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# MANAGING INSTITUTIONAL ARCHIVES

Foundational Principles  
and Practices

Richard J. Cox

# Managing Institutional Archives

**Laura A. Millar**

## **Managing Institutional Archives:**

Managing Institutional Archives Richard J. Cox,1992-05-30 Provides advice on the basic functions of an institutional archives administration appraisal preservation and security arrangement description and reference building internal and external support and cooperative opportunities Presents three case studies in the initial development of institutional archives that summarize the problems and challenges facing these kinds of programs

*Managing Archives and Archival Institutions*

James Gregory Bradsher,1991-08-13 Drawing on the expertise of nineteen highly regarded American archivists *Managing Archives and Archival Institutions* establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions Contributions reflect the broad scope of archival work today and the wide range of skills and expertise archivists must acquire to meet the challenges presented by modern records and archives

Managing Museums' Memories Through Institutional Records and Archives Cary Majewicz,2004

Every day museum professionals generate piles of records such as budget sheets informational pamphlets reports exhibit labels and newsletters Ideally held in archives and managed by professional archivists these institutional records contain information vital for the ongoing administrative legal and financial obligations of museums They hold the histories and memories of museums and tell staffs how their museums both internally and externally have changed grown and evolved As my research demonstrated in small to mid sized museums that are unable to hire trained archivists registrars and collections managers often act as *de facto* archivists charged with managing archival collections including institutional records These non archivally trained museum collections professionals I found want to know more about how to manage and organize such documents according to archival standards This project investigates the various ways that small to mid sized art and history museums and historical societies in the U S have collected and cared for their institutional records and discusses why they are important to preserve I also examine established museum institutional archives programs to illustrate the methods of trained archivists and identified the primary challenges collections managers and registrars face when managing museum archives While registrars and collections managers may be singly charged with managing institutional records museum staffs should work together to improve their record keeping practices and to form archival polices and procedures suitable to their needs

**Management** Kate Theimer,2014 *Management Innovative Practices for Archives and Special Collections* explores the kinds of challenges that managers of archival programs face today and how those challenges can be met to achieve optimal results while working within existing resources The book features thirteen case studies that demonstrate solutions to both traditional management concerns as well as new issues and opportunities presented by changes in technology and organizational environments The featured case studies are 1 We ll Never Let You Retire Creating a Culture of Knowledge Transfer 2 Raising Cash and Building Connections Using Kickstarter to Fund and Promote a Cultural Heritage Project 3 A Winning Combination Internships and High Impact Learning in Archives 4 A Thief in Our Midst Special Collections Archives

and Insider Theft 5 Tackling the Backlog Conducting a Collections Assessment on a Shoestring 6 A Platform for Innovation Creating the Labs Environment at the National Archives of Australia 7 Setting Our Own Agenda Managing the Merger of Archives and Special Collections 8 Taking Control Managing Organizational Change in Archives 9 Implementing Pre Custodial Processing Engaging Organizations to Invest Resources in their Records 10 Building Effective Leaders Redesigning the Archives Leadership Institute 11 From Evaluation to Implementation Selecting Archival Management Software 12 More Bang for the Buck Sharing Personnel and Resources Across Institutions 13 Make a New Plan Stan Useful and Painless Strategic Planning The collected case studies present pragmatic approaches to challenges and opportunities that are common to organizations of all sizes and types Their common focus is on building stronger archival programs by making effective use of people technology and resources while working within organizational requirements and constraints The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides ideas ranging from the aspirational to the immediately implementable It also provides students and educators in archives library and public history graduate programs a resource for understanding the issues facing managers in the field today and the kinds of strategies archivists are using to meet these new challenges vironment at the National Archives of Australia 7 Setting Our Own Agenda Managing the Merger of Archives and Special Collections 8 Taking Control Managing Organizational Change in Archives 9 Implementing Pre Custodial Processing Engaging Organizations to Invest Resources in their Records 10 Building Effective Leaders Redesigning the Archives Leadership Institute 11 From Evaluation to Implementation Selecting Archival Management Software 12 More Bang for the Buck Sharing Personnel and Resources Across Institutions 13 Make a New Plan Stan Useful and Painless Strategic Planning The collected case studies present pragmatic approaches to challenges and opportunities that are common to organizations of all sizes and types Their common focus is on building stronger archival programs by making effective use of people technology and resources while working within organizational requirements and constraints The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides ideas ranging from the aspirational to the immediately implementable It also provides students and educators in archives library and public history graduate programs a resource for understanding the issues facing managers in the field today and the kinds of strategies archivists are using to meet these new challenges BR The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides ideas ranging from the aspirational to the immediately implementable It also provides students and educators in archives library and public history graduate programs a resource for understanding the issues facing managers in the field today and the kinds of strategies archivists are using to meet these new challenges vironment at the National Archives of Australia 7 Setting Our Own Agenda Managing the Merger of Archives and Special Collections 8 Taking Control Managing Organizational Change in Archives 9 Implementing Pre Custodial Processing

