

BASIC ARCHIVES WORKSHOP BY DR. PATRICIA FRANKS SJSU PROFESSOR & MARA COORDINATOR

Thursday, January 28 @ 6: 30pm PST

Brought to you by Society of American Archivists Student Chapter (SAASC)

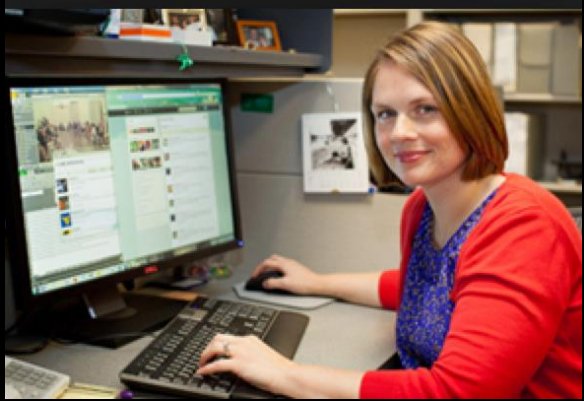


DR. PATRICIA FRANKS, PH.D., CA, CRM, IGP



Franks is author of the book *Records and Information Management* and was team lead for ANSI/ARMA Standard *Implications of Web-based Collaborative Technologies in Records Management* and the technical report, *Using Social Media in Organizations*. She is co-editor of the *Encyclopedia of Archival Science* (to be published in 2015). As a member of the *InterPARES Trust* research team she leads two projects: *Social Media & Trust in Government* and *Retention and Disposition in a Cloud Environment*.

SO... YOU WANT TO BE AN ARCHIVIST?



WHAT IS AN ARCHIVIST ANYWAY?

An archivist is an individual **who keeps records** of enduring value so that they may function as reliable **evidence of past actions**. To “keep” records requires the archivist perform the routine archival tasks of *acquisition, appraisal, arrangement and description, and preservation*.

~Reto Tschan
Archivist Entry
Encyclopedia of Archival Science

NOT ALL DEFINITIONS ARE THE SAME

North America

- Archivists typically have **responsibility for inactive, or “historic,” records**, while active records remain the responsibility of *records managers*.
- In the United States, there is a distinct tradition of referring to archivists with responsibility for private or personal archives as manuscript curators.

European Tradition

- Archivists **may also have responsibility for active and semi-active records**. Depending on the institutional arrangements, therefore, the term records manager may be analogous to that of archivist.

~Reto Tschan
Archivist Entry
Encyclopedia of Archival Science



WHAT IS ARCHIVAL SCIENCE?



Archival science is both a pure and an applied science.



MNEMOSYNE was Titan goddess of memory and remembrance and the inventress of language and words.

Archival science as a scholarly discipline deals with records and archives as traces of *memory*, information objects, documentary evidence, sources of history, symbols of past events and cultural heritage objects.

~Theo Thomassen
Archival Science Entry
Encyclopedia of Archival Science



Does anyone recognize
this Mnemosyne?

Archival science as an applied discipline provides a scientific basis for *records management* and archival administration. It provides the theoretical and methodological framework for designing, managing and using sustainable information processes and formal and informal *recordkeeping systems*, (including preservation systems).

