

Flash

16

DECEMBER
2008

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The 16th Congress of the International Council of Archives demonstrated once again that the skills and professional methodologies of archivists remain current and more relevant than ever. Their importance in a world where societies, organizations and governments are often overwhelmed by masses of information cannot be overstated, and formed the basis of much lively discussion during that extraordinary week in Kuala Lumpur.

The archival principles, ensuring that records are kept in the context of their creation and maintain their value as evidence, are vital to all the information disciplines. In an electronic environment, our experience over centuries in this area is essential.

The speakers and panelists challenged us to adapt to changing technology and public expectation and many colleagues from all parts of the globe shared their recent initiatives. While technology beckons, traditional challenges remain and our colleagues from China inspired us with their efforts to recover regional archives following a major natural disaster.

For the ICA itself, the past four years have been a time of reflection and renewal, as significant problems of budget and administrative modernization have been addressed. I thank all those who contributed to this effort, leaving the ICA in a better state than they found it. Together with my new colleagues on the executive we look forward to building on their work, and moving forward in a way that is open, strategic and supportive.

We have already been shown the way forward – Malaysia's eloquent example has given us a clear indication that archives are fundamentally important in our world. The environment and ambiance they created also contributed immensely to professional discussion, frank debate, and friendly networking.

We left Kuala Lumpur with vivid memories of kindness and hospitality, and a renewed determination to advance the position of archives in the electronic age. We must always keep in mind that we are not alone in this commitment, and that there are numerous opportunities to share our dedication, our technical and professional expertise, and our passion for the work of archives. We must never lose sight of the power of the record in the lives of individuals and families, as well as the life of the community, society, and nations.

As my eminent predecessor Arthur Doughty once said, "archives are the gift of one generation to another, and the extent of our care of them marks the extent of our civilization".

Ian E. Wilson
ICA President

”

In Memoriam

Ken HALL

(1947-2008)

Secretary 1989-1990, Vice-Chairman 1991-1992 and Chairman 1993-1994, of the Section of Records Management and Archival Professional Associations (ICA/SPA)

Member of the ICA Executive Committee 1990-1994
Project Director of ARCHISS (Archival Survey for Climate History), 1994-1996

Member of Janus Editorial Board, 1996-2000

Member of the Sub-Commission for Communication 1996-2000

Counsellor in the Bureau of the International Conference of the Round Table on Archives, CITRA 1988-1992

Expert on Memory of the World Programme and on support for Archives in Iraq
ICA Chargé de Mission from 2006

Per-Gunnar OTTOSSON

(1951-2008)

Member of the Committee on Descriptive Standards, ICA/CDS, 2000-2004

Member of the Committee on Best Practices and Standards, ICA/CBPS 2004-2008

Alfred WAGNER

(1919-2008)

ICA Treasurer 1976-1984

ICA Honorary Member

A New Design and Format for Flash

Since the first issue of *Flash* appeared in September 2003, the Secretariat has used it to communicate a wide range of information to the members of ICA throughout the world, especially those who do not have access to the Internet. Although we wish to improve communications through modernization of the website, we believe that there is continuing value in distributing a printed newsletter as well. The present design and format of *Flash* has served ICA well but after five years we feel that it is time for change, so that it compares favourably with the high quality newsletters that are now produced by many other organizations. This issue will, therefore, be the last in the series with the present format, and the next issue (in April 2009), will have a fresh look. The Secretariat would be very interested to have the views of members about the design, format and content of *Flash*, before the new series is launched. Please send your suggestions to Nathalie Florent in the Secretariat florent@ica.org.

People

New national Archivists have been appointed in:

BELIZE

Herman BYRD

CHILE

Osvaldo VILLASECA REYES

CHINA, HONG KONG

CHOW Chung-yin Hillman

ITALY

Luciano SCALA

KYRGYZSTAN

Cholponbec ABYKKEV

OMAN (Sultanate of)

Hamad AL DHOYANI

SAMOA

So'ona'alofa SINA AH POE,
Acting Principal Archives Officer

SERBIA

Miroslav PERISIC

UKRAINE

Olexandr UDOD

**UNITED KINGDOM,
Public Record Office
of Northern Ireland**
Aileen McCLINTOCK

Welcome to these new category A and B members

Bahrain Archives Directorate,
Bahrain

Association pour la Sauvegarde et la Promotion des Bibliothèques, Archives et Documentation (ASPROBAD), **Chad**

State Chancellery of the Republic of Estonia, **Estonia**

Royal Hashemite Documentation Center, **Jordan**

Latvian Society of Archivists, **Latvia**

Center for National Documents and Records, **Liberia**

National Records and Archives Authority, **Oman (Sultanate of)**

Professional Records and Information Services Management (PRISM) International, Inc., **United States**

The International Council on Archives (ICA)

is dedicated to the advancement of archives through international collaboration. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world.

Flash

communicates news on ICA activities and highlights current issues in archives. It is the complement to the in-depth professional reflection, reports and debate in *Comma*.

Flash is published three times a year as a membership benefit by ICA. Contents may be reproduced and translated in part or in whole, provided that credit is given. Information in this issue of *Flash* was current at the closing date for production, 9 December 2008.

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CARBICA
EASTICA
ICA Flying reporters
Joohyun Lee
Kevin Casha
Lew Bellardo
SAE
SARBICA
SBL
SPO
Ian E. Wilson

Translation of Flash

Translation is assured by volunteers alone: please think of offering your help for just one day every four months!

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A Message from the new Secretary-General

At the half-way stage of the Annual General Meeting in Kuala Lumpur last July, I formally took over the post of Secretary-General, in succession to Joan van Albada. Although I had been preparing for the hand-over since the approval of my appointment at the Québec Annual General Meeting the previous November, the pace of my working life suddenly quickened almost overnight and there are no signs whatsoever of things slowing down. It is a very exciting time to be Secretary-General and I look forward to tackling many challenges in a resolute but sensitive manner.



I have been touched by the good wishes and expressions of encouragement that I have received from many members in recent months. I have also often been asked how I see the role of the Secretariat developing in the coming years.

Although the role of the Secretary General has been quite clearly defined in the constitution, I think that this is a very legitimate question. The Secretariat should in my view concentrate on the following:

- **improving communications, especially the website**
- **delivering effective governance**
- **increasing transparency**
- **managing the finances responsibly**
- **coordinating the professional programme**
- **forging stronger partnerships with other organizations**

In short, the Secretariat will play an enabling role and provide a robust framework for members to work together and to make the most of the resources at our disposal. I also feel that we have a general responsibility for the network of the ICA network. Indeed, one of my priorities is to try and attract more institutions and individuals to join ICA.

I am very fortunate to have inherited an experienced and talented team, which has been recently strengthened by the addition of Didier Grange, who is based in Geneva, as Deputy Secretary General, and Naomi Setchell as webmaster.

I wish there to be no doubt that everyone in the Secretariat is committed to upholding linguistic and cultural diversity, to fostering international co-operation and professional solidarity in the field of archives, and to improving the range and quality of services to members as quickly as possible.

As I settle into my new post, I am looking forward to meeting many more members, especially those outside Europe and North America, with whom I have had limited contact so far but from whom I feel I can learn a great deal.

IT IS A PRIVILEGE TO SERVE ICA AT THIS CRUCIAL STAGE IN ITS DISTINGUISHED HISTORY.

