Manuals and textbooks of archives administration and records management:

A RAMP study

General Information Programme and UNISIST

United Nations Educational, Scientific and Cultural Organization

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MANUALS AND TEXTBOOKS OF ARCHIVES ADMINISTRATION
AND RECORDS MANAGEMENT
A RAMP STUDY

by

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PREFACE

In order to aid Member States, particularly developing countries, to meet their needs in the specialized areas of Archives Administration and Records Management, the Division of the General Information Programme has developed a long-term Records and Archives Management Programme (RAMP).

The overall objectives of RAMP reflect and contribute to the overall themes of the General Information Programme. RAMP therefore includes projects, studies and other activities intended to:

- to create awareness and promote understanding, among and within governments of Member States, of the value and usefulness of records and archives as basic information resources;

- to assist countries, upon request, in the organization and development of records and archives management systems and services necessary for the full and effective utilization of these basic information resources;

- to promote and assist in the advancement and dissemination of knowledge through the training of professionals in the field of archives and records management as the basis for solid archival policies and development.

RAMP activities concentrate on: infrastructure development; training and education; protection of the archival heritage; promotion of the development and application of modern information technologies and research in archival theory and practice.

This study, prepared under contract with the International Council on Archives, (ICA) is designed to introduce and describe manuals and textbooks suitable for training in records management and archives administration. It includes an inventory of available manuals with bibliographic data and descriptions of their suitability for training. It also indicates appropriate target groups.

Comments and suggestions regarding the study are welcome and should be addressed to the Division of the General Information Programme, UNESCO, 7, Place de Fontenoy, 75700 Paris, France.

Other studies prepared under the RAMP programme may be obtained at the same address.
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REPORTS AND OTHER CONTRIBUTIONS USED IN THIS STUDY
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FOREWORD

The Committee on Professional Training and Education of the International Council on Archives (ICA) decided at its meeting in Milan in autumn 1989 to propose a comparative study of manuals and textbooks suitable for training programmes in archives administration and records management. Unesco has included this study in its RAMP series. A specially devised questionnaire about manuals and textbooks was sent to members of the Committee and other experts.

At the same time, the Committee also asked teachers of archives administration to report on manuals and textbooks written in their respective languages. These reports were presented at the 3rd International Symposium on Archival Training organized by the Committee in The Hague in September 1990. The preliminary draft of this study was also discussed in The Hague. The Symposium proposed that it should include an annotated bibliography of international and national textbooks and manuals designed for archive schools and trainers. This study and the bibliography, which forms an appendix, are thus based on the reports presented in The Hague, and on the questionnaire responses.

I am grateful for all the feedback and aid received from the Committee members and other experts in archival training. Without their help it would have been impossible to cover the publications of so many countries and in so many languages.

1. THE GOAL OF THE STUDY

The goal of this study is to survey and analyze manuals and textbooks that can be used for training in archives administration and records management. In some countries there is an obvious need for comprehensive textbooks suitable for archival training, and this study will therefore be of interest to teachers of archival administration in preparing their own bibliographies. The bibliography in this study will be especially useful in developing countries.

One drawback of this kind of review is that it becomes outdated very quickly because of rapid developments in the archival field and new literature constantly being published. Thus, the bibliography will need continuous updating. The participants at the Symposium in The Hague expressed their interest in a new and updated version of the 1978 "Basic International Bibliography of Archives Administration".

2. TARGET GROUPS OF ARCHIVAL TRAINING

2.1 Different levels of the profession

In his paper given to the Second International Symposium on Archival Training in Milan in September 1989 "Curriculum contents for various levels of archival training", Eckhart G. Franz notes three major personnel groups in archives:
a) archival personnel, i.e. specialized personnel concerned with the administration of archival (or pre-archival) records, ranging from the head archivist to repository attendants.

b) technical staff for conservation, restoration and photographic work.

c) staff for administrative and financial management and for secretarial work.

Categories a) and b) need special archival training, while basic training for category c) is normally common with any other branch of administration.

