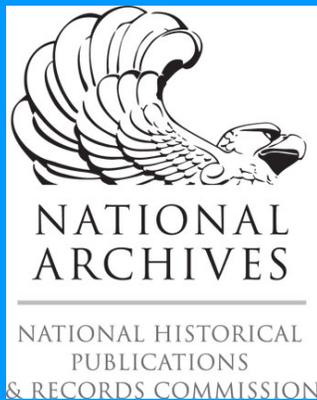




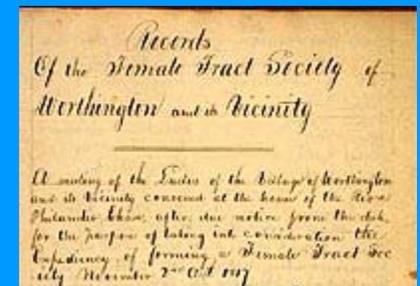
BASIC ARCHIVAL TRAINING



Alaska State Historical Records Advisory Board
May 14, 2014

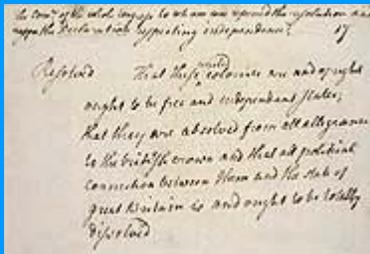
STRUCTURE OF THE WORKSHOP

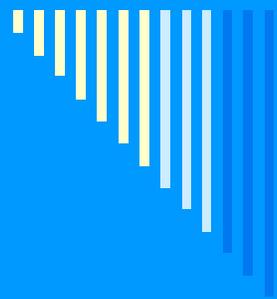
- Archival Theory & Principles
- Acquiring & Appraising Archives
- Fundamentals of Arrangement & Description
- Fundamentals of Archival Preservation
- Reference & Access
- Ethical Perspectives & Outreach
- State Archives Flood of 2009
- Conclusion & Evaluations



LOGISTICS

Washrooms
Breaks
Emergency Procedures





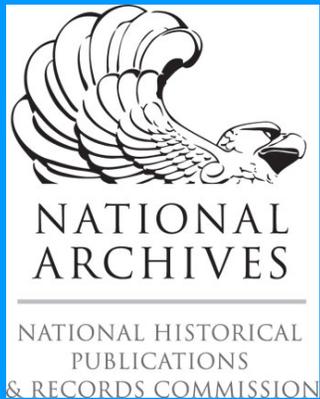
INTRODUCTIONS

Name, Location, Institution, Role





ARCHIVAL THEORY & PRINCIPLES



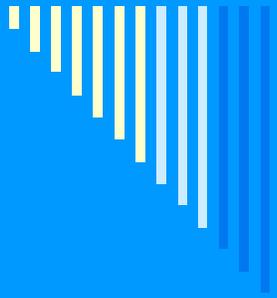
D. Dawson, State Archivist
Alaska State Archives

Alaska State Historical Records Advisory Board
May 14, 2014



**ARCHIVES ACQUIRE, PRESERVE &
MAKE AVAILABLE ARCHIVAL
MATERIAL**

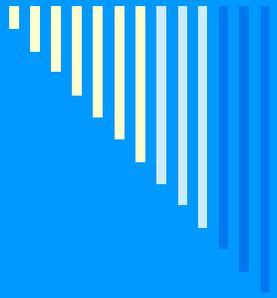
**So... why do we even have *Archives* &
what are *ARCHIVES*?**



WHAT ARE ARCHIVES?

DEFINITION ONE:

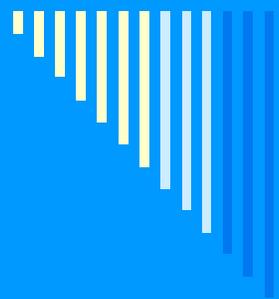
Permanently valuable records--letters, reports, accounts, minute books, manuscripts & photographs. These records are kept by individuals, business & government because they have enduring value to the creating agency & to potential seekers. They are the documentary evidence of events past, the facts upon which we can interpret & build stories.



WHAT ARE ARCHIVES?