David Leitch
ICA Secretary General
leitch@ica.org

International Congress on Archives

Annual General Meeting at Kuala Lumpur, 25-26 July 2008

This year the Annual General Meeting was divided into two parts: the first, under outgoing President Lorenz Mikoletzky, reflected on the achievements of ICA during the period from 2004 to 2008, while the second, chaired by the new President Ian Wilson, looked forward to the challenges of the next two years. The Annual General Meeting was addressed by Miriam Nisbet, Director of the Information Society Division at UNESCO, who stated that UNESCO was keen to continue its support for the ICA-AtoM project and more generally to reinforce its links with ICA.



David Leitch
ICA Secretary General
leitch@ica.org

The following were the main decisions that were taken:

- The applications of the provisional Sections on Notarial Archives and on Sports Archives to become full sections were approved
- The six objectives set out in the Strategic Directions document were approved as a framework for the work of the Programme Commission. In the light of comments made, a revised text will be presented to the next Annual General Meeting in November 2009
- The AGM unanimously accepted the proposal of the Management Commission that Lorenz Mikoletzky (outgoing President), Mitsouchi Kikuchi (outgoing Vice-President CITRA), Sidek Jamil (outgoing Vice-President, Congress) and Joan van Albada (outgoing Secretary General) should be appointed Fellows of ICA. All four received their award to general acclaim during the second half of the Annual General Meeting.
- Tomas Lidman (Vice-President, Finance) will chair a working group on membership dues, including a representative from the associations, the branches and the Secretary-General, which will propose new scales at the Annual General Meeting in 2009
- Malta was confirmed as the CITRA host in November 2009, and Norway in late September 2010
- Australia will host the 17th International Congress on Archives in Brisbane in August 2012
- It was agreed that, following a request from Algeria, the Management Commission will study the question of displaced archives and will report on progress to the Annual General Meeting in 2009
- New members of the Management Commission were presented to the Annual General Meeting: Christine Martinez (Vice-President, Associations); Hans Naess (Vice-President, Sections), Setareki Tale (Vice-President, Branches) and Abdelmajid Chikhi (Branch Representative)
- The Vice-President, Associations, informed the Annual General Meeting that the Universal Declaration on Archives would be presented for final approval at the next Annual General Meeting in 2009

Kuala Lumpur 2008

A Congress to Remember !

Over 1,200 participants from a record number of 138 countries attended the 16th International Congress on Archives between 21 and 27 July 2008, which focused on the themes of 'Archives, Governance and Development'.

326 expert speakers presented at 53 workshops and 169 sessions, some of which were available in simultaneous translation. The range of topics was vast, including the latest innovative developments of the ICA-AtoM project for free open source cataloguing software, the launch of the ICA standard on functional requirements for the management of electronic records, updates on newly completed ICA descriptive standards, the development of professional competencies and new ways of training archivists, audiovisual archiving and 'green archive buildings'. Indeed one of the few complaints received from delegates was that they were spoilt for choice, with as many as seventeen different sessions running at any one time !

All presentations submitted before and during the Congress are available on the programme pages of the Congress website – <http://www.kualalumpur2008.ica.org> ; some of them have been added to the Resource Centre in the main website since the Congress; and a selection of them will be published both electronically and (subject to a membership survey) in print in *Comma* in 2009. In this way members of the global archival community will be able to access the rich professional content of the 2008 Congress in the ways that are most convenient to them.

The excitement of the occasion was vividly captured by the Flying Reporters, who posted frequent news items and interviews with key players on the Congress website. The harnessing of the energies and talents of these younger colleagues was one of the most encouraging features of the Congress, and ICA intends to repeat and extend this successful experiment at future major events.

From a governance perspective, the 2008 Congress was also extremely busy. Many branches and sections held meetings to elect new office-bearers and to develop work programmes for the next four years. The Annual General Meeting marked the smooth transition of the Presidency from Lorenz Mikoletzky (Austria) to Ian Wilson (Canada), while David Leitch took up his post as Secretary-General in succession to Joan van Albada. The Management Commission, comprising the newly elected President and Vice-Presidents, lost no time in getting to work and held a special meeting in the evening after the annual General Meeting.

Throughout the proceedings participants could take a break by visiting the trade fair and library. The social programme comprised five days of stimulating presentations, including visits to the National Archives, the National Library and sites of historical and cultural interest. For those wanting even more distraction it was possible to experience traditional dances and games, and to learn about Malaysian musical instruments and handicrafts.

Our Malaysian hosts went out of their way to make participants feel welcome at all times. The colourful opening banquet was an attractive introduction to Malaysian culture and the catering between sessions was lavish. The reigning Sultan generously hosted a Royal Tea for national archivists and ICA office-bearers. The facilities at the new Kuala Lumpur Convention Centre in the heart of the city were first-class, with all meeting rooms conveniently concentrated on two floors and free WiFi to facilitate Internet access. Most delegates were accommodated in comfortable hotels within a short distance of the Convention Centre.

All told, the Congress of 2008 was a tremendous success. A lot of valuable professional knowledge was shared and has been made available online to colleagues who were unable to attend. The process of renewal that took place in many ICA bodies at the Congress will help the organization to tackle the challenges of globalization in the coming four years, before the next International Congress in Brisbane in August 2012.

International Congress on Archives

ICA is deeply grateful to Sidek Jamil and his staff at the National Archives of Malaysia, who worked tirelessly to ensure that the Congress would go well. The strong support of the Malaysian Government, especially the Minister, Deputy Minister and Secretary-General of the Ministry of Unity, Culture, Arts and Heritage, is greatly appreciated.

David Leitch

ICA Secretary General

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Flying Reporters



Archivists entering the profession today are living in a rapidly evolving social, economic and technological environment. ICA is keen to encourage an inter-generational and international dialog about the state of the profession and the evolutions it must undergo to meet the needs of this future. ICA recognizes the creative potential of young professionals, their ability to think outside the box and to generate new and unconventional ideas. Having been educated in a digital world, they bring to the table a heightened awareness of the challenges and opportunities of digital archiving and new media.

The future of the archival profession poses significant challenges but also presents many opportunities for growth and evolution. Several generations of archivists must work together to respond rapidly to these challenges and to ensure that the archival profession will develop and adapt to the rapidly evolving environment of today's society.

In support of this long-term goal to encourage intergenerational dialogue and strengthen individual membership amongst new professionals, ICA at its 16th International Congress in Kuala Lumpur introduced the Flying Reporters program. The Flying Reporters are a group of archivists from Canada, France, Malaysia, the Netherlands, the Netherlands Antilles, Portugal, Switzerland, and the United States. Throughout the Congress in Kuala Lumpur they produced reports on sessions, interviews, meetings, and other events. The Flying Reporters were received with enthusiasm and encouragement from ICA leadership and members, and the group looks forward to participating in other ICA events. You can see the result of their work at

<http://www.kualalumpur2008.ica.org/reporters/>.

But the work of the Flying Reporters hasn't ended with Congress. The group is currently exploring ways to encourage young professionals and students who are interested in international archival issues to become active in the Flying Reporters. Within the larger ICA program of involving young professionals, they hope to develop relationships with university archival and records management programs. They aim to initiate a mentorship program that would partner archivists new to ICA with more senior members at ICA events. Finally, they plan to work with the secretariat to develop areas of the ICA website to serve as sharing points for information on overseas internship opportunities, research projects, funding sources, and other resources of particular interest to young professionals.