~Theo Thomassen
Archival Science Entry
Encyclopedia of Archival Science

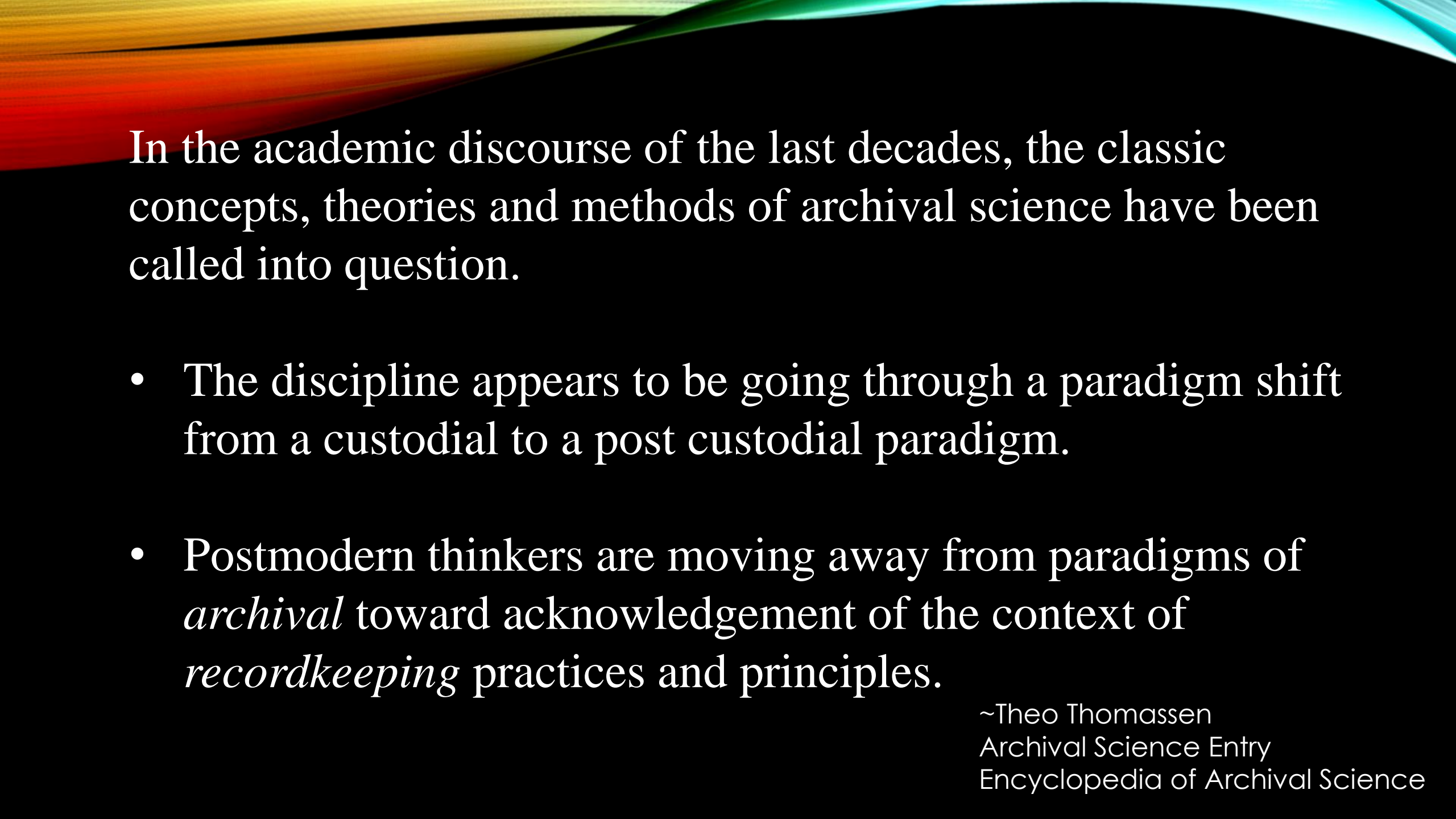


Muhtar Kent, chairman and chief executive of The Coca-Cola Company.

THE ESSENTIAL PRINCIPLES SUPPORTING THE ARCHIVAL PERSPECTIVE

- the sanctity of evidence;
- *respect des fonds*, provenance, and original order;
- the life cycle of records;
- the organic nature of records; and
- hierarchy in records and their descriptions.

