

Summary of the Papers Presented at the 2012 Conference of IIAS and Published in “Atlanti” 2012

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The 2012 IIAS events were devoted to two themes: *Modern archival buildings and The management of records in new media*. The papers submitted for each theme were published in a separate tome.

Tome 1, Modern archival buildings

Inaugural session

In his welcome address (13)¹, Dr. Mario Tosti Croce, Director of the Studies and Research Service of the Italian Directorate-General for Archives, entering his office of President of the Conference of Official members of the IIAS, expressed the satisfaction of the Italian Archival Administration on the progress achieved by IIAS since it was headquartered in Trieste. He stated his commitment to continue the work carried out by his predecessors thanks to which the Institute has earned a recognized international prestige. In concluding his remarks, he addressed his thanks to Grazia Tatò, former Director of the State Archives of Trieste who will continue to serve on the Executive Board and Peter Pavel Klasinc, director of the Institute.

On behalf of the Slovenian Research Agency, which supports IIAS since a number of years, Prof. Franci DEMŠAR, praised the activities carried out by and the growing international audience of the Institute (17). In his views, the Institute's future development lies in joining international and European research projects, a task neither easy nor simple. In conclusion, he reiterated his congratulations and addressed his wishes for future successes of IIAS.

In his report on the activities during the elapsed year (23), Peter Pavel KLASINC pointed out the importance of the support granted to the Institute by the University of Maribor, the Research Agency of the Republic of Slovenia and the Central European Initiative. Intense professional relations were maintained with 20 countries and the ICA. The XXIInd Conference and International Archival Day together with the Autumn Archival School of 2012 have been prepared by the Board in contact with 12 countries. In concluding his report, dr. Klasinc expressed his gratitude to the sponsoring institutions and to all persons who contributed to the program activities of IIAS.

This report is followed by the Summary of the Papers Presented at the 2011 Conference (29) drawn up by the author of this present Summary.

The last paper of this introductory section is that of Patricia JANKOVIČ, Public Admission of Archival Studies in Slovenia: from Utopia to Reality (41). In order to get rid of the current terminological confusion, the author suggests the unified term of „archivistics and documentology“ to designate the scholarly discipline covering the creation, long-term storage and use of documents including the information technology adapted to archives. In Slovenia, the implementation of the Archives Act adopted in 2006, requires adequately trained staff. To respond to this need, Alma Mater Europæa - the European Centre Maribor (ECM) has developed a program for the education and training of highly qualified (MA and PhD) archivists. The paper lists the competencies the students will acquire through this program.

1. Within brackets: the page where the paper begins.

Modern archival buildings

Peter Pavel KLASINC, *New or Adapted Archives Buildings: Today and Tomorrow* (51)

Since its creation, IIAS discussed, at almost all its meetings, safety and functional requirements that should be respected in both newly constructed and renovated archive buildings. In compliance with the legislation in force, international standards should be followed when building, renovating and equipping archival facilities. Archivists responsible for the professional specifications have to establish harmonious cooperation with the architects. The decision whether to construct or to renovate shall be made so as to secure optimal conditions for the storage, the processing and the use of the records.

Jozef HANUS - Emilia HANOSOVÁ, *Appropriate Archival Buildings: Necessity for Proper Function of Any Archives* (61)

Over the last fifty years, ICA, ALA and IIAS have developed an impressively rich set of standards and guidelines on the construction and renovation of archive buildings in various climatic zones. The paper examines, by referring to the National Archives of Slovakia, the Boston Spa building of the British Library and the Pierrefitte centre of the French National Archives, the safety and organisational requirements to be observed, the technical layout of the storage areas and the distribution of the space within the building.

Snezana PEJOVIĆ - Aleksandra KAPETANOVIĆ, *Kotor Historical Archives Inside a Heritage Building : Advantages and Disadvantages* (71)

The housing of the Kotor Historical Archives after the 1979 earthquake had to observe the constraints resulting from the inscription of the town and its region on the World Heritage List of UNESCO. A valuable historical edifice, located in the city centre, was selected for the Archives. It was reconstructed in the 1982-1988 period. The paper gives a detailed description of the history of the building and of the storage and working conditions that were secured through its rehabilitation. Based on the experience acquired during the last 25 years, the paper concludes on the future prospects of further modernization of the facilities.

