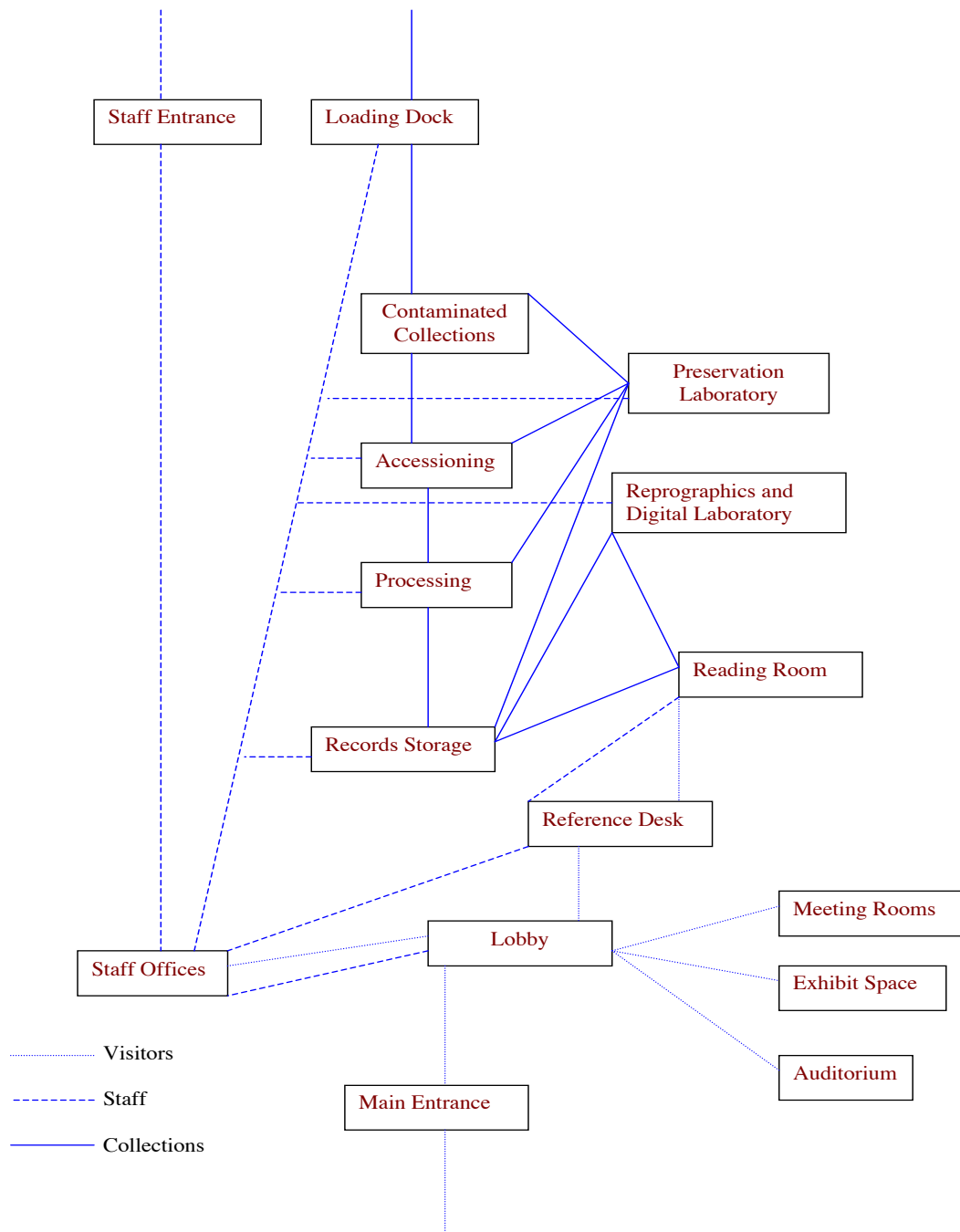


Saskatchewan Council for  
Archives and Archivists

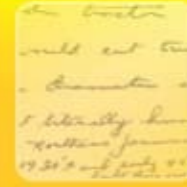


# Appraisal, Acquisition, Accessioning and De-Accessioning









## Flow Chart

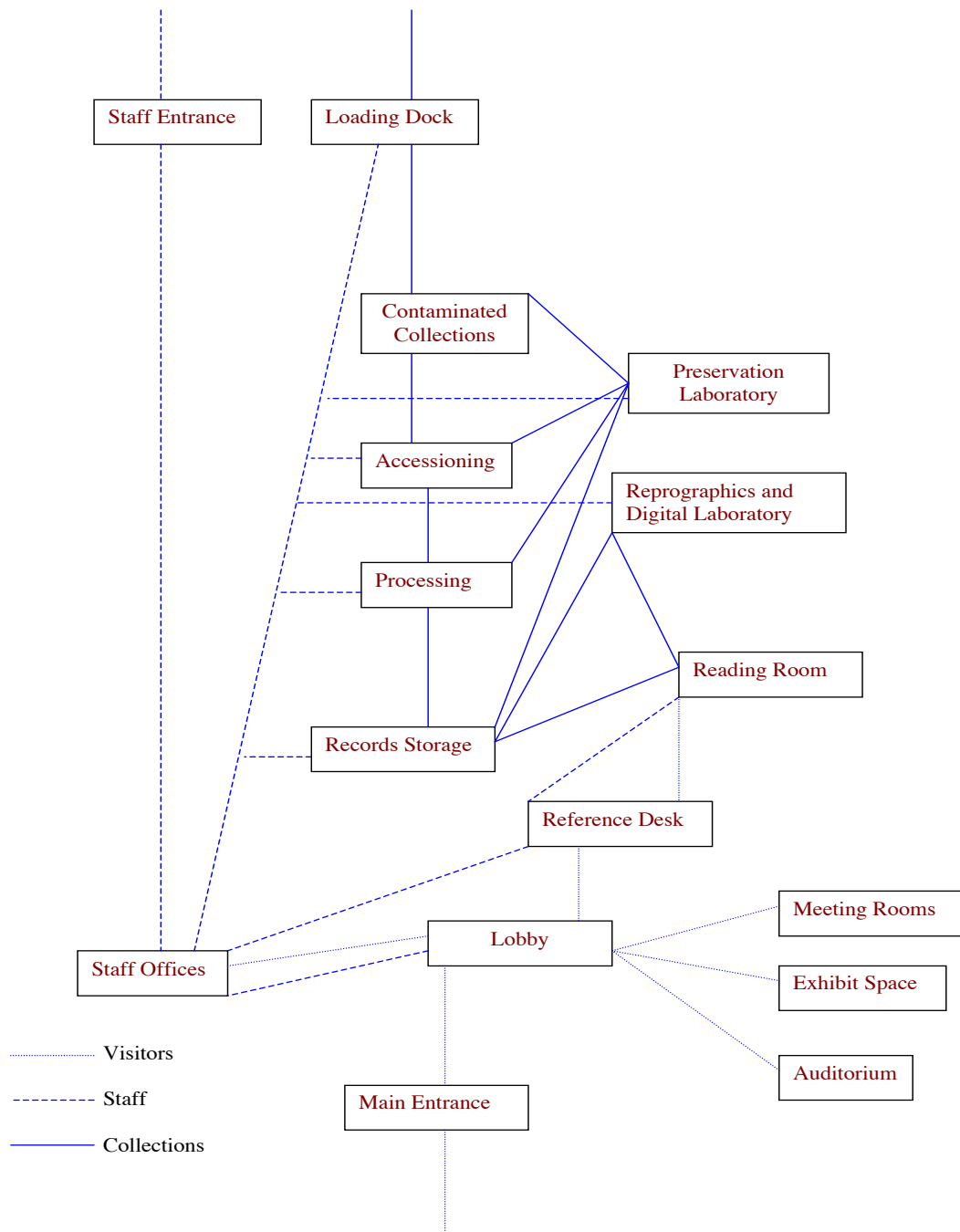
**1. Collection/fonds entrance**

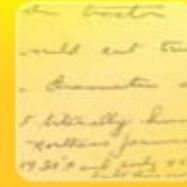
**2. Staff entrance**

**3. Public entrance**



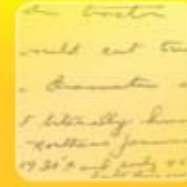
Wilsted, Thomas P., *Planning New and Remodeled Archival Facilities* [Chicago: SAA, 2007], 49.