The Flying Reporters project represents an important effort by the ICA to renew membership, to promote international collaboration and exchange, and to reflect the expanding interests of the profession in the 21st century.

Ineke Deserno

PCOM Member

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Anne Bast

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Kuala Lumpur 2008

Launch of the ICA *Principles and Functional Requirements for Records in Electronic Office Environments*

**Edited Speech by ICA President
Lorenz Mikoletzky, 24 July 2008,
Kuala Lumpur, Malaysia**

The *Principles and Functional Requirements for Records in Electronic Office Environments Project* was conducted under the “Electronic Records and Automation” priority area of the ICA. The aim of the project was to produce globally harmonised specifications and requirements for software products that are used to create and manage records in office environments. The objective has been realised with the publication by the ICA of three modules:

1. Overview and Statement of Principles
2. Guidelines and Functional Requirements for Electronic Records Management Systems
3. Guidelines and Functional Requirements for Records in Business Systems

This project is significant for two reasons. First, the ICA has provided a means by which the world’s archival institutions can speak with one voice to the global software industry about their requirements for records functionality in office software applications. Second, the project has, in addition to tackling the familiar area of EDRMS software applications, addressed the new and emerging challenge of incorporating good records management functionality into line of business systems. The view of many experts in the field is that this is the way of the future – that rather than having separate records management software products, records management should be done in native line-of-business software applications.

I would like to congratulate the National Archives of Australia for initiating and leading this project and all of the participating institutions, namely:

- Archives New Zealand
- The National Archives, United Kingdom
- Das Bundesarchiv, Germany
- National Archives of Malaysia
- National Archives of the Netherlands
- National Archives of South Africa
- United States National Archives and Records Administration
- National Archives of Sweden
- The Archives Directorate of France
- The Cayman Islands National Archives.

I would also like to acknowledge the important supporting role played by the Australasian Digital Recordkeeping Initiative in this project, especially the National Archives of Australia, Archives New Zealand and Queensland State Archives. Staff from these three institutions carried out much of the hard work of drafting the content of the two largest modules – Modules 2 and 3. Given the world leadership demonstrated by Australasia in the field of electronic records over the past decade and more, it is no surprise that the success of this project is due in no small part to the efforts of our colleagues from down under.

I encourage all ICA members to examine the three modules very closely and to make use of this work within their own jurisdictions and organisations. I also encourage members to spread the word about this significant project to our colleagues in government and in the software vendor community.

Lorenz Mikoletzky
ICA former President
lorenz.mikoletzky@oesta.gv.at

Executive Board Meeting in Vienna: Key Decisions



The new Executive Board, keen to maintain the positive momentum generated by the Kuala Lumpur Congress, met for the first time under the Presidency of Ian Wilson in Vienna on 9-10 October. The meeting was hosted by Lorenz Mikoletzky, immediate past President

of ICA and Director-General of the Austrian State Archives. The meeting began with a discussion of the ICA and the priorities the members of the new EB would like to see accomplished during their time on the Board. Everyone spoke to this, and it was quickly apparent that communication across our membership is key, with an enhanced web site vital to achieving this.

THE FOLLOWING WERE AMONG THE DECISIONS TAKEN:

- A working group under the chairmanship of Tomas Lidman, Vice-President Finances, including representatives from the Section of Professional Associations (SPA) and the Sections and the Secretary-General, would develop a new scale of membership dues, for approval by the Annual General Meeting in November 2009 ; it would take account of the work already done by SPA in this area
- In the light of a recent letter from the Association of Latin American Archivists (ALA), relations between ICA and ALA were carefully considered ; it was decided that, as a first step in a continuing dialogue, ways of increasing the amount of content in Spanish on the ICA website and publications would be identified
- The creation of a special interest group on Archives and Human Rights was approved
- The composition of the Flying Reporters Group should be broadened and its activities extended, as a way of attracting younger professionals into ICA
- The new approach to the development of ICA's professional programme, linking it closely with the organization's strategic and business plans, was enthusiastically endorsed
- It was agreed that 50,000 euros should be allocated to the branches and the same amount to the sections in the 2009 budget
- Steps would be taken to increase ICA's capacity to generate revenue, on the basis of the existing constitution and relevant models in France
- The proposal for an ICA Foundation would be developed and would be considered at the next meeting of the Management Commission (Abu Dhabi, 2-4 February 2009)
- The Secretary-General was asked to develop proposals for the reactivation of FIDA (Fund for International Archival Development), in consultation with the Regional Branches
- The ICA-*AtoM* Steering Group was asked to develop a business plan charting the future development of this major product and to prepare a report for the next meeting of the Management Commission
- SPA's preparations for the marketing and promotion of the Universal Declaration on Archives, and its presentation to the Annual General Meeting in 2009, were approved
- The EB accepted the recommendation of the *Comma* Board that, starting with the 2008 Congress proceedings, print publications would be resumed, subject to the results of a member survey
- The Secretariat's proposals for the enhancement of the ICA website, including the creation of a web strategy committee and the development of a space reserved for members, were approved
- The proposal for the creation of a working group on the question of displaced archives was approved
- The proposed Israel-Palestine Collaboration on archives, the implementation of which would require the active participation of ICA as an umbrella body, was agreed
- The invitation from Algeria to host the next meeting of the Executive Board in late May 2009 was accepted
- The Executive Board welcomed the work that had been done to date on the preparations for the next Congress in Brisbane, Australia (August 2012)

David Leitch
ICA Secretary General
leitch@ica.org

CITRA: At the dawn of a new cycle

Chaired by Nolda-Römer-Kenepa, National Archives Director of the Netherlands Antilles and host of the CITRA of Curaçao (2006), the CITRA Bureau has started to prepare for the next cycle (2009-2011).

The next CITRA will take place in November 2009 in Malta. Under the title of « Imagining the twenty first century archivist: new strategies for education and training », participants will have the opportunity to review training and education for the archivist. To facilitate partnerships and collaborations within ICA, the Section for archival training and education (SAE), as well as the Programme commission (PCOM) will be directly involved in the development of the programme. A particular effort will also be made to invite external partners to share their own experiences and projects.

The CITRA 2010 will take place in Oslo (Norway) and will tackle the issue of the management and conservation of electronic records. For CITRA 2011, which will be held in Toledo (Spain), the main topic will be dedicated to conservation.

The next CITRA's format should facilitate exchanges between participants. Plenary sessions will alternate with discussion groups that relate directly to the topics addressed during the plenary sessions. The length of the CITRAs will be reduced to two days. As usual, it will be followed by the ICA Annual General Meeting.

Nolda Römer-Kenepa
ICA Vice-President CITRA
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Didier Grange
ICA Deputy Secretary General
CITRA Secretary
grange@ica.org



CITRA 2009



MALTA

**17 - 21
november 2009**

***“Imagining the twenty first
century archivist: new strategies
for education and training”***

More information will be communicated
in the next edition

PROGRAMME

Programme Commission update

Your Programme Commission (PCOM), appointed for the 2008-2012 period, has been very busy since taking on its responsibilities at the Kuala Lumpur meeting in July. We have benefited from the excellent work done by the previous PCOM, and look forward to our challenges in the coming months

Early on we concluded that ICA members needed to know how PCOM 2008-12 would carry out its responsibility for supporting the ICA Programme. To that end we have been developing a document that sets out general guidelines and processes for supporting projects that advance ICA's new Strategic Plan and that describes the criteria that PCOM will use for evaluating proposals. I am happy to report that "Project Guidelines, Processes, and Evaluation Criteria" is now posted to the ICA website. It is also available from the ICA Secretariat.