Elisabeth SCHLÖGGL-ERNST, *New and Adapted Archival Buildings in Austria* (91)

The Austrian State Archives and the 9 Provincial Archives received adequate newly constructed or adapted buildings between the 1970s and the end of the 1990s. During the last 15 years, several smaller archives, namely the Diocesan archives of Salzburg, Graz-Seckau and Sankt-Pölten, the Municipal archives of Graz, Bregenz, Innsbruck and Salzburg got improved or new buildings. The paper describes also the technical and organisational modernizing of three smalltown archives (Spittal an der Drau, Bad Radkersburg and Weiz) and of two University archives (Kepler University Linz and University of Music and Performing Arts, Graz).

Jedert VODOPIVEC TOMAŽIČ, *Results of Risk Assessment in Slovenian Archival Repositories* (103)

The Slovenian Archival Society decided, in 2007, to survey the physical status of holdings and assess the risks they are subject to in all the repositories of the National, Provincial, University and Church archives of Slovenia. The survey carried out in 2009 revealed that most of the premises covered were threatened by one or more deteriorating factors: unsuitable microclimate, water, fire, pollution, pests etc. A systematic effort by all partners, especially the archivists and the parent authorities, is needed to achieve healthier storage conditions.

Vladimir OPĚLA - Michal WANNER, *New Buildings of the National Film Archives in Prague* (117)

In the period 1990-2007, 23 new buildings were constructed (including the major operations of Prague, Brno, Olomouc and České Budějovice) and 8 castles and monasteries were adapted for the network of the State, district and municipal archives, and 29 other repositories received improvements or additional premises. The new Prague headquarters of the National Film Archives (NFA) for colour films and written records is close to completion. The NFA is one of the world's oldest and richest film archives. The five levels of the building have a total surface of 6584 m². The five units of the institution scattered in Prague will move to the new building.

Christian KRUSE, New buildings, Adaptations, Passive Houses: Archival Buildings in Germany in the Recent Past (133)

The article surveys four architectural models developed in Germany for securing safe microclimatic conditions in the stacks. The "Schleswig model" (Schleswig-Holstein State Archives), which separates completely inside and outside atmospheres, does not need air-conditioning, the air-circulation is built in the system. The "Thermos-Flask" model (e.g. Landshut) based on the double-wall isolation, needs ventilation and air-conditioning in extreme situations. The "Adaptation model" means the construction of stacks within the walls of abandoned industrial plants (e.g. Erlangen city archives). The Saxon State Archives developed the "Passive House" model, i.e. the installation of all technical systems serving the storage areas (ventilation, heating etc.) in a special building within the Archives. The paper lists the factors to consider when selecting the model to follow.

Azem KOŽAR, Archival Objects in Bosnia and Herzegovina: (Current) State and Prospects (141)

Before the war of the 1990s, the archives preserved 22 620 linear meters of material on 11 208 m² of space. 25% of the storage space was lost because of the war. Currently, the archival network comprises eleven services: Sarajevo (3), Banja Luka, Mostar, Travnik, Tuzla, Bihač, Goražd, Brčko and Široki Brijeg with a total storage space of 15 188,68 m². Those responsible for these services request 13 837 m² of additional space. Since the cultural policy does not include the archives among its priority fields, there is no reason to be too optimistic, but improvements may be expected.

Sejda GUŠIĆ, Wartime Destructions and Post-War Revitalization and Adaptation of the Facilities of the Historical Archives of Sarajevo (157)

During the years of the 1992-1995 war, the Historical Archives of the City Sarajevo, founded in 1948, was under permanent threat of destruction. The paper describes the damages and the action of the personnel that saved the holdings. After the end of the war, the city administration relocated the archives in new premises (office building and 2 depots). The project for the rehabilitation of the damaged depot and the constructing and equipping of additional storage space was approved.

Zdenka SEMLIČ RAJH, Archival Buildings in the Republic of Slovenia (165)

Based on the risk assessment survey of the Slovenian archival repositories, carried out in 2007-2009 (see above, article by Jedert VODOPIVEC TOMAŽIČ), the author gives detailed description of the buildings of the regional and municipal archives of Ljubljana, Maribor, Koper, Celje, Nova Gorica and Ptuj. None of them is a purpose-built archival repository. She highlights the gap between theory (the awareness of the needs) and practice (non-availability of funds) and encourages the professionals to sustain a permanent dialogue with decision-makers.