## Appraisal

- Is to assign a record a value (other than monetary)
  - Archival Value - Recognize relationships with other records in that collection (internal context) or its creator (external context.)
    - A diary has Archival Value as its interpretation of the creator will be different from that of another. (external)
    - A photograph may Archival Value as its relationship with the way the diary describes it. (internal)

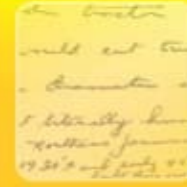


## Appraisal

- Informational Value - Recognize how the images, written words, or printed matter pertain to the subject of the archives.
- A person's letters have Informational Value to the University as it describes campus life.

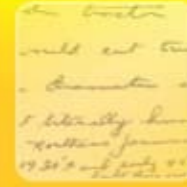


Saskatchewan Council for  
Archives and Archivists



# Personal Archives

Individuals, keep things that are significant to us and things that document events in our lives. So when appraising a personal fonds/collection, never assume that because this have no meaning to you that it does not have meaning to researchers



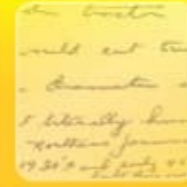
# Personal Archives

Some material you may find in a personal archives  
*(Not a comprehensive list)*

- Letters, emails, correspondence, greeting cards; thank you notes
- School yearbooks or alumni directories
- Educational diplomas, report cards
- Professional achievements and awards
- Documents related to volunteer activity
- Lectures and speeches; keep the final version
- Samples of contracts, invoices for services
- Many more possibilities



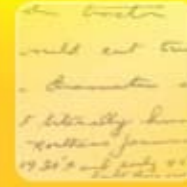
Saskatchewan Council for  
Archives and Archivists



# Organization/Business Archives

Organizations usually keep things that are significant as evidence of their activities. When appraising a business fonds/collection ask yourself how this serves as proof of the companies existence, their activities, and who is involved

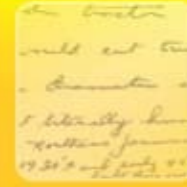
Some things you would consider:



## Organization/Business Archives

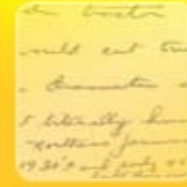
- Constitution
- Meeting Minutes
- Correspondence
- Photographs
- Annual Reports
- Planning Documents
- Reports
- Budgets
- Newsletters
- Posters or other event advertising
- Contracts and other legal documents
- Press Releases
- Memorabilia (artifacts are a museum item and are rarely found in an archives without accompanying documentation)
- Financial Reports (those that summarize the flow of funds, usually quarterly or annual statements)





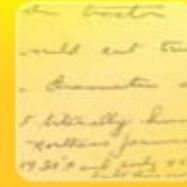
## Other Appraisal Criteria

- Age - This can be information in itself. Things in this Province older than 150 years may not be from here.
- Uniqueness - Is it a Primary source?
- Quantity- are there multiple copies of it; is a copy of a newsletter worth keeping if others are already keeping it or already elsewhere in your collection?
- Type of material - Is the information important enough that you are going to pay for the proper storage of those cellulose nitrate negatives?



## Other Appraisal Criteria

- Physical quality - Is it worth keeping that crumpled torn letter if the information cannot be seen; or faded FAX copy that will fade more?
- Time span - Do the records document a moment in time or, like the Sisters of Our Lady of the Cross do they mark time from the turn of the century until the present?
- Accessibility - Are you going to be able to make this available to the public?
- Usage - Will it be used by the public? (Never assume)

