ARCHIVAL INFORMATION pdf

1: Open Archival Information System (OAIS) | Society of American Archivists

An Open Archival Information System (or OAIS) is an archive, consisting of an organization of people and systems, that has accepted the responsibility to preserve information and make it available for a Designated Community.

University of South Dakota Library. Archived from the original on Retrieved 30 April Studies in the Public Records. Society of American Archivists. Archived from the original on 15 June Retrieved 7 December Archived from the original on 22 October Retrieved 21 October Archived from the original on 23 May Retrieved 1 June National Museum of American History. Archived from the original on 5 September Retrieved 2 September Archived PDF from the original on 14 March The Management of College and University Archives. Kennesaw State University Archives. Archived from the original on 14 April Retrieved 8 May An Overview of the Archives Profession". Archived from the original on 11 July Retrieved 23 July Archived from the original on 6 June Archived from the original on 5 April Archived from the original on 1 October Archived from the original on 27 February Retrieved 27 October State Level Records Repositories". The Many Faces of Certification. Archived from the original on 15 July Archived from the original on 13 July National Development Council of Taiwan. Archived from the original on 17 September Archived from the original on 6 July Archived from the original on 22 April Retrieved 2 April Archived from the original on 26 April Retrieved 31 March Archived from the original on 29 March Archived from the original on 30 March Archived from the original on 28 August Archived from the original on 25 July Retrieved 2 August A Primer for Local Historical Societies 2nd ed. American Association for State and Local History.

An archive is an accumulation of historical records or the physical place they are located. Archives contain primary source documents that have accumulated over the course of an individual or organization's lifetime, and are kept to show the function of that person or organization.

It is beyond the scope of this handbook to provide a thorough history of archival description. Parallel international efforts are discussed in Chapter Here are examined the evolution in the definition of "description," followed by highlights in the progress made by several projects undertaken in this country specifically to develop description standards. Definition of archival description in the United States The standard definition of archival description has changed significantly in the last twenty years. The process of establishing intellectual control over holdings through the preparation of finding aids. In a separate entry, the Glossary defines finding aids: The descriptive media, published and unpublished, created by an originating office, an archival agency, or manuscript repository, to establish physical or administrative and intellectual control over records and other holdings. Basic finding aids include guides general or repository and subject or topical , inventories or registers, location registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and, for machine-readable records, software documentation. In , in what was the first basic manual on archival arrangement and description published in the U. They included not only finding aids such as inventories, registers, guides, and card catalogs, but also internal control documents such as accession forms and shelf lists employed prior to preparation of formal finding aids. Gracy also suggested what he called "third-stage" methods following completion of finding aids for disseminating information to the research community such as notices in scholarly journals, reports to the National Union Catalog of Manuscript Collections NUCMC , and compilation of reference lists to highlight certain subject strengths. His emphasis throughout was on how a sound descriptive program coordinates these various components. He concluded his discussion of description with this observation: The shrewd archivist performs no greater service for himself than framing an integrated system [emphasis added] in which the accomplishment of one task leads to and lays a foundation for another. The scope and content note in the inventory, for example, should be full enough that a notice of opening for scholarly journals can be distilled from it and that it can serve in reporting the collection to NUCMC and for producing a guide. While they did not define description per se, the principles echo the call for developing a system of descriptive tools along with asserting more traditional priorities such as describing groups and series before describing individual items. The archives should design a system of finding aids that provides essential information about the holdings for users and enables the archivist to retrieve materials. Finding aids should employ first the techniques of group and series description before undertaking item description; a brief description of all records is preferred to a detailed description of some of them. The level of description of records depends on their research value, the anticipated level of demand, and their physical condition. Finding aids may include, as appropriate, guides, inventories or registers, card catalogs, special lists, shelf and box lists, indexes, calendars, and for machine-readable records, software documentation. These most recent formal definitions of archival description are quite similar to one another because they were products of cross-pollinated, concurrent projects. Archival description is the process of capturing, collating, analyzing, and organizing any information that serves to identify, manage, locate, and interpret the holdings of archival institutions and explain the contexts and records systems from which those holdings were selected. Description is no longer defined as the production of finding aids, as it had been in the Glossary, but is more broadly conceived. Thus, description not only encompasses the creation of traditional descriptive products like catalog records and inventories but also extends to others created to meet a range of archival management needs, such as appraisal reports, transfers of ownership, box and folder labels, and statistical compilations. An efficient descriptive system, especially when driven by a sound use of automated technologies, can capture information once and eliminate the need to recreate it for another purpose. Archival description is the process of capturing, collating, analyzing, controlling, exchanging, and providing access to information about 1 the origin, context, and provenance of different sets of records, 2 their filing structure, 3

