

# Archival Process Management in US Repositories

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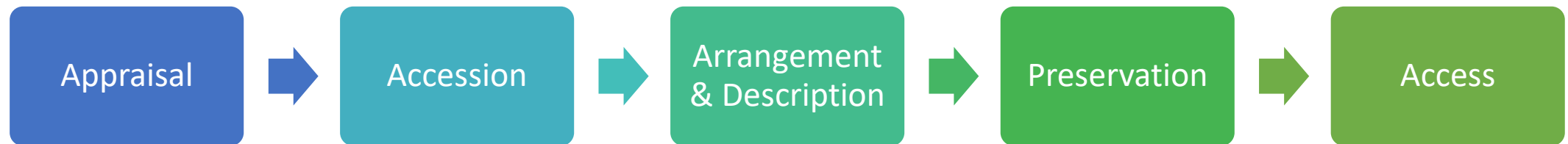
Summer School for Young Archivists, Almaty, Kazakhstan

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# Archival Workflow



# Appraisal

- 1. The process of identifying materials offered to an archives that have sufficient value to be accessioned.*
- 2. The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness.*
- 3. The process of determining the market value of an item; monetary appraisal.*

Source:

<https://www2.archivists.org/glossary/terms/a/appraisal>



# Accession

- 1. Materials physically and legally transferred to a repository as a unit at a single time; an acquisition.*
- 2. To take legal and physical custody of a group of records or other materials and to formally document their receipt.*
- 3. To document the transfer of records or materials in a register, database, or other log of the repository's holdings.*

Source:

<https://www2.archivists.org/glossary/terms/a/accession>



# Arrangement

1. The process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials.
2. The organization and sequence of items within a collection.

Source:

<https://www2.archivists.org/glossary/terms/a/arrangement>



# Description

- 1. The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding.*
- 2. The product of such a process.*

Source:

<https://www2.archivists.org/glossary/terms/a/archival-description>



# Preservation

- 1. The professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property.*
- 2. The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment.*
- 3. The obligation to protect records and other materials potentially relevant to litigation and subject to discovery.*

Source:

<https://www2.archivists.org/glossary/terms/p/preservation>



# Access

1. The ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools.
2. The permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance.

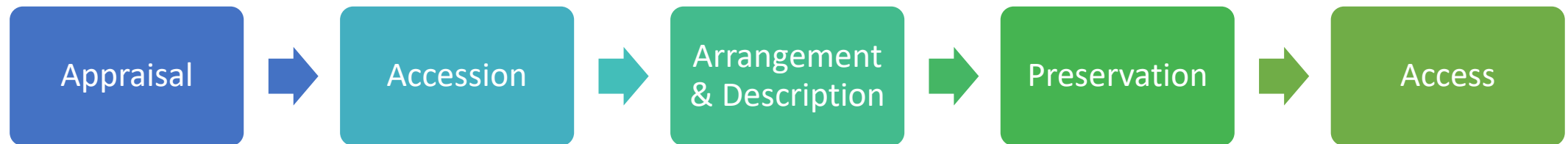
Source:

<https://www2.archivists.org/glossary/terms/a/access>





# Archival Workflow



# Archival Principles

- **Principle 1: Records in archives possess unique characteristics.**
- **Principle 2: The principle of *respect des fonds* is the basis of archival arrangement and description.**
- **Principle 3: Arrangement involves the identification of groupings within the material.**
- **Principle 4: Description reflects arrangement.**
- **Principle 5: The rules of description apply to all archival materials, regardless of form or medium.**
- **Principle 6: The principles of archival description apply equally to records created by corporate bodies, individuals, or families.**
- **Principle 7: Archival descriptions may be presented at varying levels of detail to produce a variety of outputs.**
- **Principle 8: The creators of archival materials, as well as the materials themselves, must be described.**

Derived from: [https://www2.archivists.org/standards/DACS/statement\\_of\\_principles](https://www2.archivists.org/standards/DACS/statement_of_principles)



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