Refike SÜLÇEVSI, Archival Buildings in Kosovo (175)

The public archival network of Kosovo comprises the State Archives in Pristina and five regional archives (Prizren, Pejë, Gjakovë, Mitrovicë and Pristina). The building of the State Archives, inaugurated in 1977, secures adequate conditions for the storage and the processing of the holdings. The regional archives are located in adapted buildings. Only that of the Regional Archives of Pristina meets the archival requirements.

Danijela BRANKOVIĆ, Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting (181)

The public archival network of the province of Vojvodina comprises the Provincial Archives of Novi Sad and nine regional archives (Bela Crkva, Zrenjanin, Kikinda, Novi Sad, Pančevo, Senta, Sombor, Sremska Mitrovica and Subotica). All the regional archives are accommodated either within the City Halls and outside stacks or in adapted buildings. The article gives a detailed description of the new building of the Provincial Archives to be inaugurated in 2013, with a total area of 6700 m², stacks occupying 3620 m².

Jasmina NIKOLIĆ, Sustained Vision, a View from the Historical Archive of Požarevac, Serbia (193)

The Historical Archives of Požarevac was founded in 1948 in order to preserve the archives of the district of Braničevo. A first modest rehabilitation program of the old military barracks, attributed

to the Archives in 1969, was carried out between 1996 and 1999. A major reconstruction and expansion program (3000 m²), undertaken in 2005 was completed in 2011.

Jovan P. POPOVIĆ, Legal and Archival Regulations on Building a New Archival Facility or Adaptation of Existing Ones (201)

The author invites the users to protect the integrity of the records and the professionals to comply with the legal and regulatory provisions (i) governing the construction and renovation of archival buildings and (ii) the protection of the archival material, especially the records produced in the reading rooms for consultation by researchers. Possible abuses by the latter should be minimized by appropriate reading rooms and surveillance.

Izet ŠABOTIĆ, Protection of Archival Material Inside Archival Building Located in Sinking Zone: Experiences of the Archive in Tuzla (215)

The Archives of Tuzla district, Bosnia, founded in the early 1950s, received in the 1990s their first purposely adapted and equipped premises in the building of the former Grafičar company. This building is located in a sinking zone. The Archives had to move, in 2007, to three unused military buildings, totalling a surface of 1200 m², equipped for storing 4000 linear meters of material. The solution is considered temporary pending the construction of a new building.

Andrea MEVORACH, Presentation of Real Estate Fund "Lucrezio": "Turnkey" High-tech Archives (225)

Lucrezio is a Venetian Real Estate Fund specialized in the planning and construction of "turnkey" high-tech archives. The article enumerates the major archival projects completed by Lucrezio in Italy (Municipal Archives of Venice, Central Archives of Lombardy, Central Archives of Toscana etc.) and abroad (Austria, Poland, USA etc.). When planning a facility, Lucrezio ensures the possibility of future expansion and observes the requirements for guaranteeing the safety of the building and the protection of the holdings. All projects are based on up to date technology and the respect of the clients' demand.

IIAS Descriptors, 2.1 Climate to 3.6 Storage containers (233)

Tome 2: The management of records in new media

Grazia TATÒ, New Media or New Archivists? (13)

Although they appeared decades ago, the term new media is legitimate because of their constant development by competing companies. Customers are supposed to permanently upgrade their equipment or purchase new ones. In order to manage properly and to integrate the various systems, archivists are bound to cooperate continuously with computer experts. The new archivist follows the developments with an open mind while remaining faithful to archival science and techniques.

Andrei RYBAKOU, The Experience of Managing Documents on New Media in Belarus: Modern Challenges to Archives (17)

The article covers the basic issues Belarus Archives are faced with in the field of records management and the management of electronic records: terminology, legal regulations, technical directives, formats suitable for long-term preservation, funding of appropriate organization and equipment, processing and storage of e-holdings, integrity and authenticity of e-records. The author concludes that at present the management of documents on electronic media and the organization of their storage are the most acute issues archivists are faced with in Belarus. Although electronic documents have their specific features, their processing should be based on the principles that govern archival theory and practice.

Gianni PENZO DORIA, Administrative Streamlining and its impact on Documents Management (29)

The article surveys the needs for reviewing/rewriting the rules governing the management of digital/electronic documents in the Italian public administration. In conclusion, it describes the "Procedamus" project, carried out in 2010-2012, for streamlining the administrative procedures of the Italian Universities.