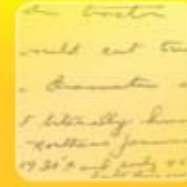


## Acquisition Types

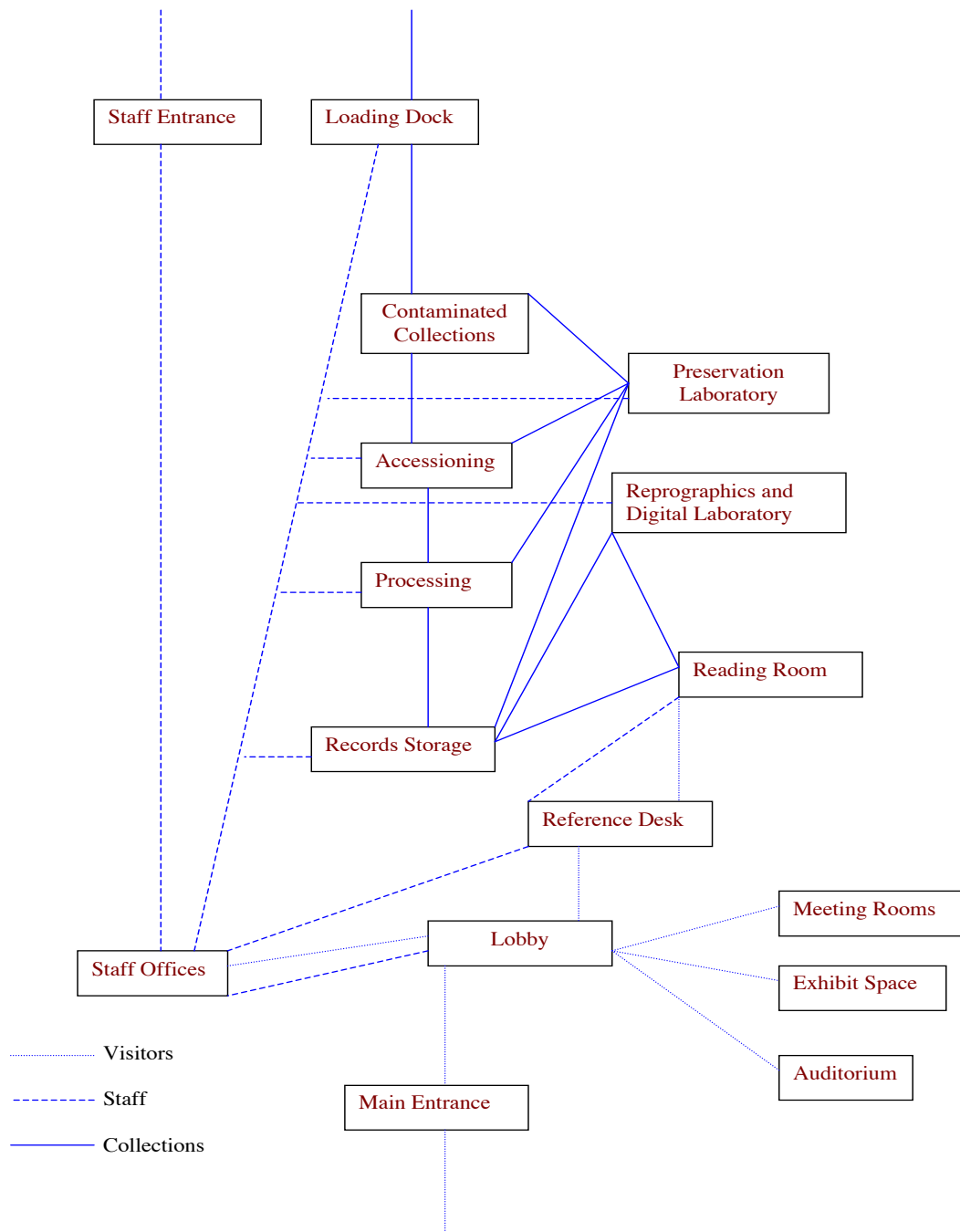
- **Transfers** - from sponsor institution (City of Saskatoon)
- **Donations** - Community Group or active citizens
- **Received on Loan** - Rare, but happens. Records are usually placed with an archive to make them available for research. Loaning restricts the access and limits the arrangement and description that can be done.
- **Purchased** - Larger institutions with the budget are able to pay for the monetary appraisal of some records by the National Archival Appraisal Board (NAAB) and purchase a collection.

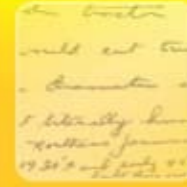


Saskatchewan Council for  
Archives and Archivists



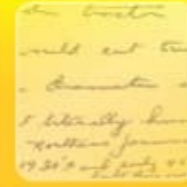
# Gaining Intellectual and Physical control





# Accessioning

- Is the bringing archival records under the “**physical**” and legal control of the archives. Acquisition and appraisal has been conducted all with accession in mind.
  - A number, usually the year and a sequential digit, is designated to a donation that is referred to as the “accession number”
    - e.g. 2011-037



## Arrangement

- Arrangement is the “**intellectual**” process of studying the records to discover how they relate to the entities that created them .
  - Who or what created them?
  - How and why they were created?
  - What functions and activities they document?
  - When were they created?
  - What is their physical nature?