I am also pleased to report that a first "Call for Proposals" is now on the ICA website. The Programme Commission urges those who intend to seek ICA support to contact the ICA Secretariat early in the planning stages of their project. From 5 January 2009 project applicants may begin to contact Christine Martinez, ICA's new Senior Programme Manager in the Secretariat, for advice relating to their ideas for project proposals. Christine will be able to provide information on how to best link the project to the ICA Strategic Objectives, and will try to identify related ICA projects, subject area specialists who might be of assistance, as well as to provide guidance on possible partners and additional funding sources. In the meantime, PCOM recommends that applicants begin to identify concepts for possible projects as soon as possible. Proposals should be submitted to the ICA Secretariat by 15 February 2009 at the very latest. Earlier receipt of the full proposals would be helpful. PCOM anticipates that decisions will be announced by 31 March 2009.

I wish to thank all the members of PCOM for their hard work, and the Secretariat for its excellent support. In particular I would like to express my thanks to our Secretary General, David Leitch. Last, I wish to thank the Direction des Archives de France for making it possible for Christine Martinez to serve as the ICA Programme Manager, and the U.S. National Archives and Records Administration for making it possible for Mary Ann Hadyka to provide her invaluable support this year. The future looks very bright for PCOM and for the ICA Programme.



Lew Bellardo
ICA Vice-President Programme
lewis.bellardo@nara.gov

PROGRAMME

ICA's Strategic Directions and Business Plan

On 26 July 2008 the Annual General Meeting at Kuala Lumpur gave broad approval to the document setting out the organization's Strategic Directions for the next ten years. The document attempts to combine overall clarity of purpose with sensitivity for the very different cultural contexts in which ICA members operate throughout the world. It was agreed that parts of the text would need to be revised in the light of comments made, and a that new version would be presented to the next Annual General Meeting in Malta (November 2009). It is only to be expected that ICA will have to adjust its strategy frequently in the light of political, social and technological changes in its external environment and reforms of its internal organization. The document, which can be consulted on the ICA website <http://www.ica.org/en/node/39140>, includes a vision, mission statement, declaration of values, and an indication of the outcomes that would be achieved if the strategy is successful.

One encouraging sign is that these six objectives have already been publicized in the Solomon Islands !

Since the Annual General Meeting there has been significant progress on the development of a business plan for the next two years. Many sections and branches responded magnificently and at short notice to the request for outline proposals that would help to achieve the organization's six objectives ; in total over 70 good ideas for projects were received. The main elements for a business plan, including an explanation of the part that the main ICA bodies play in the organization, as well as mechanisms for co-ordination, monitoring and evaluation, are now in place. Once the Programme Commission has made its decisions on full project proposals for funding and endorsement in March 2009, a list of projects will be compiled under each of the six objectives in a full business plan, which will then run until the Annual General Meeting in September 2010.

David Leitch

ICA Secretary General
leitch@ica.org

At the heart of the document are six Strategic Objectives, to the realization of which the AGM committed itself:

1. Raising Awareness of the Importance of Archives
2. Influencing the Development and Use of New Technologies
3. Building Capacity in the Records and Archives Profession
4. Strengthening the ICA Network
5. Improving the Performance and Accountability of ICA
6. Building Partnerships

PROGRAMME

Latest ICA-Atom news



ICA-Atom is the ICA's standards-based, free and open-source software for archival description. The 1.0 beta release was launched and very well received at the International Congress in Kuala Lumpur last July. Along with the Congress presentation, several fully-booked training workshops were given, a well-attended, open meeting of the ICA-Atom Steering Committee was held and a presentation to the ICA Board was also made.

In October 2008 the project entered into a formal beta testing phase with more than 20 institutions from different parts of the world volunteering to test and improve it. The formal beta testing will last until 31 March 2009. During this time Artefactual Systems, the Canadian company that is leading the software development on behalf of the ICA, will offer the beta testing volunteers free hosting of the application and data as well as technical support (a list of participants is available at http://www.icaatom.org/docs/index.php?title=Beta_Testing).

Therefore an initial user community has now been established and a discussion group created to enhance communication between them. Some of the discussion has already led to the addition of new features and enhancements in the ICA-Atom 1.0.4 release which was made available in early November. Those of you who wish to participate in these tests can still join the beta testing group by contacting Evelyn McLennan, the ICA-Atom community manager, at evelyn@artefactual.com. Of course, anyone is free to download and install their own copy of the current version of the software at any time. A full release history listing the application features and improvements is available at: http://www.ica-atom.org/docs/index.php?title=Release_History

The steering committee of the ICA-Atom project was extended: it now includes the recognized experts Claire Sibille (Directorate of the Archives of France and Vice-Chair of the Committee on Standards and Best Practices (ICA/CPBS), Ineke Deserno, member of the Programme Commission (ICA/PCOM), Zahra Pourjafar-Ziaei (Library and Archives Canada), and Jens Boël, the Chair of the Section of Archivists of international organizations (ICA/SIO). The full list of members is available at <http://ica-atom.org/about.html#governance>. The expanded Steering Committee, which met under the chairmanship of the ICA Secretary General in Paris on 24-25 November, recognized the original and remarkable contribution of Peter van Garderen who has succeeded in developing a product of great quality in a short space of time. It will propose to the Management Commission a business plan and a revised governance model in early February 2009.

The ICA-Atom project is a great opportunity for the ICA to deliver on all six of its strategic objectives for 2008-2018 (page 11). We expect the 1.1 release to be a fully production ready version of the application that is on par with the features of commercial alternatives. Let us hope that it arouses interest of new partners and sponsors so that the development of the product moves forward as quickly as possible. Consult the project website to find out more <http://ica-atom.org>. As well, anyone is welcome to join the ICA-Atom user discussion list to ask questions or just to follow the beta-testing discussion (<http://groups.google.ca/group/ica-atom-users>).

Perrine Canavaggio

Marketing and Communications Manager
for the ICA-Atom Steering Committee
canavaggio@ica.org

Institutionalization of the working group *Archives and Human Rights*

The working group *Archives and Human Rights* was formally established by the Executive Committee at its meeting in Vienna on 10 October. The group will in future be directly accountable to the Executive Board. It will report each year to the EB on its activities and every four years to the AGM held during the Congress, instead of only reporting to the Programme Commission.

The group is now chaired by Anna Svenson (Municipal Archives of Malmö, Sweden) and the secretary is Gabrielle Nishiguchi (Library and Archives Canada), both founding members of the group at CITRA 2003 in Cape Town. Trudy Peterson (USA) is the Vice President.

Among the recent activities of the group, we wish to highlight the presentations made at UNESCO in the framework of the 60th anniversary of the Universal Declaration of 1948 and the workshop organized by the High Commissioner of Human Rights in Geneva in order to consider Trudy Peterson's draft study entitled *Rule of Law Policy Tool on Archives and Human Rights*. In addition, the Spanish version of Antonio González Quintana report on *Archival Policies for the defense of Human Rights* is now accessible for comments and suggestions on the ICA web site. It will be available in English and French within the next few months.