DEFINITION TWO:

An organization dedicated to preserving the documentary heritage of a particular group: a city, borough, state, business, university or a community.



WHAT ARE ARCHIVES?

DEFINITION THREE:

The building or part of a building in which archival materials are kept, in other words the archival repository...perhaps even the *cloud*?



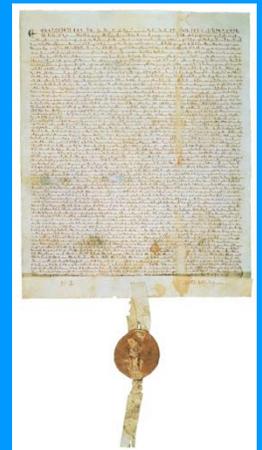
UNESCO UNIVERSAL DECLARATION ON ARCHIVES

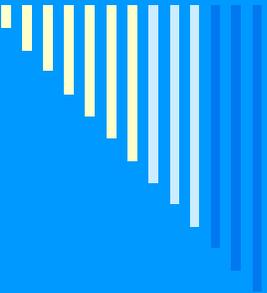
ARCHIVES:

- Record decisions
- Are unique & authoritative sources of information
- Play an essential role in society development
- Open access enriches humanity



Endorsed by UNESCO General
Conference 11/2011





THE ARCHIVES' ARCHIVES ARE IN THE ARCHIVES

But, one record does not an *archive* make.

Verb: *to archive*

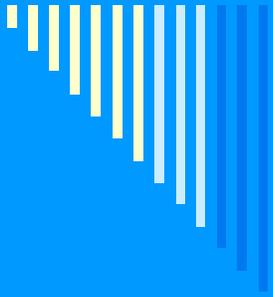


WHAT KNOWLEDGE MUST AN ARCHIVIST POSSESS?

An archivist must know:

- Procedures & Technology
- Ethics of profession & what is expected of them
- History
- Their records