Yolanda CAGIGAS OCEJO, The Role of Professional Societies in Electronic Records Management Continuous Training (39)

Currently, 12 associations of archivists exist in Spain, with a coordinating body created in 1998. Continuing education of their members is one of the main statutory objectives of 11 associations. From the 36 courses conducted by these associations, from July 2011 to June 2012, 16 were devoted to electronic records. Other training possibilities were offered by professional bodies of librarians and documentalists. The article gives a summary presentation of the activities and conclusions of the Working Group on Electronic Records established by the Conference of Spanish University Archivists.

Aurélien CONRAUX, From Information to Progress: How an Audit of Electronic Information Management May Contribute to the Overall Efficiency of an Organization (53)

The French National Library introduced a comprehensive electronic management program in 2004. The records management team of the Library developed, in 2011, a methodology using a questionnaire of 200 questions to analyse and assess the information management practices of the Institution's various departments. The article describes the assessment method of the answers received. Because of the positive results gained through this exercise, the methodology was widely circulated in the professional community.

Živana HEĐBELI, E-Records Management in Croatia (63)

In Croatia, computers appeared in the administration in the 1980s and computerized office activities expanded in the mid-1990s. From 2001 to 2009, a series of legal texts and technical directives were adopted on office automation and the management of e-records (information security, electronic signature, protection of personal data etc.). The Central State Office for e-Croatia, established in 2003, conducted until 2011 a joint effort of the public and private sectors in the field of informatics. In the age of electronic and digitized records, archivists and the archival science need a new paradigm.

Robert NAHUET, The Use of Thematic Research Guide for Resource Discovery (75)

In order to demonstrate the national value of their action, the government agencies operating in the cultural heritage sector undertook thematic guide projects that highlight the importance of the information resources they preserve. The article presents the chronology of the Arctic expeditions organized under Canadian Government responsibility (1897-1925) and the list of relevant sources in Library and Archives of Canada.

Miroslav NOVAK, Impacts of the Record Management Systems on Archival Information Systems (93)

The main purpose of this paper is to analyse the interaction between the records management system (RMS) and the archival information system (AIS), and the methodical aspects and consequences of this relationship. In conclusion, the author pleads for a pro-active approach by archivists regarding RMS, its implementation and evaluation.

Spyridoula ARATHYMOU, Long Life Training for Archivists: a Present and Future Challenge (101)

The general public identifies archives with dust and ignores the wide range of knowledge that permit archivists to perform their professional function. In the age of information technologies, archival science is undergoing a transformation process, which imposes continuing education to the professionals involved. While they have to acquire new knowledge and skills for mastering the new technologies, they shall follow the principles of classical archival science and act in the spirit of the traditional professional culture.

Andreia NOVO, Ema - RAMAMHEIRA ROCHA - Leonor CALVÃO BORGES, Describing and Preserving Documents in a Museum's Archive: a Multidisciplinary Approach to Integration, Digitization and Availability of Electronic Records in the National Museum of Ancient Art (NMMA - Lisbon, Portugal) (105)

The paper presents the research project "Sources for the History of Art Museums in Portugal", funded by the Foundation for Science and Technology and developed by the Institute of Art History of the University Nova of Lisbon, the Calouste Gulbenkian Foundation and the National Archives-

Torre do Tombo. The implementation of the project required cooperation of the archival, library and museum communities. The core efforts under the project aimed at the building up of NMMA's comprehensive archives and the development of a methodology for the description of museum archives.

Catherine HOBBS, Centring Ideas of Personal Digital Context on Behaviour and Mindset: a Robust Approach to Digital Personal Archives (113)

The processing of personal archives must take into consideration the personal context of their creation and the creator's approach and intentions. Digital personal archives structured according to the creator's choice, imply a disembodied or floating relationship among records. The author illustrates the complexity of the technological issues involved in the creation and handling of digital personal archives by referring to a wide range of experiences in Canada, Britain and the US.

Lauri LEHT, Helping Archivists to Receive Records from ERMS into the Digital Archive Using Semi-Automated Adjustable Software (123)

Faced with the challenge of preserving electronic records transferred from agencies using various electronic records management systems (ERMS), the National Archives of Estonia has created, in 2008, a software tool, the Universal Archival Module (UAM). The software configured to operate with the given ERMS and to be installed in the agency, will provide records and metadata in exportable XML format. UAM is an interim environment before transfer to the archives for long-term preservation. With UAM generalized, the 2011 Archives Act could shorten the transfer period to 10 years.