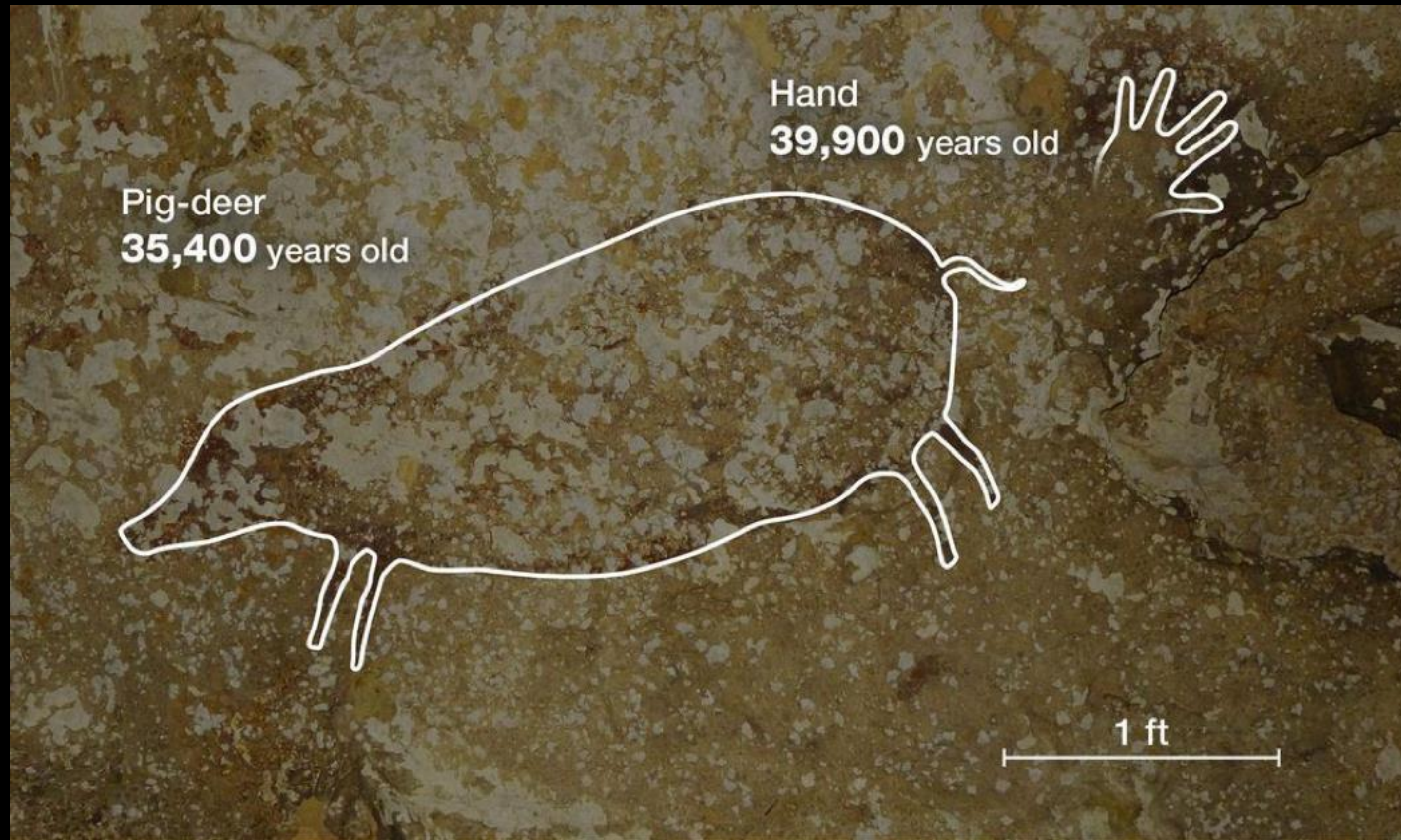
~Theo Thomassen
Archival Science Entry
Encyclopedia of Archival Science



In the academic discourse of the last decades, the classic concepts, theories and methods of archival science have been called into question.


- The discipline appears to be going through a paradigm shift from a custodial to a post custodial paradigm.
- Postmodern thinkers are moving away from paradigms of *archival* toward acknowledgement of the context of *recordkeeping* practices and principles.