Saskatchewan Council for  
Archives and Archivists



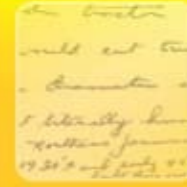
## Provenance

Refers to the “office of origin”  
or “respect des fonds” (respect  
for the source or creator)



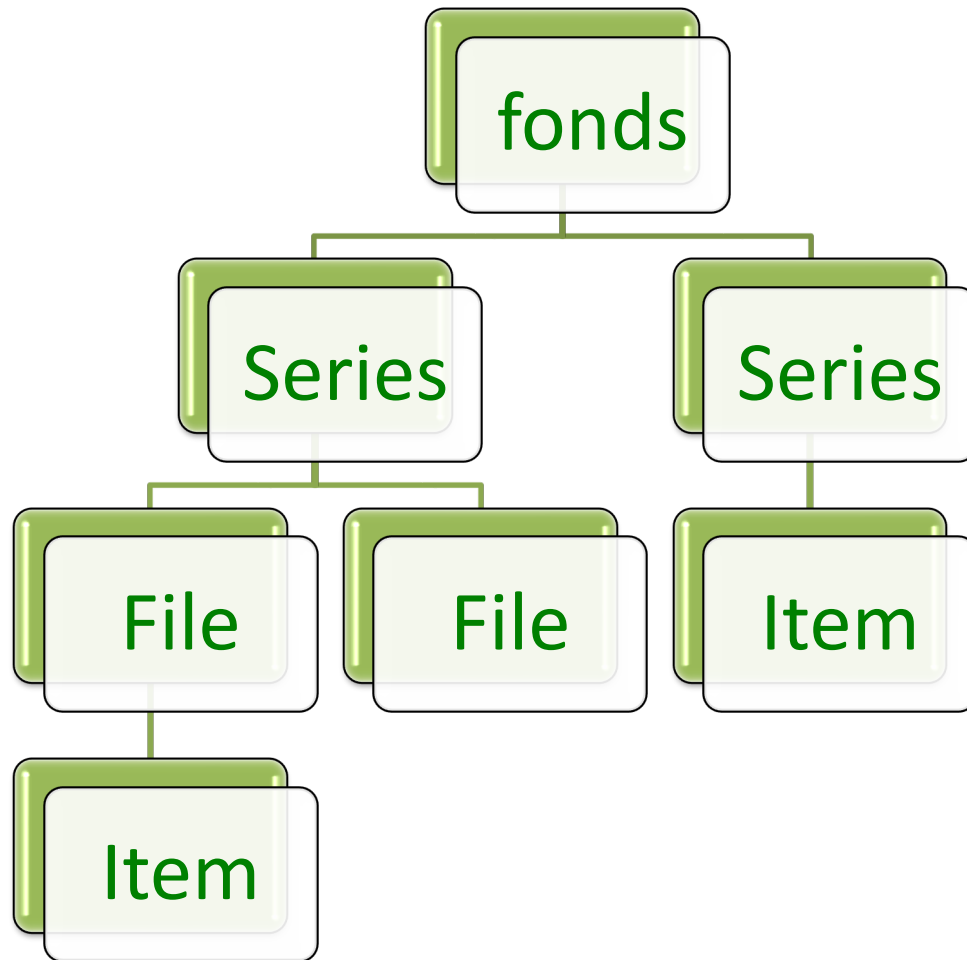
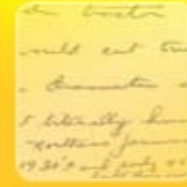


Saskatchewan Council for  
Archives and Archivists



## Original Order

The preservation or recreation of the order and organization in which the documents were created and/or stored by the creator or office of origin.



**fonds/collection** – top level of description an archival institution may have one or many

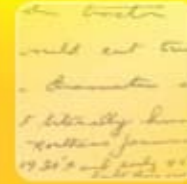
**Series** – fonds may have many, it is rare, but possible to have sub-series or even sub-sub-series

**File** – not physical **folders**, but files that are divisions of a series. Also rare but possible to have sub-files, etc.

**Items** – Can be an individual piece like a photo or something more substantial like a several hundred page report.

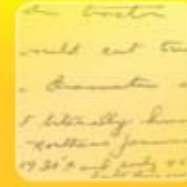


Saskatchewan Council for  
Archives and Archivists



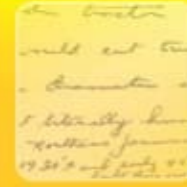
## Description

Once you have arranged the material and understand the relationships. Using a description standard is the way of sharing that knowledge gained with everyone else.



