

## Archival Preservation

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**What this session will cover:**

- Sorting and arranging
- Appraisal
- Description
- Repackaging
- Storage
- Access

## Paper based collections: sorting & arranging

- Provenance<sup>1</sup> is a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection. The **principle of provenance** or the ***respect des fonds*** dictates that records of different origins (provenance) be kept separate to preserve their context.
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- (Society of American Archivists Definition  
<http://www2.archivists.org/glossary/terms/p/provenance> )

## **Digital(?) lessons #1**

### **1. Organise/Identify**

Keep your stuff in order and give it a sensible file name because....

.....You need to know what you have got and (more importantly) what you have not got

## **Paper based collections: appraisal**

There are five analyses that make up the basic tools archivists need in their appraisal kits to identify and select records of enduring value. These are an analysis: of a record's functional characteristics – who made the record and for what purpose; of the information in the record to determine its significance and quality; of the record in the context of parallel or related documentary sources; of the potential uses that are likely to be made of the record and the physical, legal, and intellectual limitations on access; of the cost of preserving the record weighed against the benefit of retaining the information

## **Digital(?) lessons #2**

### **2. Identify/Decide.....**

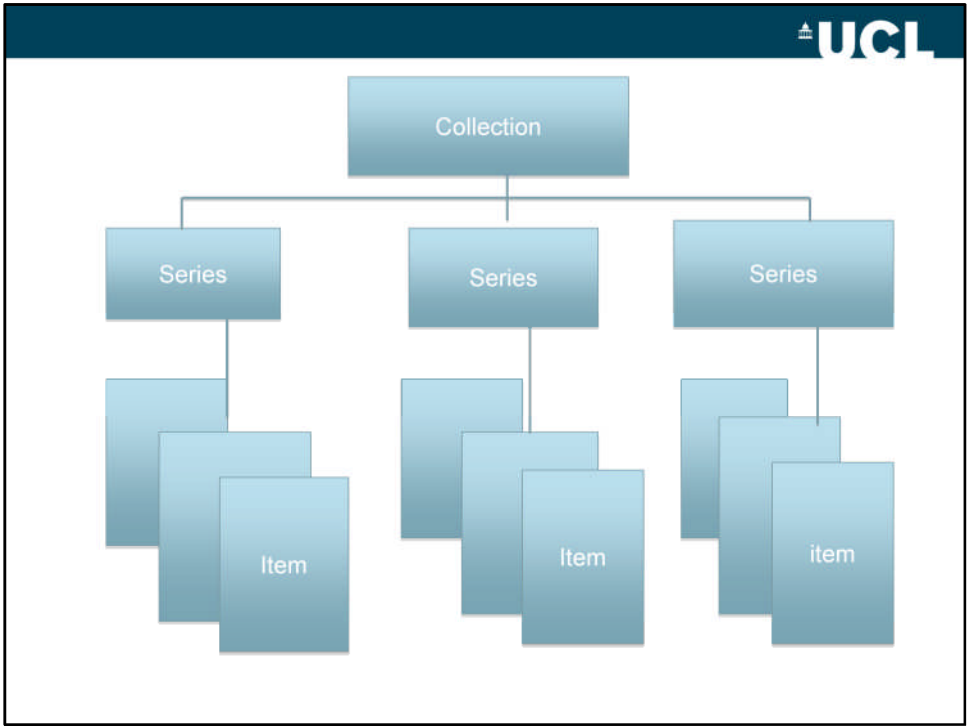
What you care about and what (if anything) you are legally required to keep because....

....This is the stuff you should be worried about

## **Paper based collections: description**

ISAD(G)

[http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)





## Suggested minimum elements

- reference code
- title
- creator
- date(s)
- extent of the unit of description
- level of description

### Digital(?) lessons #3

#### 3. Consider....

How to preserve/pass on the meaning of your stuff  
and not just your stuff because...

....otherwise it will become meaningless

## **Paper based collections: repackaging**

*<http://www.arcare.com>*

The basics are:

Polyester sleeves

Acid/lignin free folders and files

Acid free or low acid boxes

### **Paper based collections: storage**

- Ideal is 65-70° F ; 35-50% humidity
- Avoid temperature fluctuations
- Store upstairs to avoid flood risk
- Store in a wardrobe or filing cabinet (more protection in case of fire)
- Store away from radiators and on an internal wall
  
- **AVOID ATTICS, GARAGES, OUTBUILDINGS**

## Digital(?) lessons #4

### 4. Identify/Decide....

The best ways to store your stuff because

....otherwise it will degrade and/or be lost

## Digital Resources

- <http://www.nationalarchives.gov.uk/information-management/our-services/dc-file-profiling-tool.htm>
- <http://www.digitalpreservation.gov/personalarchiving/index.html>
- <http://data-archive.ac.uk/create-manage>

## Conclusion

- Keep your stuff in order and give it a sensible file name – Know what you have got.
- Decide what you care about and what (if anything) you are legally required to keep
- Consider how to preserve/pass on the meaning of your stuff and not just your stuff
- Identify and implement the best ways to store your stuff