~Theo Thomassen
Archival Science Entry
Encyclopedia of Archival Science






<http://anthropology.net/2014/10/08/39000-year-old-cave-art-from-sulawesi-indonesia/>

<https://riksarkivet.se/startpage>



Riksarkivet

Sök i webbplatsen och i arkiven 

Other languages  Listen  Till innehållet Kontakta oss A - Ö Webbarta


Startpage Using the archives About Riksarkivet

Welcome to the Swedish National Archives

The Swedish National Archives are one of Sweden's oldest public authorities, nearly 400 years old. We collect and preserve records from government, public bodies, organisations and individuals from the Middle Ages onwards. One of our missions is to make this cultural heritage available. We have archives in several locations in Sweden.


Search the collections

Explore our digitised archives, catalogues and databases.
[Search the collections](#)




Contact us

Contact information and opening hours.
[Contact us](#)



Historical maps

The archives hold millions of maps and drawings, for example beautiful hand-drawn maps.
[Maps and drawings](#)



Genealogy





Discover your family history and look for individuals in historical records.
[Genealogy](#)

släktforskare

Archives in Marieberg, temporarily closed.

National Archives in Marieberg, Stockholm, is closed for remodeling until 1 october 2016. During this period you are welcome to order material from Marieberg to the Military Archives.
[Marieberg in Stockholm](#)

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Skriv ut    

[Search](#)**The Government of Sweden**

Ministries and ministers

Government policy

Policy work and objectives

How Sweden is governed

How government works

Government Offices archives and Records Centre

Anyone who wishes to have access to official documents from the Government Offices is welcome to visit the Records Centre.

If you are interested in gaining access to an official document at the Government Offices, you can also take direct contact with the senior registry clerk at the relevant ministry or visit the Government Offices research room.

[› More about access to official documents](#)

At the Government Offices research room knowledgeable and qualified personnel are on hand to answer questions and help visitors look for and access official documents. In the reading rooms, visitors can study documents stored at the Centre and search in the ministry register which contains information relating to ministerial business and EU documents and can be called up at presentation terminals.

If you are unable to visit the research room, you can also receive answers to questions by letter, telephone, fax and email. The more details you are able to give about the contents and date of the document, the more easily and quickly the document can be produced.

The Government Offices charges a fee for releasing copies and printouts of official documents, as allowed by the Fees Ordinance (1992:191). The first 9 copies are free and the 10th copy costs SEK 50, with each additional copy costing an extra SEK 2.

Address and opening hours

Telephone hours Archive Support:
Monday and Friday, 09.00-12.00.
Tuesday, Wednesday and Thursday,
13.00-16.00.

Opening hours research room:
Monday and Friday, 09.00-12.00.
Tuesday, Wednesday and Thursday,
13.00-16.00.

From 7 July to 8 August the opening
hours are:

Telephone hours: Monday and Friday,
10.00-12.00. Tuesday, Wednesday and
Thursday, 13.00-15.00.

Opening hours research room:
Monday and Friday, 10.00-12.00.
Tuesday, Wednesday and Thursday,
13.00-15.00.

Visitors' address: Fredsgatan 8
Postal address: 103 33 Stockholm
Telephone: +46 8 405 24 88,
switchboard +46 8 405 10 00
Fax: +46 8 790 09 86

The principle of public access to

<http://www.government.se/the-government-offices/government-offices-archives-and-records-centre/>

Other archives that are kept at the Government Offices

In addition to the above archives, the Government Offices keeps archives belonging to agencies for which the Government Offices provides administrative support. These include the Advisory Council on Foreign Affairs, the Selection Board of the Ministry for Foreign Affairs and the Swedish Inheritance Fund Commission.