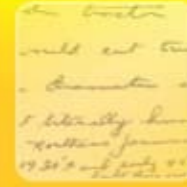
## Rules for Archival Description (RAD)

- RAD provides the Canadian archival profession with a comprehensive set of rules for describing archival material at all levels, and in all media.
  - Provides a standard to create Finding Aids, such as inventories, catalogue cards and indexes.
  - This allows the precise ability to know what you have and ensures you can retrieve it in a consistent manner.



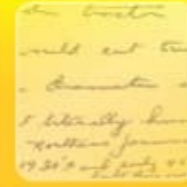
## Structure of RAD

- RAD is based on the framework of AACR2 (*Anglo-American Cataloguing Rules, 2<sup>nd</sup> Edition*)
- Two Parts to RAD
  - Part I contains 13 chapters that tell you how to describe archival material
    - Chapter 1 contains the general rules
    - Chapters 2-13 contain rules for media
  - Part II contains 5 chapters that tell you how to determine and establish access points
  - Appendices A-D



## Structure of RAD

- Chapter
  - Area
  - Element
    - Rule
- Subsection of Rule



## Chapters 1 – 13 of RAD

Chapter 1 : General Rules

Chapter 8: Sound Recordings

Chapter 2: Multiple Media

Chapter 9: Records in Electronic Form

Chapter 3: Textual Records

Chapter 10: Records on Microfilm

Chapter 4: Graphic Materials

Chapter 11: Objects

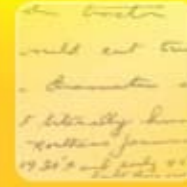
Chapter 5: Cartographic Materials

Chapter 12: Philatelic Records

Chapter 6: Architectural and Technical  
Drawings

Chapter 13: Discrete Items

Chapter 7: Moving Images



## Areas of RAD

1. Title

2. Edition

3. Class of Material

4. Dates of Creation

5. Physical Description

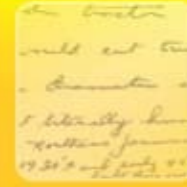
6. Series area

7. Archival Description

8. Notes

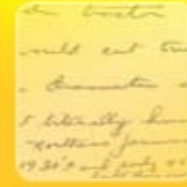
9. Standard Number





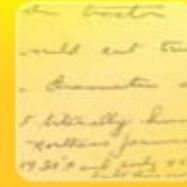
## Structure of RAD

- 1.4
  - Chapter 1, Area 4
    - General Rules, Dates of creation
- 7.4
  - Chapter 7, Area 4
    - Moving Images, Dates of creation



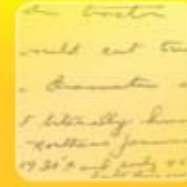
## Elements of RAD

- Specific types of information about the archival records or the creator of the records.
- Designated by a letter (not a number)



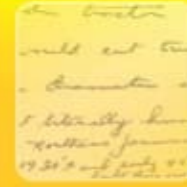
## Structure of RAD

- 1.4C
  - Chapter 1, Area 4, Element C
    - General Rules, Dates of creation, Place of publication, distribution, etc.
- 6.4C
  - Chapter 6, Area 4, Element C
    - Moving Images, Dates of creation, Place of publication, distribution, etc.



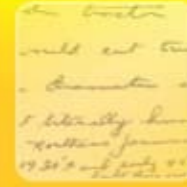
## 1.1 Title and Statement of Responsibility

- Transcribe a formal title
- If there is no formal title proper, and, at the fonds and series levels there is almost never a formal title, you need to supply one
- Called the Supplied Title Proper (STP). RAD rule 1.1B2.



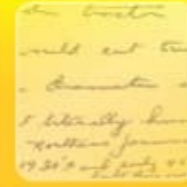
## 1.1B3 STP for a fonds

- STP for a fonds comprised of
  - Nature of the archival unit
    - fonds or collection
  - Name element (provenance)
    - Cameron Hart
    - Albert Community Centre
- Example: Cameron Hart collection
- Example: Albert Community Centre fonds