2.2 Categories of archival personnel

The questionnaire used for this study divided archival personnel into three levels.

a) Paraprofessional level

This level consists of the assistant staff in archival institutions and some records managers in archive-creating organizations. This group needs basic knowledge of archives administration, although it concentrates mainly on practical work. In some countries, for example in the United States, paraprofessionals are trained on the job, not in the classroom. In other countries there are special training programmes which provide better and more varied professional skills than does training on the job. In any case the training of this group can be practical without the need for a deeper theoretical background. In some countries professional archivists may first follow the same training programme as paraprofessionals after which they continue with more theoretical aspects.

b) Professional level

This group includes professional archivists who need a thorough, versatile training in both the theory and practice of archives. In the last 20 years they have benefitted from the development short courses allowing them to keep up with new techniques and changing methods.

c) Managerial level

This group includes the managers or heads of archival institutions. They have often been professional archivists but may also have some other scientific or administrative background. Archival studies also, of course, help these managers in their work. Their main duty, however, is to plan and develop the activities of their archival institutions. For that they need an understanding of international developments and of decisions made elsewhere. In developing countries these managers often have to create institutions out of almost nothing and the experiences of other countries are of great value to them. As it is difficult to get directors of archival institutions to participate in training programmes, it is even more important for them than for archivists to have suitable manuals.

Several RAMP studies, devised as basic material for planning and development work at the managerial level are available.
2.3 Archivists in different types of archives

Archival professionals can also be divided according to the kind of archives they administer, for example the archives of governmental agencies, of local government, and of business. These archivists may need special training in the management and arrangement of their records. However, it is usually desirable that training is generally a professional specialization left to postgraduate studies or to in-post training. This approach guarantees the students a wider choice of jobs which would not be accessible to them if they were to specialize too early.

There are of course manuals and handbooks for managing specific kinds of archives. These are useful for specialised training courses as well as for broadening the individual interests of the archivist.

2.4 Training of users

Researchers and other users of archives need a general understanding of the objectives of archives administration, and of the work of different kinds of archives services. Professionals in information services, such as librarians and information managers, also need this kind of training. National archives and other archival institutions publish catalogues and guides to their material, but users may also need to know the principles by which the documents are arranged and described. There are some general manuals which can be used as an introduction to archives administration in this context, for example, Einführung in die Archivkunde by Eckhart G. Franz, or Les archives. Pourquoi? Comment? by Françoise Hildesheimer.

3. DIFFERENT TYPES OF MANUALS AND TEXTBOOKS

Dictionaries do not make a particular distinction between the terms "manual" and "textbook". The Oxford Dictionary for example regards them almost as synonyms. Francophone respondents to the above mentioned questionnaire also made no distinction between the two terms.

Specialist dictionaries for documentation and librarianship do not include the term "manual". The term textbook is defined as a book designed for teaching or as a didactic document setting out basic knowledge of an art, science or technique.(1)

The term manual has been defined as a book that tells you how to do something - or as a detailed and comprehensive guide to practice, manufacture or service.(2)

Most of the publications evaluated in this study have the character of manuals rather than that of textbooks, although they are used in a teaching context. Thus, publications have not been classified as either manuals or as textbooks. The criterion for their being included was that they are suitable for training.

In the bibliography, however, the word textbook has been used, when the work is directly used or usable in training. A work, which can be used on a day-to-day basis by archivists and which provides them with detailed information about professional practice, is called a manual.
It was originally intended to evaluate publications according to their suitabilities for training groups at different levels. But since both, professionals and paraprofessionals, may use the same basic manuals and textbooks, this type of classification proved to be inappropriate.

Therefore publications have been categorised according to their contents, although of course this cannot be always as precise as might be wished:

1. General manuals, divided into reference books, the "classic" manuals which are often out of date as far as the archival practice is concerned, manuals and textbooks covering more or less the whole field of archives administration and collections of articles or archives readers.

2. Works concerning terminology.

3. Works on legislation and the organization of archives services.

4. Theoretical studies on archival theory.


7. Works designed to be used in specific types of archives, e.g. business archives, private archives, local archives, etc.

8. Works dealing with the management of specialized archival media, e.g. audiovisual archives, machine-readable archives.


10. Books on archival training: as far as training itself is concerned, course content and teaching methods are of great importance. Works concerning training and curricula have therefore been added to the bibliography.

Especially important and useful in the development of training programmes is the RAMP study "Guidelines for curriculum development in records management and the administration of modern archives", prepared by Michael Cook. He suggests a common basic training for all personnel involved directly in the professional management of archives and records. He stresses that apart from important differences of level and approach, a single body of basic training is appropriate to the whole field.

NOTES:


4. CRITERIA FOR TEXTBOOKS AND MANUALS, THEIR USABILITY AND CONTENTS

In her report for the Hague Symposium Marie-Claude Delmas suggests that, from the point of view of an instructor, a good textbook should be:

- of a manageable format.
- for daily use (hence the need for a convenient format), with a good summary and an index.
- instructive (and therefore it has to be clear and precise).
- a guide to basic principles and references.