Perrine Canavaggio

ICA Deputy Secretary General,
former Chair of ICA/HRG
canavaggio@ica.org

and **Anna Svenson**

HRG Chair
anna.svenson@malmoe.se

EURBICA launches the EURONOMOS Database

Delegates attending the EURBICA AGM in the National Archives of France in Paris on the evening of 17 November were given a demonstration of the EURONOMOS database. This tool provides simple and structured access to the laws relating to archives that apply in European countries and institutions. The database, conceived and developed by EURBICA, has received funding from the European Commission and is relevant to everyone who has an interest in information and archives management.

The database includes the following:

- Background texts, in English and French, describing the national and institutional context in which the legislation operates
- The facility to search either through free text or key words, enabling a comparative approach to legislation in different countries
- The texts of the legislation itself in the official language of the country concerned, possibly with a translation, complete or partial, into English or French, but also with a summary in these two languages
- Bibliographies for further research

Since June 2008 several training sessions have taken place, giving experts throughout Europe the skills they need to load content directly onto the database. It is expected that the database will be made publicly available soon, on completion of the project's final phase. It will be hosted by the ICA in association with its own website. Archivists everywhere need to work with a full understanding of relevant legislation. Once EURONOMOS is fully established, the same database structure could also be used to hold information about archives legislation in other parts of the world.

News from branches

CARBICA training course “Junior Restorer - Restoration and Preservation of Archival Documents”

The Caribbean Regional Branch of the ICA (CARBICA) organized a training course entitled “Junior Restorer – Restoration and Preservation of Archival Documents” which was hosted by the National Archives of Martinique from 9 to 20 June 2008. Erwin Gibbes from the National Archive, Curacao, was the overall coordinator, with J. Kimlon Seymour and Maylen Eden of the Cayman Islands National Archive and Peter van Dijk, National Archive, Curacao delivering theoretical and practical sessions.

The course was geared towards staff working in archival institutions, who already possessed some knowledge of the care and handling of archival documents. Seven persons participated, representing the following countries: Barbados, British Virgin Islands, Curacao, Grenada, St. Lucia, Suriname and Trinidad and Tobago.

Participants worked mainly on books brought from their institutions in practical sessions on washing, bleaching, bookbinding, laminating, repairing and testing of paper grain.

They also covered topics such as:

- Theory of Paper Production and Degradation
- Theory of Deacidification
- Theory of Infilling and Repair Techniques
- Theory of Preventative Conservation
- Demonstration and Practice of Leaf Casting

This course is meant to be the first step in a cycle of preservation training courses which will address paper conservation, preventative conservation, disaster preparedness, book binding, etc.

Helena Leonce

CARBICA President

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News from branches

Activities of EASTICA 2008-2009

The activities of the East Asian Regional Branch of the ICA (EASTICA) in 2008 first started in Seoul, Korea, in April when members gathered together for the annual seminar and at the same time to celebrate the inauguration of the new NARA Repository of the National Archives of Korea. The efforts made by our Korean colleagues in enhancing archival management were highly praised.

In May, EASTICA continued to organize its Postgraduate Certificate in Archival Studies (PCAS) in Hong Kong. This was the Program's sixth year. As before, the 2008 Program of Studies was jointly organized with Hong Kong University. Lecturers invited to come to Hong Kong included Dr Trudy PETERSON ; Ms Marian HOYLE ; Mr Steve STUCKEY ; Dr Anne GILLILAND; and Mr Don BRECH. As regards the Program for 2009, preparations are already underway. A pamphlet announcing and promoting the Program had actually been distributed through EASTICA Exhibition Booth during the ICA Congress in Kuala Lumpur.

Planning is also in progress to organize a professional development program in Ulaanbaatar, Mongolia, for archives and records staff in the National Archives and in other government agencies. Funding for the program is being explored. It is hoped that the Program will be held in August



2009 if planning goes well.

Meanwhile, EASTICA is preparing for its 9th General Conference, which will be hosted and organized by the State Archives Administration of China and will be held in September 2009 in Qingdao, Shangdong Province.

Simon Chu

EASTICA Secretary General
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SARBICA Special Meeting 21 – 24 October 2008, Bogor, Indonesia.

The meeting of the Southeast Asia Regional Branch of the ICA (SARBICA) in July 2008 in Kuala Lumpur agreed that the SARBICA Constitution need to be reviewed in order to meet the current situation. The SARBICA constitution has reached its 40th anniversary this year, so it is timely for SARBICA to restructure its organization to suit current needs especially on its membership structure. The aim is to allow more members outside SARBICA to join SARBICA.

A special meeting was recently held in Bogor, Indonesia with a special mission - to discuss the amendment to SARBICA constitution as well as to determine the SARBICA's strategic planning for the next 5/10/15 years in accordance with the ICA strategic planning.

Aside from the meeting, SARBICA and Arsip Nasional Indonesia also organized a seminar on the roles of Archives and conducted visits to the West Jawa Provincial Archives and other related Institutions such as Higher Management Training Centre and Artists Residence. A courtesy call was also made to the Vice- Governor of West Jawa.

In conjunction with the meeting, SARBICA also launched a campaign for the Provincial Archives of Indonesia to become member of SARBICA. There were 33 Provincial Archives in Indonesia attending the meeting. With the endorsement of SARBICA constitution due to take place in Hanoi in this coming May 2009, we hope to have more members joining SARBICA.

Yatimah Rimun

SARBICA Secretary General
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News from branches

International Archives Day in Senegal: Monday 9th June 2008

For its second celebration of International Archives Day, the Directorate of the Archives of Senegal chose the theme of

'Archives, supporting good governance and collective memory'



In addition to Dakar with the National Archives, and both public and private archives, the event also involved the 5 regions of the country that have a regional archives service (Saint-Louis, Thiès, Kaolack, Fatick), as well as the Centre for Legal Archives in the Louga Region.

In Dakar, the event comprised three activities: a panel on the theme, a visit to several modern archive repositories; and the swearing-in of National Archive employees, in accordance with the law 2006-19 of 30th June 2006, relating to archives and to administrative documents.

All these activities were well covered by the media, public and private alike: printed press; television and radio.

Panel

After the official opening ceremony by the Deputy Secretary General of the Government, held in the large conference room in the Chamber of Commerce in Dakar, the Day began with a panel comprising experts in good governance, decentralized administrative management and historical research. It was chaired by Mr Seydou Madani SY,

President of the National Commission on Access to Administrative Information and on the Protection of Personal Data.

The Director of the Archives of Senegal introduced the conference by a talk on how archives support good governance and collective memory.

The Delegate for State Reform and Technical Assistance and Mr. Abdoulaye BA, Secretary General of the Republic's Mediation Service, in turn defined the concept of good governance and its connections with archives, before handing the microphone over to Mr Mamadou DIOUF, former Director of Local Collectivities, who spoke on decentralized administration and the necessary preservation of the archives of local institutions.