## 1.1B4. STP for parts of a fonds

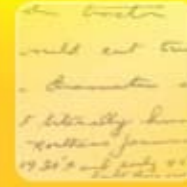
- STP for parts of a fonds (series, file or item) comprised of:
  - Nature of the archival unit – incorporate form of material and reflects function, activity , transaction or subject
    - Minutes of Executive Meetings
    - Bank Statements
  - Name element – use if creator of series is substantially different from creator of the fonds
    - Brenda Walker (name element for series within Cameron Hart fonds)



## 1.8B2

### Source of Title Proper Note

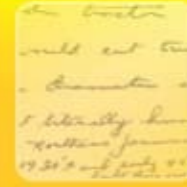
- Record the source upon which the title is based. Use whenever you supply a title
- Example: Title based on contents of fonds
- Example: Title based on subject of item
- Example: Title based on provenance



## 1.1C1 General Material Designation (GMD)

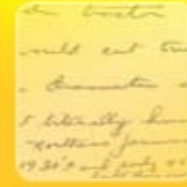
- architectural drawing
- cartographic material
- graphic material
- moving images
- multiple media
- Object
- philatelic record
- sound recording
- technical drawing
- textual record





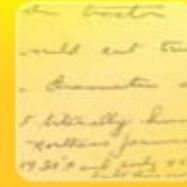
## 1.4 Dates of Creation, etc.

- Record the earliest and latest dates of the records at each level of description.
  - 1908-1943
- Use square brackets [ ] if you are unsure
  - [1823]
- If no date found you MUST estimate the nearest year, decade or century. Never use 'no date' or n.d.



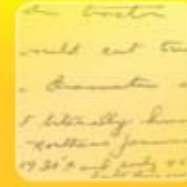
## 1.4B2 Predominant dates

- Used when most records described are in a narrower time period than the inclusive dates.
- Example:
  - 1955-2009, predominant 1977-1997



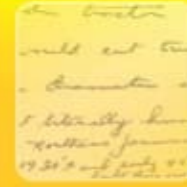
## Dating RAD

- [1867?] = probable date
- [ca. 1867] = approximate date
- [before 1867] = terminal date
- [after 5 Jan. 1867] = terminal date
- [1892 or 1893], one year or the other
- [between 1915 and 1918], use only for dates fewer than 20 years apart
- [197-] = decade certain
- [186-?] = probable decade
- [17-] = century certain
- [17-?] = probable century



## 1.5 Physical description

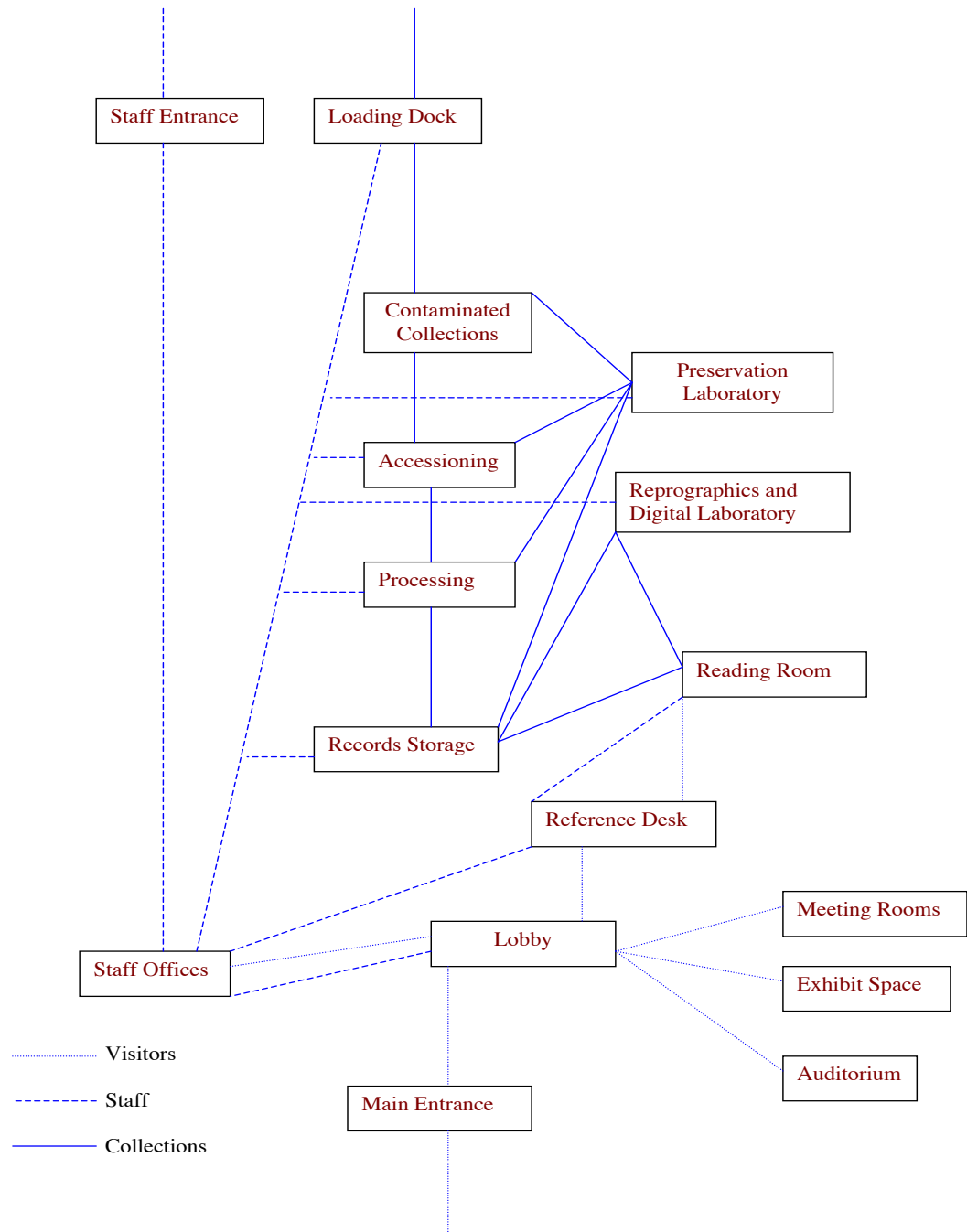
- Used to record extent, dimensions and other physical details
- Basically a number + the specific material designation.
- **Always use metric measurements**
  - Full stop used only at end of sentence
    - 12 cm of textual records, **NOT** 12 cm. of textual records