their form and content, 4 their relationships with other records, and 5 the ways in which they can be found and used. Standards development efforts in the U. Since the early s, archivists in the United States have made a conscious effort to try to codify their practices and create explicit rules from implicit methodologies. This drive toward standards has by no means been limited to description, but has touched on technical methods associated with preservation, issues of personal concern like ethics, and management criteria. Several writers have interpreted this focus on standards, the development of a body of common knowledge and practice, as one of the signs of a maturing profession. Having surveyed more than archives and manuscript repositories, the committee found "wide variations in manuscript registers and records inventories, but A Handbook of Techniques and Examples in It contained explanations and examples of the basic components of archival finding aids: It was widely used over the next several years, providing a basic structure and a series of examples that many repositories nationwide followed in constructing their own inventories and registers. It also became a teaching tool for training new practitioners in the basics of description. Its subsequent widespread use certainly qualified it as a de facto standard for archival description in the U. Not having been reviewed or modified, however, in fifteen years, it was declared out of print by the SAA Editorial Board in the early s. By its members had developed the first two formally recognized description standards in the U. The Data Element Dictionary was developed through an analytical process that was similar, at least on the surface, to that which resulted in the Inventories and Registers. First, Elaine Engst collected examples of finding aids and other descriptive sources from manuscript collections and archival repositories nationwide and extracted from them a list of specific types of information data elements that each contained. She was able to demonstrate that the content and functions of about 20 of those elements were essentially identical from repository to repository, even when the name attached to the element or the types of records being described were quite different. This conclusion allowed NISTF to counter the prevailing notion that description standards would be impossible to achieve because practices used in dealing with archives and manuscripts were so different. It went through all the fields in existing MARC records to determine which were germane to archival information needs, then went through working documents from the Library of Congress and the National Archives to see if these fields met their requirements. Instead it sought to identify all elements of information collected or used by archivists in any aspect of their work. In this sense it was truly grounded in the process of systems analysis and took the earlier concepts of a system of finding aids to its logical extension in an archival information system covering the operations of the entire repository. Unfortunately, it has gone nearly ten years without formal maintenance and is not available in printed form, except by photocopy. Its goal is to develop an information architecture which would provide a comprehensive model of "each archival activity that uses data, and the types of data used or generated by each activity. Further Reading Bearman, David. Archives and Museum Informatics Technical Report vol. Archives and Museum Informatics, Archives and Museum Data Models and Dictionaries. Archives and Museum Informatics Technical Report no. Society of American Archivists, Developing a System for Control of Archives and Manuscripts. Later published in A Modern Archives Reader: National Archives and Records Administration, Working Group on Standards for Archival Description. Establishing a Process for Their Development and Implementation. Contains the report and recommendations of the Working Group along with several supplementary sections, including a glossary, a checklist of standards applicable to archival description, and a select bibliography. Development, approval, and maintenance: The Data Elements Dictionary "is intended to provide archivists, records managers, and manuscripts curators with a common nomenclature with which to define information systems used in the control of records and the management of records programs. The common nomenclature serves to identify identical information collected, used, and reported by different subsystems within an in-house information system and hence to identify areas for more efficient information handling within an institution. In addition it could identify data held in common by different repositories which is, therefore, theoretically available for exchange. The functional listings are followed by an alphabetical list of all data elements. Society of American Archivists, which is now out of print. Miller; Society of American Archivists. Archives Assessment and Planning Workbook. The workbook contains a checklist for evaluating archival programs including 12 specific questions relating to the quality of descriptive tools provided and the use of appropriate standards and