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Implementing Pre Custodial Processing Engaging Organizations to Invest Resources in their Records 10 Building Effective Leaders Redesigning the Archives Leadership Institute 11 From Evaluation to Implementation Selecting Archival Management Software 12 More Bang for the Buck Sharing Personnel and Resources Across Institutions 13 Make a New Plan Stan Useful and Painless Strategic Planning The collected case studies present pragmatic approaches to challenges and opportunities that are common to organizations of all sizes and types Their common focus is on building stronger archival programs by making effective use of people technology and resources while working within organizational requirements and constraints The volume will be useful to those working in archives and special collections as well as other cultural heritage organizations and provides ideas ranging from the aspiration *Archives* Laura Millar,2010 Whether an institution has a collections orientation or whether it is primarily responsible for managing institutional archives in conjunction with an organizational records management programme those responsible for its archives and records management need specialist advice and practical guidance in the successful establishment and operation of an archival facility built on sound principles This authoritative handbook written by an archival professional with over 25 years experience offers just that Addressing the contextual strategic and operational issues associated with archives the text covers everything the archivist needs to know establishing principles policies and procedures managing day to day operations caring for different types of archival materials enhancing outreach and public access and ensuring the growth and sustainability of the institution and its services The key chapters are What are archives Archival institutions creatures of history and culture Archival service a matter of trust Protecting archives Provenance original order and respect des fonds Appraising and acquiring archives Arranging and describing archives Making archives available The challenge of digital archives The final section of the book offers a glossary of terms and a wide range of specialist information including comprehensive lists of recommended further reading national institutions professional bodies and other sources of advice Readership This book is essential reading for anyone involved in managing archives Its straightforward and approachable language ensures that fundamental principles and practices are outlined clearly for novice archivists and non specialists experienced professionals will also find the work of immense value in validating or updating their understanding of archival operations The issues addressed are relevant to archival practice internationally particularly in English speaking countries and concepts in place in different parts of the world are examined in order to provide a global context **Archives & Archivists in the Information Age** Richard J. Cox,2005 In today s information world the importance and need for archival collections and professionals to care for them cannot be understated Noted professor and author Richard J Cox provides an insightful guide to the new roles responsibilities and considerations for archival management Cox examines the role of archival collections in public scholarship distance learning and the digital era He explores the need for modern organizations that collect historical materials Chapters guide readers through the creation of job descriptions and the hiring an archivists and consultants Cox delineates the role of the archivist in the knowledge age

the profession's changing credentials and specialties and the growing base of knowledge found in the field's scholarly works. Informative and timely, this guide contains vital new information for archivists, records managers, students, and all information workers who are interested in understanding the important roles archivists play in modern institutions and the information profession.