On the topic of collective memory, Professors Abdoul SOW, Dean of the Faculty of Educational Sciences and Chérif Daha BA, Assistant Lecturer at the Department of History in the Faculty of Letters and Human Sciences of the University of Cheikh Anta Diop of Dakar, then insisted on the important role of archives in historical research. These speeches were followed by a rich debate.

Visits to two modern archive repositories

In the afternoon, a visit to two archive repositories applying relevant archival standards was organized: those of a public company, the Société Immobilière du Cap Vert (SICAP), and the Agency for the Security of Aerial Navigation in Africa (ASECNA);

Swearing In

Finally, because of the large number of hearings that day, the swearing in ceremony for the staff of the Directorate of the Archives of Senegal took place at the Regional Tribunal of Dakar on the following day, Tuesday 10th June 2008.

Papa Momar DIOP

Director of the Archives of Senegal

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Standards of Archival Description

The Kuala Lumpur Congress and archival description standards, between theory and practice

From 21-27 July, the National Archives of Malaysia hosted the 16th International Congress on Archives, an event that also coincided with the 40th Anniversary of SARBICA and 60th Anniversary of ICA. Around the generic topic “Archives, Governance and Development: Mapping Future Society”, the attendees were able to participate in different sessions and workshops, related primarily to electronic archiving and records management.

In the field of archival description, one of the most relevant events was the presentation to the international community of two new standards: the International Standard for Describing Functions (ISDF) and the International Standard for Describing Institutions with Archival Holdings (ISDIAH). The 4 workshops presented by the Committee on Best Practices and Standards were very successful and provided a forum for discussion with archivists from Asian or African countries, who rarely have opportunities to participate in the work in this area.

The other important event was the presentation of the ICA-AtoM software – AtoM is the acronym for Access to memory”. AtoM is a web-based open source tool, which enables the creation and publication of online archival descriptions compliant with ICA standards. These descriptions can then be exported in XML/EAD format. The 1.0 version was released in July released and may be downloaded or tested at: <http://ica-atom.org/>

ICA-AtoM is a flexible and quite simple tool, and for archival institutions with few means but wanting to put quick and easily finding aids on the web, with related authority records and linked digital images, this solution is a relevant one, which enables a better dissemination of descriptions based on ICA standards.

An ICA priority for the next 2 years will be the revision of ISAD(G) and ISAAR(CPF) standards. The work of the Committee on Best Practices and Standards – Description Working Group will focus on the harmonisation of international standards for description, and major structural changes should not occur. For example, the Control Area of ISAD(G) should be harmonised with the other descriptive ICA standards. Chapter 6 which is related to the creation of relationships between records, their creators or holders and the functions fulfilled by records creators and which is included in ISAAR, ISDF and ISDIAH, should be merged into a chapter common to the 4 standards, making more explicit the relationships between the different standards. This homogenisation is the first step toward the development of a conceptual model for archival description reconciling the 4 international descriptive standards developed since the beginning of the 1990s, following the approach that was successfully applied by international communities of librarians and museums curators.

Claire Sibille

CBPS Vice-Chair in charge
of Archival Description Area
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News from sections

SAE at the ICA Congress, Kuala Lumpur, Malaysia

Members of the Section on Archival Education and Training of the (SAE) had very hectic but rewarding schedules at the Congress. The General Assembly met to elect members and office bearers. Mr David Leitch, the incoming Secretary General, outlined proposed ICA objectives. Office bearers elected were:

- President: Mr Larry Eiring (United States)
- Vice President: Professor Karen Anderson (Sweden)
- Vice President: Dr Elizabeth Shepherd (United Kingdom)
- Secretary: Ms Marian Hoy (Australia)
- Treasurer: Dr Karsten Uhde (Germany)



The busy schedule continued.

SAE members were involved in some 13 different sessions and events, including:

- Workshops based on 'Training the Trainer Resource Pack', in Bahasa Indonesian, English, French, Portuguese and Spanish
- Electronic records and archives management education and training
- Practice and research, revisiting theory in archival education
- Boundaries and relationship between archives, business archives and communities
- Developments with INTERPARES projects
- Skills and competencies, models for training the trainer in records management
- Archives issues in Japan, Korea and South America
- Being part of roster on the ICA Stand

The SAE Steering Committee met to plan projects for 2008-2012 and heard from Mr Lew Bellardo, Vice President of the Programme Commission, about its objectives. Larry Eiring and Marian Hoy represented SAE at the ICA Annual General Meeting.

SAE is grateful for the assistance from the staff of the National Archives of Malaysia during the congress, and the ICA Secretariat, especially the retiring Secretary-General, Mr Joan Van Albada. The SAE Executive would also like to thank all of its members for their efforts before, during and at the Congress and congratulate them on their sessions and papers.

To contact the SAE, please go to <http://www.ica.org/en/sections> and click on Section on Archival Education and Training

Larry Eiring

SAE Chair

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News from sections

SBL “Extended International Cooperation”



Section for Business and Labour Archives of the ICA (SBL) has during these last four years had as one of its main goals to extend communication and international professional partnerships worldwide. This mission has recently been strongly emphasized in the new 4-year plan for SBL 2008-2012.

Last year's activities added significantly to this development. In Guangzhou, China, on Dec. 3rd-7th 2007, the first ICA/SBL seminar on business archives held in China was hosted by the Chinese archives central authorities in Beijing and the regional archival authorities in t Guangdong province. Representatives of a large number of Chinese corporations, many of them huge manufacturing and industrial companies, attended. In total 63 participants were present throughout the seminar. The SBL representatives were Didier Bondue from Saint-Gobain company in Paris (SBL vice-chair), Bruce Smith, archives consultant from Melbourne, Australia (SBL board member), Helen Swinnerton from HSBC Banking group in Hong Kong, Sgadleva Larisa from the administration of archives of Moscow, and myself.

The seminar was the first of its kind in China and was recognized publicly by the Chinese authorities as an important event.

The seminar focused on the handling of business archives, ranging from issues as organization and preservation to retention regulations, international cooperation and other issues. The Chinese participants showed great interest and concern and there was not enough time for the participants to discuss fully all the questions raised.

Mr. Duan Dongsheng, deputy director general of the State Archives Administration in China in his speech of welcome emphasized strongly the importance of the preservation of business archives as a tool for the records and archives and also for the documentation of Chinese history and social development.

The seminar was held in the Guangdong provincial archives building built in 2004. The building was a marvellous showcase of the most modern technologies and comfortable facilities. The six exhibition halls covered a total of 5000 square meters. This new building should be visited as a possible model for authorities planning to erect new archives buildings.

A Business Archives Specialist seminar was then held in Stavanger in Norway on June 17th-18th on the topic: “Corporate Retention Policy and Practise – Retention Guide Lines – Transparency and Potential for Standardization.”

Well known archivists such as Ineke Deserno and Deborah Skaggs were keynote speakers. The seminar presented the experiences of larger multinational companies on the preservation of business archives. The papers also disclosed differences of attitudes to archival programs and use of systems and above all cultural gaps as to the need of preserving employee files from companies. European business archives were mindful of social responsibilities, while their North American counterparts strongly emphasised private privacy.

SBL staged its own half-day session during the ICA world congress in Kuala Lumpur on July 23, 2008. The seminar titled “Business Archives – Professionalism – Good Governance and Multiple Use” had a good audience.

SBL has decided to arrange its next Bureau meeting in combination with a seminar during May 9th-11th 2009 in Mikkeli, Finland.