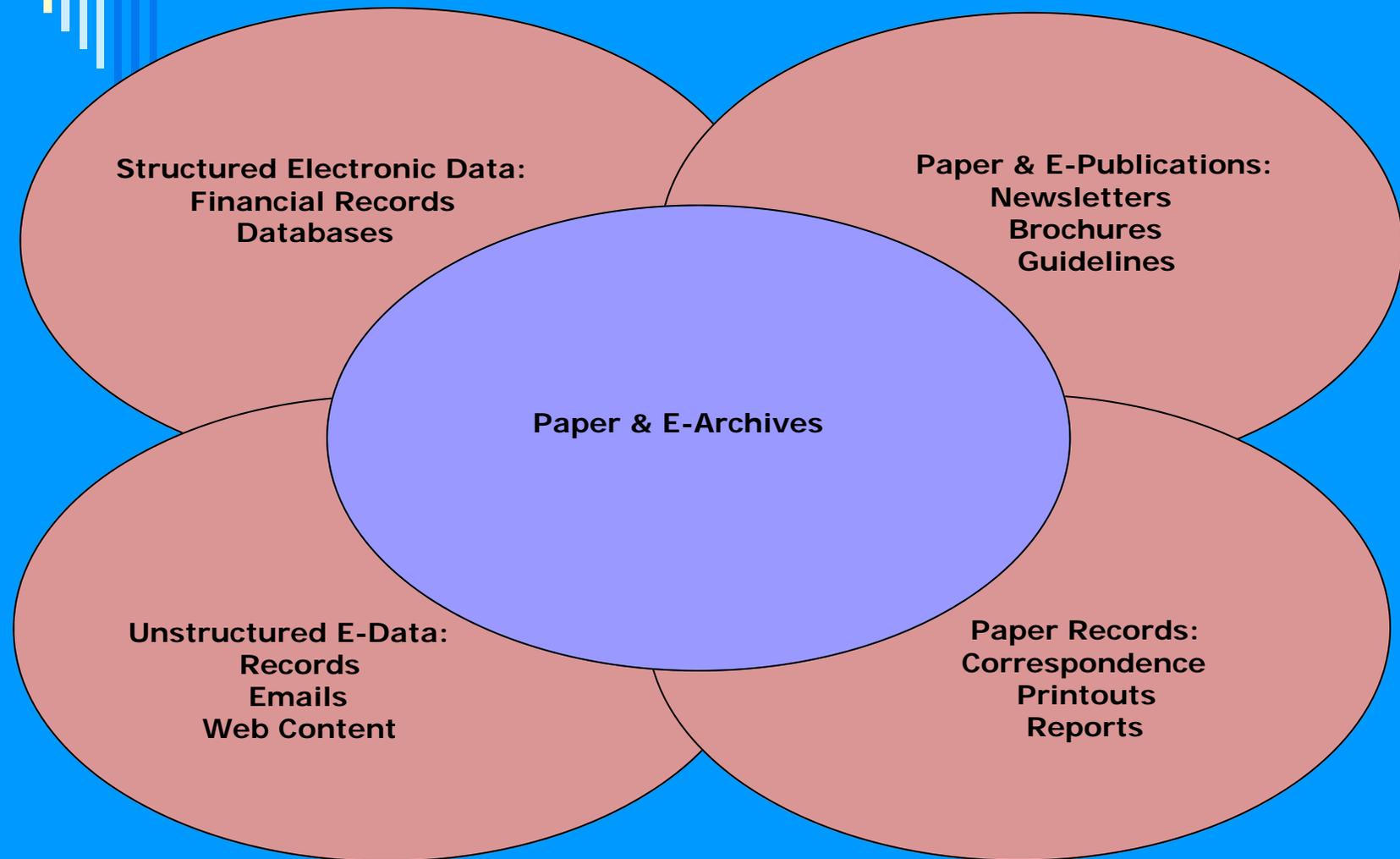


WHAT IS A RECORD?

A document, regardless of form or medium, created, received, maintained & used by an organization or an individual to pursue legal obligations or transact business. A record serves as evidence.

- Static
- Unique
- Authentic

The Information Universe



CONCEPT OF RECORDS LIFE CYCLE



BIRTH:

Creation or Receipt



EARLY IN LIFE CYCLE:

Appraisal of Values



ACTIVE STAGE:

Organize, Use & Maintain



INACTIVE STAGE:

Retirement



DISPOSITION:

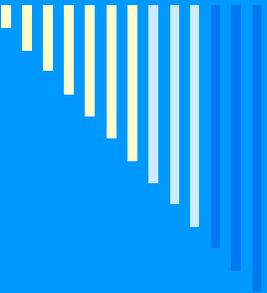
Destruction or
Archives





RECORDS MANAGEMENT RECORDS ADMINISTRATION

The systematic control of recorded information throughout its life cycle to support an organization's business requirements.



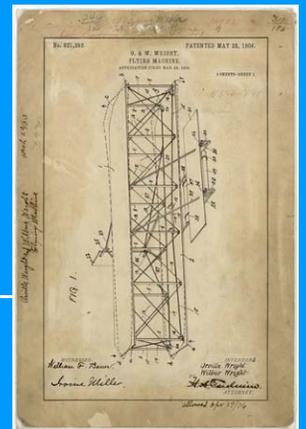
GOALS OF A RECORDS MANAGEMENT PROGRAM

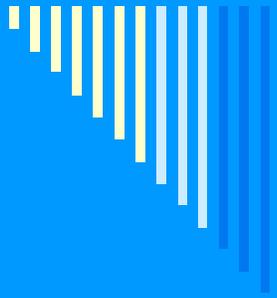
- ★ Manage active/inactive records
- ★ Develop vital records component
- ★ Develop records retention program



AN EFFECTIVE RECORDS MANAGEMENT PROGRAM

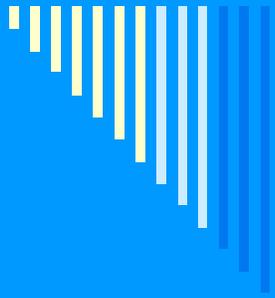
- ✓ Conduct organization's business
- ✓ Avoid waste
- ✓ Preserve organization's documentary heritage





ARCHIVES MANAGEMENT

The general oversight of a program to appraise, acquire, arrange/describe, preserve, authenticate & provide access to permanently valuable records.