**Managing Archives and Archival Institutions** James Gregory Bradsher, 1988 [Managing Archives](#)

Caroline Williams, 2006-03-31 Managing Archives provides a practical guide to archives management. It has three main target audiences: those who have been tasked by their organization to manage its archives but who have no prior training; those who are starting out as professionals or para professionals in a record keeping environment and need basic guidance; and students who are currently studying for a professional qualification. Basic guidance is supplemented by comprehensive references to professional literature, standards, web sites, etc. to enable the reader to further their studies at their own pace. The text includes a range of optional activities that enable the reader to translate principles into practice and feel greater ownership with the guidance. There is no similar book on the market. There is known demand both from practitioners and students. The book offers guidance in the implementation of archival processes in a range of institutional contexts and enables a universal application.

[The Management of College and University Archives](#) William J. Maher, 1992 Maher introduces the basic elements required for an archival program to meet the documentary needs of a college or university.

**Managing Archives and Archival Institutions** James Gregory Bradsher, 1988 [College & University Essays in Records & Library Management](#)

**Management** Etiwel Mutero, 2015-08-09 This book is a collection of essays, articles, and research on records management, archives management, and library science, covering a number of topics such as cataloging and classification, preservation of records, archives administration, archives finding aids, information retrieval, duties of an archivist, records management concepts, life cycle, and continuum, etc. Essays suit college and university students studying Records and Archives Management and Library and Information Science.

*The Future of Archives and Recordkeeping* Jennie Hill, 2011 The way in which we view the nature of archives and the role of the archivist has changed significantly in the last few decades. With increasing interest from outside of the profession, the idea of archives as the static, impartial carriers of truth and the archivist as a guardian of records has been questioned: how can society take greater control over its own written memory? There have been a number of other changes which have impacted upon the way archivists conceive of themselves and the way in which they work. Chief among these are the rapid rise of technology and the challenges this poses, and the changing place of archives within related fields such as records and information management. It is imperative that archivists engage with these challenges if archives are to emerge as a renewed force in the 21st century. This much-needed book is designed not as a practical guide to professional practice but rather as a reader addressing these challenges. The chapters are contributed by leaders in the field and are grouped around the following four core themes: defining archives, shaping a discipline, Archives 2.0, archives in society, archives in the information age, and is there still a role for the archivist? Each chapter represents a defined argument in its own

right to enable readers to dip in and out of the collection as they wish and the book is structured to highlight chapters that share a common theme Readership Archivists and students of archive administration     **Developing and Maintaining Practical Archives** Gregory S. Hunter,2020-04-14 Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline     **Encyclopedia of Library and Information Sciences** John D.

McDonald,Michael Levine-Clark,2017-03-15 The Encyclopedia of Library and Information Sciences comprising of seven volumes now in its fourth edition compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online The new fourth edition which includes 55 new entries and 60 revised entries continues to reflect the growing convergence among the disciplines that influence information and the cultural record with coverage of the latest topics as well as classic articles of historical and theoretical importance     Archives Laura A. Millar,2017 An international perspective on archives management providing guidance relevant both to collections based repositories and to organizations responsible for managing their own institutional archives     *Records Management for Museums and Galleries*

Charlotte Brunskill,Sarah Demb,2012-04-27 The systematic management of records is an important activity for information businesses such as museums and galleries but is not always recognized as a core function Record keeping activities are often concentrated on small groups of records and staff charged with managing them may have limited experience in the field Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums It introduces readers to the institutional culture functions and records common to museums and examines the legislative and regulatory environments affecting record keeping practices The book is comprised of eight chapters including a history of records keeping in the UK museum and gallery sector the basics of records management making a business case for records management requirements of legislation for records management how to conduct a records survey strategy and action planning how to develop a file plan retention schedule and records management programme and a guide to useful additional resources Gives practical and tested solutions to real world issues Fills a gap in the literature as a handbook in this important sector Provides an overview of the sector as a whole     **Management of**

**Archives and Manuscript Collections for Librarians** Richard H. Lytle,1980     *Understanding Archives & Manuscripts* James M. O'Toole,Richard J. Cox,2006 This volume introduces students and beginning practitioners to the fundamentals of working with and preserving archival records and manuscripts Sample topics include the history of the archives profession the organization of archival records and the values that inform practice A new chapter on contemporary challenges in the archival world has been added for the second edition and the bibliographic essay has been updated     A Procedure Manual

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