Hans Eyvind Naess

ICA Vice-President Sections, SBL Chair

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News from sections

SPO Active and Successful in Kuala Lumpur

Before the congress in Kuala Lumpur, the Section on Sport Archive of the ICA (SPO) voted to elect its bureau for the period 2008–2012. From the bureau of the provisional section Françoise Bosman, Agnès-Gersende Piernas, Sabine Christe, Isabella Orefice, Mbaye Thiam, Fina Solà and Kenth Sjöblom continued as bureau members, and as new members Laurence Ward from England and Zhang YiQun from China were elected. So the new bureau of the permanent SPO will consist of nine members to start with. The proposal that Kenth Sjöblom is elected Chair/President of the section, was also accepted by the members.

General Assembly of SPO

The first general assembly of SPO was held on 21 July. As anticipated, not many official members participated in the congress. Since the meeting was open also for potential new members, it would have been nice to see a few more persons attending. The chair of the section presented SPO's activities so far as well as the projects for the future. The projects are also mentioned in the new brochure that was printed in four languages (Arabic, English, French and Spanish) with a new layout before the congress.

SPO activities in Kuala Lumpur

On Thursday, 24 July, SPO arranged a round table session about sports archives, where Kenth Sjöblom, Ms Beng Choo Low from the Olympic Council of Malaysia and Mbaye Thiam were the speakers. The session attracted quite a substantial and active audience. Many of the participants in the session signed their name on the list of future contacts and potential members. SPO had a stand in the Trade Fair area that was sponsored by local sports institutions. There SPO had the possibility to hand out the new brochure, had access to a computer with internet connection, so that we could show our website and in cooperation with the IOC we had the opportunity to show the official film about the Olympic Games in Mexico 1968, both in a TV close to our stand and on the big screen in the Trade Fair hall.

SPO wishes to thank the local organisations for a smooth and positive co-operation during the congress. SPO also had help from Marie-Eve Pruneau from the IOC, who actively sat at the stand and who brought the Olympic film with her from Lausanne, together with some Olympic souvenirs. SPO's chair, Kenth Sjöblom, was also interviewed by the flying reporters already the first day of the congress.



Annual General meeting of ICA brings permanency to SPO

During the first day of the Annual General Meeting (AGM) of ICA one question on the agenda was the establishment of sections. SPO had applied for permanent status to the Executive Board, who now proposed to the AGM that SPO – along with the section on notarial records – should be established as a permanent section of the ICA. This was duly approved by the AGM.

Special edition for Comma

Negotiations with the Comma editorial board about the details of an issue on Sports Archives were continued in Kuala Lumpur. SPO had nominated an own editorial group consisting of Fina Solà, Isabella Orefice and Kenth Sjöblom to prepare the issue. The editorial board accepted the proposal for content with some slight changes and suggestions for additional articles. Adrian Cunningham was appointed as contact person between SPO and the editorial board. The issue is scheduled for 2009.

Kenth Sjöblom

SPO Chair

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ICA Website Development Approved

Naomi Setchell has joined the ICA Secretariat as projects officer and webmaster to support the project of redeveloping the ICA website. Naomi has a first degree in Anthropology, as well as masters degrees in the History of Ideas and Archives and Records Management. Her most recent posts were at National Life Stories in the British Library and at the Center for Folklife and Cultural Heritage in the Smithsonian, where she specialized in archiving oral histories and folk music from around the world.

Naomi obtained the approval of the Executive Board for the Secretariat's proposed vision and way forward for the ICA website when it met in Vienna in October. The Secretariat aims to establish the ICA website as a leading online space for professional communication, collaboration and exchange. As one of ICA's most powerful tools for communication, the new website aims to increase coordination, transparency and participation in ICA activities as well as increase the visibility of ICA, of its partners and of archives more generally.

The Secretariat will open up a competitive bid and work with the best available development company to overhaul the ICA website to include the most appropriate structure, content and technologies. The new site will be an information hub and platform for debate about professional issues for archivists throughout the world. It will enhance ICA's way of working by using collaborative environments, such as Wikis (web pages on which users can add or change content according to their assigned rights). Another priority is to develop an informative and interactive part of the website reserved for members of ICA only. The public pages will present an appealing and relevant image of ICA.

Naomi has organized a new website committee which has an advisory role in supporting the Secretariat as the development process goes ahead. She invites you to voice any questions, suggestions or ideas you may have about the website and to send

in new content for the current website, which will be regularly updated with news features, events and documents in the meantime.

She can be contacted most easily by e-mail: setchell@ica.org.

COMMA 9

Margaret Procter (UK) became Editor-in-Chief of *Comma* during the Congress in Kuala Lumpur. As a member of editorial board of *Janus* and then of *Comma*, Margaret has been involved in the ICA's publication work since 1992. She said, "The dissemination and circulation of professional information of a high quality and of both immediate and long-term significance is one of the ICA's most important tasks. Such information is of potential relevance to every single member, as well as to their institutions. But ensuring that all members can access ICA publications easily, and in an accessible format, is also extremely challenging. The current aim of the Editorial Board, working closely with the Secretary General and the Executive Board, is to make sure that the most effective means of communicating *Comma* to the membership are identified. During November 2008, we will be surveying members to find out exactly what their publication needs are, and what kind of formats they want to see ICA publications appearing in." She added, "In the next couple of years, *Comma* readers can look forward to reading extended versions of some of the best Congress proceedings, and special issues on architectural and sports archives produced by the respective Sections. Other issues, including a volume on Latin American archives, are in the early stages of preparation."

Margaret Procter
Comma Editor-in-Chief
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PUBLICATIONS



PARBICA Panorama

PARBICA Panorama
Newsletter Journal
of the Pacific Regional
Branch of the ICA
Issues 2007/4, 2008/1, 2008/2
Contact: **John Cotton Wright**,
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Journal WARBICA

Half yearly journal
of the West African
Regional Branch of the ICA
Issue N° 5 Mai 2008-
ISSN 0850-430 X
Contact: **Papa Momar Diop**,
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ISAD(G): International Standard Archival Description, ISAD(G), 2nd Edition, adopted by the Committee on Descriptive Standards, Stockholm, Sweden, 1999.

- Translation into Polish provided by Hubert Wajs, Director of the Central Archives of Historical Records of Warsaw.
- Translation into Hebrew provided by Milca Har-Tal, Archives of Yad Tabenkin, The Center of the United Kibbutz Movement, Assaf Tractinsky, Israel State Archives, Masha Zolotarevsky, Jabotinsky Institute Archives.
- Translation into Romanian provided by the Federation of Romanian Archivists, Bogdan-Forin Popovici, Carmen Elena Dobrotă, Laura Adriana Dumitru

This standard provides general guidance for the preparation of archival descriptions. It is to be used in conjunction with existing national standards or as the basis for the development of national standards.

Polish version available online
<http://www.ica.org/en/node/38851>
Hebrew version available online
<http://www.ica.org/en/node/38910>
Romanian version available online
<http://www.ica.org/en/node/38918>

ISAAR(CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, 2nd Edition, adopted by the Committee on Descriptive Standards, Canberra, Australia, 2003.