Magdalena MAROSZ, Management of Electronic Documents in State and Local Government Institutions Creating the State Archival Resource (129)

In implementing the Law of 15 February 2005 on the computerization in public administrations, a series of regulations were developed for the management, appraisal, transfer and preservation of electronic documents. The Regulation, issued by the Prime Minister on 18 January 2011, gives detailed instructions to the offices on the accessioning, arrangement and preservation of both paper and e-records. Are attached to the Office Instruction annexes on the structure of metadata describing (i) incoming and (ii) outgoing mail, (iii) components of internally produced case files and (iv) the case.

Cristina BIANCHI, A Summary of International Archival Practice Adapted to Local Level: Practical Manual Explaining the Basics of Implementing Records Management in Small Municipalities (143)

In order to help small administrations, in particular small municipalities who have no professional archivist on their staff, the AVA (Associations of Archivists of the French-speaking canton of Vaud) has published a "Practical handbook on records management - how to apply the principles of records management in the communes of Vaud". The Handbook based on the three ages concept (current records, semi-current records and archives of permanent value) gives a clear overview of the measures to be taken, at each stage, for the control, the arrangement and the storage of and access to the paper and electronic files.

Endrit MUSAJ, E-Archiving, the Future and Our Challenges (151)

The paper presents the conceptual and technical aspects of the Electronic Record and Document Management System (ERDMS) developed by the General Directorate of the Albanian Archives in collaboration with the National Agency for Information Technology. The digital archiving within the ERDMS (i.e. the process to be followed for the delivery of digital records from the producing agency to the Archives) is based on OAIS (Open Archival Information System) Reference Model.

Sergey V. SILKOV, Creation of Terminological Resources for Record Management, Terminology Science and Information Retrieval as Well as Terminological Dictionary (157)

The author has created the terminological information resource (TIR) "InfoLio&Rec" on the topic of "The Government and the Law" containing 8900 terms drawn from legal texts, standards and directives published in Belarus and other countries and from scholarly literature on museums, libraries, archives and information management. It is meant to facilitate terminological standardization with clear definitions and hierarchies of concepts. "Terminus", another TIR developed by the author, is a computerized system for studying terminological science and information retrieval. In its concluding

part, the paper outlines the project of a dictionary of contemporary terminology on "archivology and documentology" in Belarus, Russian and Ukrainian.

Bogdan-Florin POPOVICI, Classification Scheme and/or Aggregation Scheme? A View Based on a Romanian Case (163)

Since 1957, two tools were introduced in the Romanian methodology for managing records: *indicatorul termenelor de păstrare* (retention schedule) and *nomenclatorul* (file plan). They were used as separate tools until 1996, when they were merged as *nomenclator archivistice* (file plan with retention periods). The debate on the use of separate tools was re-opened on the ground explained in Mo-Req2010*. The paper presents the pros and cons of using separate tools for both physical and digital records.

Miscellany

Antonio MONTEDURO, The Ica Principles of Access to Archives (173)

The paper briefly introduces the recent adoption by the International Council on Archives (ICA) of the Principles of Access to Archives. In order to better disseminate this instrument an Italian translation is given.

Patricia JANKOVIČ, Risk Management in Public-Private Projects in the Field of Archival Services (179)

The Slovenian public archival institutions perform the functions specified in the Archives Act of 2006 and their activities are financed under the state budget. In order to get additional resources, the archives may enter into various partnership arrangements with private bodies such as concessions given to private entities to perform public services and sponsorship by private entities of activities to be carried out by the public service. Risk management, an essential component of sound archival programs, is one of the key disciplines that may be funded under public-private cooperation.

David LEITCH, Challenges Facing Archives in the 21st Century: the Response of the International Council on Archives (187)

The paper aims to give an answer to some inescapable questions and challenges facing the archivists at the early 21st century, and points out some initiatives relating to archives the ICA made to encourage the modernization of the profession. Thus, Open Government Partnership, approved in New York at Head of State level in September, was one of the major topics discussed at the newly established Forum for National Archivists that took place in the framework of the ICA Annual Conference in Toledo at the end of October 2011. The set of Principles of Access to Archives developed by ICA is directly relevant to the Open Government Partnership.

Peter Pavel KLASINC, Prof. Dr. Grazia Tatò From High Professionalism Through a Relationship of Connection and Friendship to a Personal Sympathy for the International Institute for Archival Science (IIAS) (193)

On the occasion of Grazia Tatò's retirement from the direction of the Trieste State Archives, the Director of IIAS congratulates her on her scholarly and professional achievements, and expresses, on behalf of all IIAS members, his gratitude for her outstanding role in the management and animation of the Institute.