KEY ARCHIVAL IDEAS

Collective control: Records & archives in the aggregate

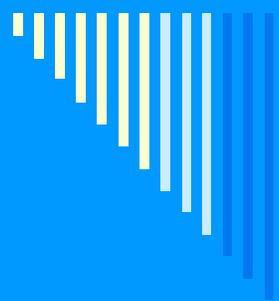
Authentic: The record is what it purports to be

Evidence: The record proves/disproves something



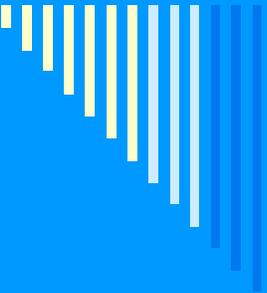
LEGISLATIVE & REGULATORY FRAMEWORK

- Government laws & regulations
- Archives laws & regulations
- Museum laws & regulations
- Access & privacy laws & regulations



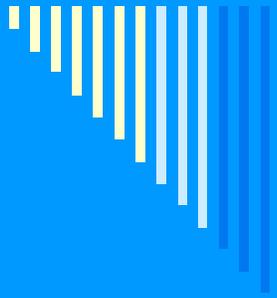
CORE ARCHIVAL CONCEPTS

- RESPECT DES FONDS
 - Provenance
 - Original Order



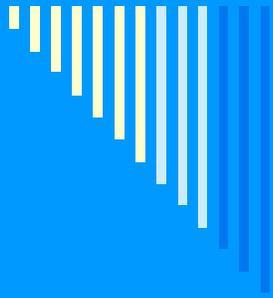
RESPECT DES FONDS

- The act of respecting the Provenance & Original Order
- Records of the same Provenance should not be mixed with those of a different Provenance.
- The *fonds* is the primary division of archival materials, the records of one creator.
- Two sub-principles: Provenance & Original Order



PROVENANCE ~ ~ n

1. The origin of something.
2. Information regarding the origin, custody & ownership of an item or collection.



ORIGINAL ORDER ~ ~ n

1. The organization & sequence of records established by the creator of the records.
2. The order in which documents were created, arranged & maintained by the office of origin.
3. The archivist should maintain the Original Order in which the records were created & kept.



A FEW MORE DEFINITIONS

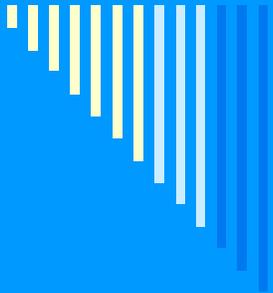
- **Accession.** n~~ Materials physically & legally transferred to a repository as a unit at a single time--*an acquisition*.
v~~to take physical & legal custody of a group of records or other materials & formally document their receipt.
- **Accrual.** n~~ Material added to an existing collection.
An accretion. Something more from the same source.
- **Collection.** n~~ A group of materials with some unifying characteristic, assembled by a person, organization or repository from a variety of sources.



RECORD GROUP

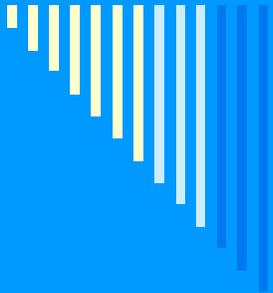
1. A collection of records that share the same provenance & are of a convenient size for administration.

[Later we'll address Series, Subseries, File, Item]



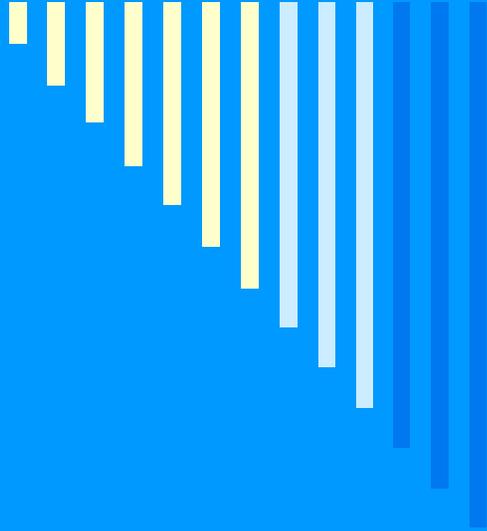
Alaska State Archives Governor Record Groups