guidelines. Gracy II, Archives and Manuscripts: Arrangement and Description Chicago: Society of American Archivists, , Society of American Archivists, []. The workbook contains a series of checklists in the form of questions for evaluating archival programs, derived from the basic principles contained in the publication, including a section on arrangement and description. The workbook states that "finding aids should conform in spirit to recommendations of the SAA Committee on Finding Aids," presumably in its publication, Inventories and Registers, which is discussed later in this chapter. Society of American Archivists, , 7. Maher, "Contexts for Understanding Professional Certification: A Handbook of Techniques and Examples Chicago: Society of American Archivists, ; Richard H. Standards for Archival Description:

3: Open Archival Information System - Wikipedia

The Archival Information Package (AIP) Design Study examines the technical issues surrounding the design of an AIP for the digital preservation of audio-visual items. The goal of the report is to define in broad terms the content.

4: Information Technology and Archives | Society of American Archivists

The National Archives Catalog. Search the National Archives Catalog and other National Archives resources at once for information about our records.

5: Archon: The Simple Archival Information System

Open Archival Information System (OAIS) is known as a "reference model," defining concepts and responsibilities essential for ensuring preservation of digital information. The most well-known feature of OAIS is its categorization of information packages by their function.

6: Genealogy & Family History | Search Family Trees & Vital Records

Researchers and scholars seeking information on Hearst Castle or the various endeavors and enterprises of the Hearst family can find large amounts of primary materials at institutions throughout California and the United States.

7: Archival Information about William Randolph Hearst and Hearst Castle

The Archives was administratively part of the Personnel Services Office, , and Information Technology, As a result of budget reductions in , the Archives was reduced to to.5 FTE, and the Micrographics program was eliminated.

8: OAIS 4: the Archival Information Package | Alans notes and thoughts on digital preservation

The Archival Information Unit is the "atom" which the archive is asked to store. A single AIU contains exactly one Content Information object (which in turn may be multiple files, however) and exactly one set of PDI ().

9: Archives Information | Archives and Records | Lane Community College

ISO defines the reference model for an open archival information system (OAIS). An OAIS is an archive, consisting of an organization, which may be part of a larger organization, of people and systems that has accepted the responsibility to preserve information and make it available for a designated community.

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2006 US BNA Postage Stamp Catalog (Us Bna Postage Stamp Catalog) Photo-oxidants, acidification and tools NAEP 1998 writing state report for Arizona Iron man manual daniel wallace The Best Of Mr. Food Dinner On The Double (Best of Mr. Food) Turn up the heat Sherrilyn Kenyon Food Patterns (A Books) Peer-to-peer communication The chair takes over Interested Parties Community formation and livelihood Economics of energy security Beauty and beast book Jack russell savvy Tribute to the fair 2 Enter the Peacock Blue 22 The spiritual path to weight loss Resident evil novels Shakugan no Shana Life and tradition in Northumberland and Durham Growing the Distance Thomas Guide 2006 San Bernardino County Lisa renee jones denial Freelance Writing (Harperresource Book) Psychodynamic models Catalogue of British Hymenoptera in the British Museum. Post-Entry Marketing Strategy Ssc cgl 2013 tier 2 question paper with answers Book of 101 Books, The Medicine and business Ambush at Vermejo Church Volunteers, / The Insiders Guide to Greater Lexington and the Kentucky Bulegrass Design a label seal Aggregate expenditure and equilibrium output Women in the land of milk, honey and hi-technology: the Israeli case Ronit Kark 1862 plot to kidnap Jefferson Davis The office as invention Goldstein physics book Best italian grammar book