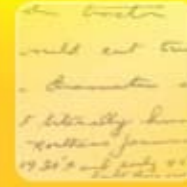


## 1.5 Physical description cont'd

- **Textual records**
  - Linear measurement of records
    - *40 cm of textual records*
- **Graphic material**
  - Count total number
    - *200 photographs*
- **Multi media**
  - Include all
    - *40 cm of textual records*
    - *200 photographs*



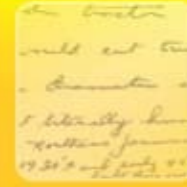




## “Physical Processing”

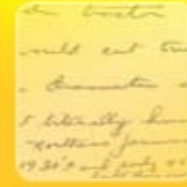
- Once the accession has been made the processing of the records may begin
  - Physical processing refers to conservation and preservation steps
    - Conservation = any methods that prove effective in keeping that property in as close to its original condition as possible for as long as possible.
    - Preservation = methods to maintain material while still providing access to it





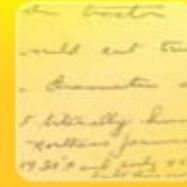
## “Physical Processing”

- Once the accession has been made the processing of the records may begin
  - Physical processing refers to conservation and preservation steps
    - Conservation = any methods that prove effective in keeping that property in as close to its original condition as possible for as long as possible.
    - Preservation = methods to maintain material while still providing access to it



## Physical Control & Access

- Have all visitors to the archives sign a register
- Explain the contents and organization of your archives to all new visitors
- Do not allow researchers to retrieve or re-shelve archival materials themselves
- Do not allow access to restricted material
- Replace valuable or fragile items with copies
- Consider whether to allow researchers to use unprocessed material



## Reference and Research

- Archival material shall never be loaned out unless its to another Archival institution.
- Archival material is not browse-able. A researcher needs to have an idea of a subject before arriving on the archivist's doorstep as well as some knowledge as to the collections within the archives.
- One way of accomplishing this would be to visit:

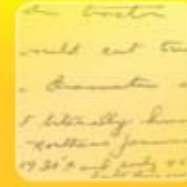
<https://www.scaa.sk.ca/virtual-exhibits>

Or

[www.archivescanada.ca](http://www.archivescanada.ca)



Saskatchewan Council for  
Archives and Archivists



# Thank you!

Cameron Hart, SCAA Archives Advisor

[advisor@scaa.sk.ca](mailto:advisor@scaa.sk.ca)