- Translation into Polish provided by Anna Laszuk, Information Center in the Head Office of State Archives of Poland. ISBN 83 89115-63-8
- Translation into Romanian provided by the Federation of Romanian Archivists, Cornelia Vla_in, Alina Theodora Negoită ISBN 2-9521932-3-1

This standard provides guidance for preparing archival authority records which provide descriptions of entities (corporate bodies, persons and families) associated with the creation and maintenance of archives.

Polish version available online
<http://www.ica.org/fr/node/38852>
Romanian version available online
<http://www.ica.org/fr/node/38921>

ISDF : International Standard for Describing Functions, 1st Edition, developed by the Committee on Descriptive Standards, Dresden, Germany, 2007.

The Committee of Best Practices and Standards of the International Council of Archives (ICA/CBPS) is pleased to announce the release of the first edition of the (ICA-ISDF). The main scope of archival arrangement and description is to preserve the original context of records creation, by safeguarding their evidential value and their authenticity. Authority records compliant with ISAAR(CPF) make it possible to collect any important information on the records creators, corporate bodies, persons or families. That is the reason for providing separate but linked descriptions of records and of their creators - this enables archivists to develop dynamic and multidimensional descriptive systems.

English version available online
<http://www.ica.org/fr/node/38665>
French version available online
<http://www.ica.org/fr/node/38666>
Portuguese version available online
<http://www.ica.org/fr/node/38667>
Romanian version provided by the Federation of Romanian Archivists, Bogdan-Forin Popovici, Alina Theodora Negoită and available online
<http://www.ica.org/fr/node/38919>

Spanish version provided by Beatriz Franco and Abelardo Santamaria, Ministerio de Cultura de España available online <http://www.ica.org/fr/node/38668>

ISDIAH : International Standard for Describing Institutions with Archival Holdings, First edition, developed by the Committee on Descriptive Standards, London, United Kingdom, 2008.

To complement ICA-ISAD(G) and ICA-ISAAR(CPF), a working group of the Committee of Best Practices and Standards of the International Council of Archives (ICA/CBPS) has developed a new International Standard for Describing Institutions with Archival Holdings (ICA-ISDIAH). Information about the institution which holds archival materials, as referred to in traditional finding aids, is essential for users to access archival holdings. With the World Wide Web users have more opportunity to access online catalogues and archival information systems describing records held by a number of different institutions with archival holdings. Connecting records descriptions with information about creators and holders is essential to provide users with a comprehensive understanding of the archival material described.

English version available online <http://www.ica.org/fr/node/38884>

French version available online <http://www.ica.org/fr/node/38885>

Portuguese version provided by Vitor Manoel Marques da Fonseca, Arquivo Nacional, available online <http://www.ica.org/fr/node/38911>

Romanian version provided by the Federation of Romanian Archivists, Bogdan-Forin Popovici, Alina Theodora Negoită and available online

[disponible http://www.ica.org/en/node/38920](http://www.ica.org/en/node/38920)

Spanish version provided by Blanca Desantes Fernandez available online

[disponible http://www.ica.org/fr/node/38886](http://www.ica.org/fr/node/38886)

ICA Study 11 Guidelines on Disaster Prevention and Control in Archives is available in electronic format from the ICA website in Arabic

Mr Abdelkrim Badjadja, Technical Adviser, Center for Documentation and Research, United Arab Emirates, has produced the Arabic version of the Guidelines. These guidelines were compiled by the former ICA Committee on Disaster Prevention (ICA/PDP).

The purpose of these Guidelines is to assist archives and archivists in need of guidance to implement a disaster management policy and strategy. (December 1997)

Available at <http://www.ica.org/en/node/38670>



ICA Study 16: Electronic Records: A Workbook for Archivists is now available in Spanish

Committee on Current Records in an Electronic Environment (CER)

This manual on records in electronic systems, including networked environments, is available free of charge for download from ICA's Web site (Resource Centre). It is the work of the ICA Committee on Current Records in an Electronic Environment (CER, 2000-2004) and addresses the consequences of the fact that, throughout the world, records of all sorts are increasingly produced in electronic form.

This ICA Study no. 16 takes a practical approach to managing and preserving electronic records throughout their lifecycle.

Authors: **Andrew McDonald, Kimberly Barata, Michael Wettengel, Michael Miller, Niklaus Bütikofer, Kevin Ashley, Ivar Fønnes**

Available online at <http://www.ica.org/en/node/30684>



The Records of NGOs, Memory... To be Shared. A Practical Guide in 60 Questions

Translation into Arabic and Croatian of the Practical Guide written by Armelle Le Goff (Paris, ICA, 2004, French).

Arabic translation by Hassana Moheiddine, Professeur, Chef du département documentation, Université libanaise, Faculté d'Information et de Documentation, Lebanon, 32 pages, ISBN 2-9521932-2-3

Croatian translation by Ivana Hebeli, Documenta, Zagreb, Croatia, 92 pages, ISBN 953-95433-0-4



Arabic version available online
<http://www.ica.org/fr/node/38644>

Croatian version available online
<http://www.ica.org/fr/node/38901>

Training the Trainer Resource Pack. The Archives-Skills Consultancy. ICA Section on Archival Education and Training (ICA/SAE) March 2008

This resource pack is intended for anyone who wants some guidance or direction in planning, organising and delivering effective training for both professionals and support staff whatever their working or learning environment. The bulk of the pack addresses the various techniques for delivering training but it also covers the practical administrative tasks that are essential for successful training courses and which underpin the training content.

The Training the Trainer Resource Pack is a deliverable of the 2000-2004 Medium Term Plan of the ICA/SAE (International Council on Archives Section on Archival Education and Training) Steering Committee.

Margaret Crockett and Janet Foster are archives and records management consultants based in the UK. They have delivered training in Mongolia, Estonia, Latvia, Malta and Hungary as well as running their own on-going programme of training for staff at all levels working in archives, records management and information services in the UK

The pack is available in English at <http://www.ica.org/fr/node/30647>, Spanish at <http://www.ica.org/fr/node/38902> and Indonesian (Bahasa) at <http://www.ica.org/fr/node/38903>



PUBLICATION FROM THE ASSOCIATION DES ARCHIVISTES FRANCAIS

Contact: **Association des Archivistes français**
<http://www.archivistes.org>

La Gazette des Archives, Archives Justice et Droits de l'Homme

Proceedings of the International Colloquium Organized by the Association française d'histoire de la justice, Association des Archivistes français and the Conseil international des Archives, Lyon, France,

11 décembre 2006

N° 206 – *La Gazette des Archives*,

Revue de l'Association des Archivistes français, 165



PUBLICATION OF THE SOCIETY OF AMERICAN ARCHIVISTS

Contact: **Society of American archivists**
<http://www.archivists.org>

College and University Archives: Readings in Theory and Practice

Christopher J. Prom & Ellen D. Swain, Editors
Society of American Archivists (2008), 360 pp.



PUBLICATION FROM UNESCO

Contact: **UNESCO**
<http://www.unesco.org>

UNESCO's Information Society Division (Communication and Information Sector) and the UNESCO Archives and Records Management Unit have produced a CD-ROM with a selection of 52 of the Organization's famous "Records and Archives Management Programme" studies. The period covered by these 52 studies is 1977-1998.

All RAMP-studies are available in their languages of publication in UNESCO's documentary database, UNESDOC:

<http://unesdoc.unesco.org/ulis/index.shtml>