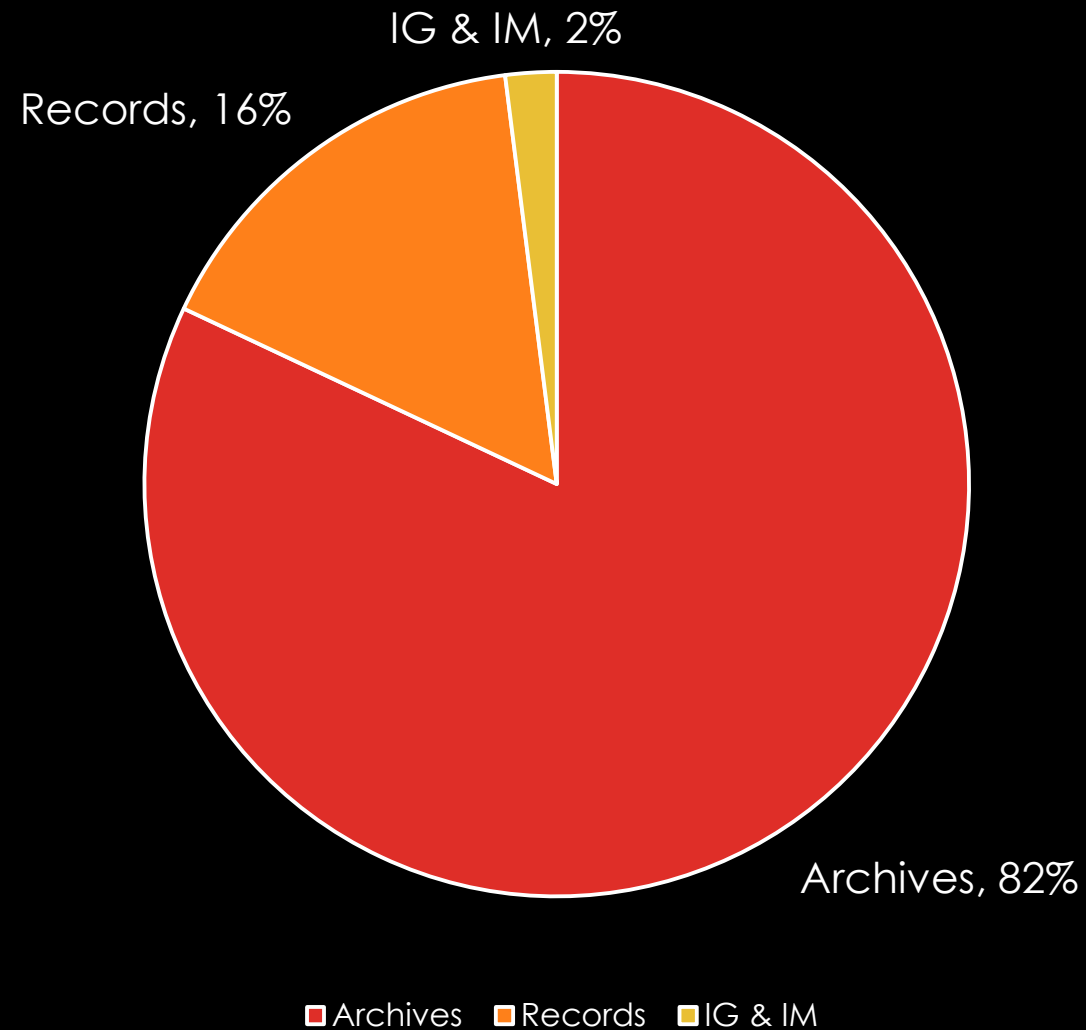
Committees are responsible for their own archives, which they deliver directly to the National Archives after completing their work.



WHAT KINDS OF JOBS ARE AVAILABLE?