DESCRIPTION	
<input type="checkbox"/>	F0 A1 - Office of the Governor
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska American Revolution Bicentennial Commission [RG303]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Commission on Children and Youth [RG39]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Fisheries Policy Task Force [RG366]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Growth Policy Council, 1975-1981 [RG31]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Public Forum, 1976-1980 [RG50]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Purchase Centennial Commission [RG324]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Redistricting Board (aka Reapportionment Board) [RG361]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Silver Anniversary Commission (Alaska 1984) [RG229]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska State Commission for Human Rights [RG304]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Statehood Commission [RG317]
<input type="checkbox"/>	<input type="checkbox"/> SF Alaska Women's Commission [RG53]
<input type="checkbox"/>	<input type="checkbox"/> SF Cabinet Committee on Economic Dislocation [RG54]
<input type="checkbox"/>	<input type="checkbox"/> SF Capital Site Planning Commission ("New"), 1981-1982 [RG316]
<input type="checkbox"/>	<input type="checkbox"/> SF Capital Site Planning Commission, 1977-1978 [RG302]
<input type="checkbox"/>	<input type="checkbox"/> SF Capital Site Selection Committee, 1974-1975 [RG301]
<input type="checkbox"/>	<input type="checkbox"/> SF Commission for NORTH [RG305]
<input type="checkbox"/>	<input type="checkbox"/> SF Council on Economic Policy [RG56]
<input type="checkbox"/>	<input type="checkbox"/> SF Division of Elections [RG35]
<input type="checkbox"/>	<input type="checkbox"/> SF Division of Government Coordination [RG33]
<input type="checkbox"/>	<input type="checkbox"/> SF Division of Policy Development and Planning [RG29]
<input type="checkbox"/>	<input type="checkbox"/> SF Executive Office [RG1]
<input type="checkbox"/>	<input type="checkbox"/> SF Field Offices [RG27]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor Frank Murkowski 2002-2006 [RG379]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor Jay S. Hammond 1974-1982 [RG371]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor Steve Cowper 1987-1990 [RG372]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor Tony Knowles 1994-2002 [RG378]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor Walter J. Hickel 1990-1994 [RG373]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor William Sheffield 1982-1986 [RG370]
<input type="checkbox"/>	<input type="checkbox"/> SF Governor's mansion [RG350]
<input type="checkbox"/>	<input type="checkbox"/> SF Governors' spouses [RG376]
<input type="checkbox"/>	<input type="checkbox"/> SF Legislative Liaison [RG26]
<input type="checkbox"/>	<input type="checkbox"/> SF Lieutenant Governor (formerly Secretary of State) [RG34]
<input type="checkbox"/>	<input type="checkbox"/> SF Management and Efficiency Review Team [RG357]
<input type="checkbox"/>	<input type="checkbox"/> SF Office of Child Advocacy [RG349]
<input type="checkbox"/>	<input type="checkbox"/> SF Office of Management and Budget [RG32]
<input type="checkbox"/>	<input type="checkbox"/> SF Press Secretary [RG348]
<input type="checkbox"/>	<input type="checkbox"/> SF Special Assistants [RG347]
<input type="checkbox"/>	<input type="checkbox"/> SF Special Committee on the Alaska Longevity Bonus Program [RG66]
<input type="checkbox"/>	<input type="checkbox"/> SF Task Force on Regulatory Reform [RG70]
<input type="checkbox"/>	<input type="checkbox"/> SF Transition team records [RG369]



ARCHIVES SUCCESS STORIES: LEGAL VALUE OF STATE RECORDS DOCUMENTED

1. BP Exploration- 1993; 1994
\$630M; \$1.6B
2. Exxon Valdez Oil Spill-1991
\$1.15B (*lowered on appeal*)
3. Amerada Hess-1977-1996 (*Royalty Oil*)
c\$800M
4. Arco-1988 & 1994 (*Tax*)
>\$500M
5. Mercer Case-2010 (*Pension Funds*)
\$500M
6. BP (*Pipeline Corrosion*)
\$250M



Whom to contact for more information:

dean.dawson@alaska.gov
Alaska State Archives