RESULTS OF FALL 2015 MARA SURVEY

Total of 287
unique job
postings

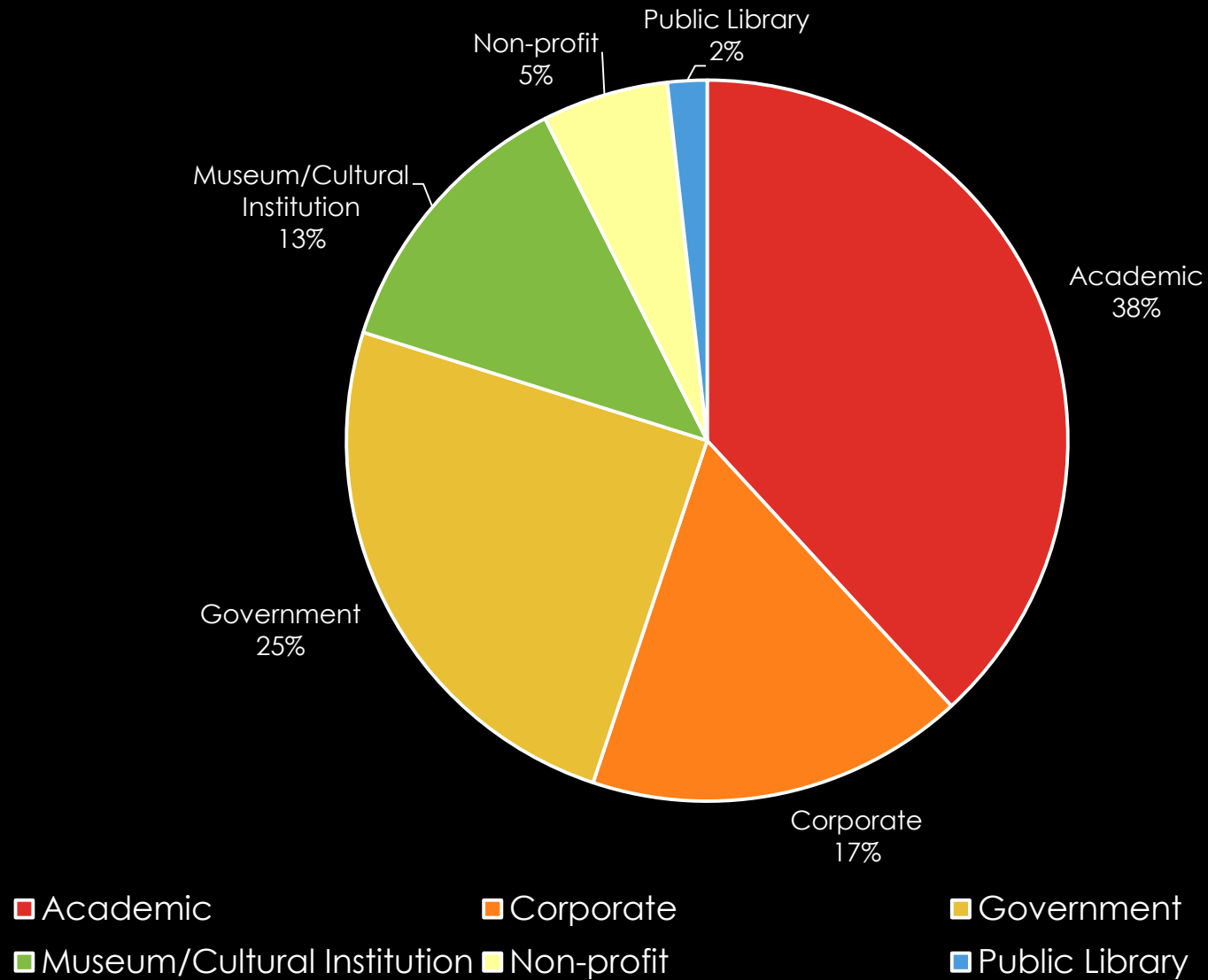




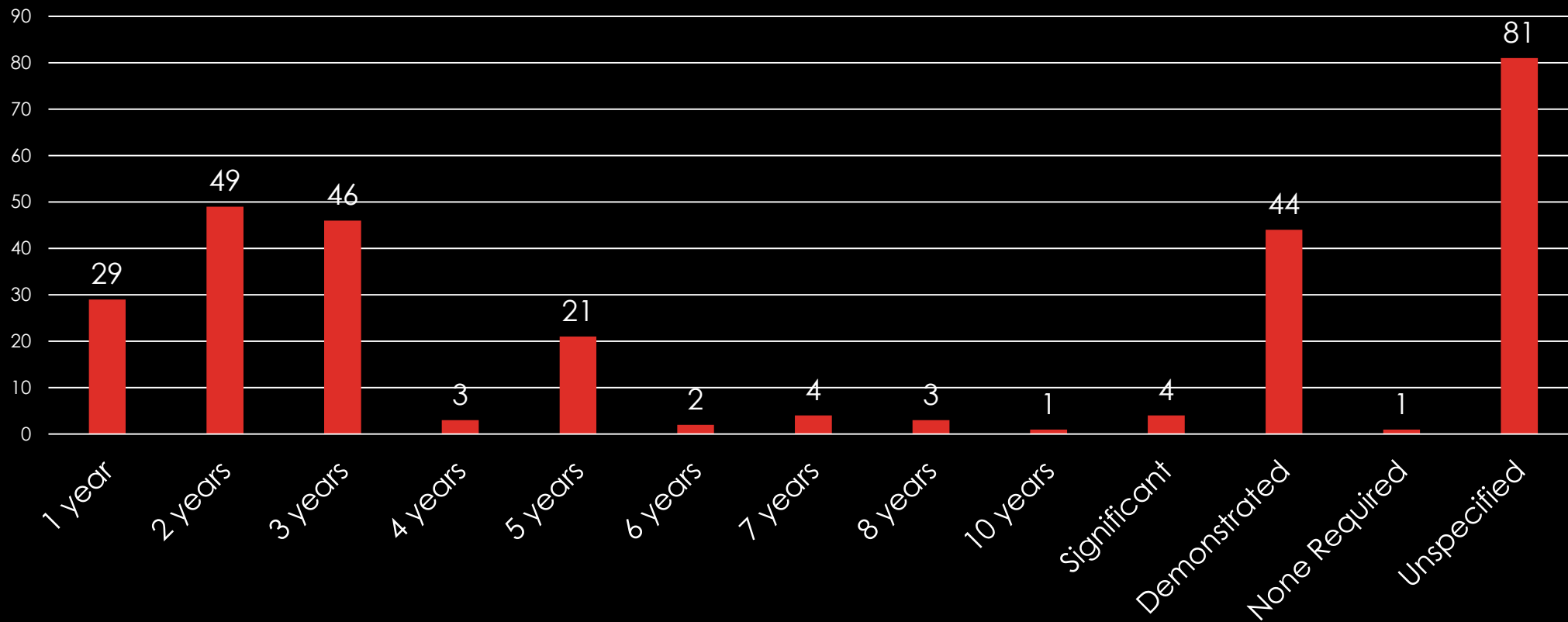
JOB TITLES

- Archiving: 118 unique job titles
 - Common titles: Archivist, archives technician, assistant archivist, digital asset coordinator, project archivist
- Records Management: 27 unique job titles
 - Common titles: Records manager, records analyst, records and information specialist
- Information Management/Governance: 6 unique job titles
 - Common terms: Governance, information, manager

ORGANIZATION TYPES



EXPERIENCE REQUIREMENTS





SOFTWARE

- MS Office: 27
- Adobe Suite: 13
- Content/collection management software: 13
- Database programs: 12
- Archivist's Toolkit: 9
- CONTENTdm: 6
- Digital Asset Management: 6



TECHNICAL SKILLS

- Dublin Core/EAD/EACS/MARC/RAD: 31
- Metadata standards: 13
- A/V editing: 7
- Scripting language: 6
- Producing website content: 5



SKILLS

- Oral and written communication skills
- Interpersonal skills
- Effective time management
- Organizational skills
- Leadership skills



SOME EXAMPLES

CAP ARCHIVIST (COLLEGE OF AMERICAN PATHOLOGISTS) CA CERTIFICATION PREFERRED 3 YEARS EXPERIENCE & MLIS OR RELATED DEGREE

Responsibilities:

- developing and managing archives;
- administering records management program;
- create and implement policies and procedures to support life-cycle of physical and electronic records; and
- maintain and update retention/disposition schedule

Must know: Dublin Core, MARC, metadata standards
General Skills and Characteristics: strong and effective communication skills; have the ability to proactively make decisions; prioritize fluctuating workflows

UNIVERSITY ARCHIVIST (USC SANTA CRUZ) 2 YEARS EXPERIENCE & MLIS OR RELATED DEGREE

Responsibilities:

- Develop, implement, evaluate priorities;
- Manage administration of university records;
- Provide leadership, consultation, outreach;
- Promote use and understanding; identify preservation issues

Must have experience managing projects and developing processing plans; record of contributions to diversity, equity and inclusion in higher education; experience with preservation of born-digital materials

DIGITAL ARCHIVIST STATE HISTORICAL SOCIETY OF MISSOURI NO EXPERIENCE & MLIS OR RELATED DEGREE

Responsibilities:

- create and maintain websites, applications, and databases;
- develop and manage digital products;
- accession and manage electronic records;
- provide assistance to researchers;
- research, plan, and execute outreach;
- continue education

Must have visual, writing, public speaking skills, experience managing digitization projects

SPECIAL COLLECTIONS ARCHIVIST CONCORDIA UNIVERSITY LIBRARIES 2 YEARS EXPERIENCE & MLIS OR RELATED DEGREE

Responsibilities:

- leadership, establishes priorities,
- ensures preservation and access, coordinates access,
- determines needs, develops policies, provides training, research assistance,
- evaluates donations, identifies digitization needs, establishes instructional programs,
- development, project management

Must have the ability to apply creative ideas, analytical, problem solving, independently, collaboratively, leadership, aptitude for service, multitask, interest, communication, presentation

DIGITAL ARCHIVIST WALT DISNEY PICTURES

3 YEARS EXPERIENCE & MLIS OR RELATED DEGREE

Responsibilities:

- creates and sets workflow standards for cataloging and ingestion of assets;
- responsible for metadata accuracy and policy guideline adherence;
- design and configure future metadata models;
- responsible of acquiring and maintaining knowledge of state of the art information collection and retrieval technologies for digital assets;
- create reports and queries;
- follow in-house procedures for handling original artwork;
- guide users to understand search and retrieval

Must know: Dublin Core, METS, EAD, PREMIS, OAIS, TRAC, SQL, Python, HTML

Must have: working knowledge of trends in arrangement, description & management of digitally born materials; exceptional communication and interpersonal skills; appreciation of, interest in animation history; knowledge of digital formats used in animation; highly organized

HOW DO I PREPARE?

MARA Degree

- 11 MARA courses
- 3 related MLIS electives

MLIS Degree

- INFO 203 & 5 required INFO courses
- Select remaining electives from one of the following career pathways:
 - Archives & Preservation
 - Digital Curation

Recommended:

One of the MARA courses should be an internship or organizational consulting project.

One of the INFO courses should be an internship course. MLIS students can also take up to 9 credits from the MARA course offerings.



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The image features a solid black background. At the top, there is a decorative horizontal band with a wavy, fluid appearance. This band is composed of several overlapping layers of color, including bright yellow, orange, red, and a hint of cyan or light blue, creating a sense of motion and depth.

QUESTIONS?

SOCIETY OF AMERICAN ARCHIVISTS STUDENT CHAPTER (SAASC)

STAY CONNECTED

- **Gmail:** sjsusaasc@gmail.com
- **Delicious:** <https://delicious.com/sjsusaasc>
- **Facebook:** <https://www.facebook.com/groups/29671378601/>
- **Twitter:** [@sjsuslis_saasc](https://twitter.com/sjsuslis_saasc)
- **Website:** <http://sjsusaasc.weebly.com/>

UPCOMING EVENTS

- **FEB 9 @ 5PM PST:** In-person tour of Museum of Vertebrate Zoology Archives on the UC Berkeley campus. To RSVP email: sjsusaasc@gmail.com
- **FEB 11 @ 6PM PST:** iSchool student association panel showcase
- **FEB 18 @ 6:30PM PST:** Benefits of SAA Membership & Insight on the ACA Exam
- **SURVEY!** <https://goo.gl/I51P4e>



**A HUGE THANK YOU TO
DR. PATRICIA FRANKS!**

And THANK YOU for joining us! Stay tuned for future events!