These criteria are as valid for textbooks used in archival training as for manuals used by archivists in their daily work. However, Marie-Claude Delmas concludes that textbooks as she describes them do not exist at least in the French context where teachers use mainly lecture handouts and copies of articles from archival journals, and manuals are designed for the practising archivists.

There is a similar conclusion in the report from the USA. Francis Blouin writes that of the publications dealing with archives administration, none really falls into the category of "textbook". Hermann Rumschöttel notes the same situation in Germany in his article on the education of the archivists: "the lack of technical and practical textbooks for archives administration causes difficulties in teaching". (1)

Thus, there would appear to exist a need in most countries for comprehensive textbooks suitable for training and, as a recommendation, we would suggest that archival institutions in the most developed countries include such textbooks in their publication programme.

The usability of textbooks and manuals also depends on whether they are meant mainly for a national or an international readership. In a national context an archivist should have a knowledge of, for example archival sources, the structure of archival institutions and their history, the legislation regulating archives administration, records management and the use of archives. As these topics differ substantially from country to country, manuals are often only partly usable in the international context.

The manuals and guides of the Soviet Union and of the former Eastern bloc countries differ from corresponding publications in certain western countries. However, it seems that differences in the archival theory have been partly those of terminology. Different views of history have also influenced practical decisions on appraisal, for example. In any case, the social and economic reforms in Eastern Europe and the Soviet Union may now lead to a harmonization between eastern and western archival theory and practice.
There is also a substantial difference between archival training given in some European countries with an old archival and documentary tradition and that provided, for example, in Scandinavia, the Netherlands, the USA, Canada and Australia which concentrates more on the management of contemporary records.

However, international practice does provide a basis for comparison, and many problems are common to all countries. From this point of view, international textbooks and reference works are clearly needed. These could include, for example, teaching packs of material extracted from existing manuals and professional journals: such a publication programme might well be appropriate to the ICA.

NOTE:


5. HISTORY OF THE CLASSIC MANUALS AND REFERENCE BOOKS OF THE DEVELOPMENT OF ARCHIVAL THEORY AND PRINCIPLES.

Rules and regulations for the upkeep of particular archives services have always been issued. Philip le Bel of France for example, gave Pierre d'Etampes guidelines for the care of the royal archives in 1307 Queen Jeanne of Naples gave instructions for the maintenance of archives in 1347, and in Spain, Philip II's Instruccion pare el gobierno del Archivo de Simancas appeared in 1588.

The first treatises that might be called manuals appeared in Europe at the beginning of the Renaissance. These works tried to formalize existing practical knowledge to ensure its transmission and diffusion on a wider scale.

Throughout Europe, the arrangement of archives according to original order, rather than by subject, began at the end of the eighteenth century. Yet even at this point it is still inappropriate to talk of the principle of "respect des fonds", at least until archives of different organisations were brought together in the same place, at the Vatican for example, or in Naples. In France, the principle of "respect des fonds" was legally embodied in the centralised system of departmental archives in 1841.

Manuals such as Aimé Champollion-Figeac's Manuel de l'archiviste des préfectures, des mairies et des hospices (1860) began to appear, clarifying the newly-established principles and legal framework and describing practices and methods of working. In the Netherlands, the famous manual of Muller, Feith and Fruin Handeleiding voor het Ordenen en Beschrijven van Archiven, used throughout northern Europe, explained particularly well the principle of provenance and how it should be applied.
Its historical importance should not, however, overshadow the fact that it is now outdated. In his report on Dutch handbooks on archives in the Hague symposium Arnold J.M. den Teuling writes: "As a Dutch archivist I often have a strange feeling reading foreign literature on Dutch archival science. They are always referring to the theory of Muller, Feith and Fruin. However, the three authors, supported by the Dutch Society of Archivists, were concerned with public archives dating from before the establishment of the Kingdom of Netherlands in 1813, and they were writing in 1898. Although their basic doctrine, was and is, widely accepted, there has been a considerable development both in the Netherlands and internationally. Nowadays, in the Dutch State Archives School, the manual is used only as a reference work, and not as a textbook. The English-speaking world has had to make do with the French translation, and given that both this and the German translation, made at the beginning of the century, are rather poor, there has been considerable misunderstanding of the text".

Similarly other classic manuals have changed from textbooks into reference works. However, knowledge of these books remains necessary for students' understanding of the development of archive theory and practice.

In the UK, Hilary Jenkinson wrote a Manual of Archive Administration (1922). Here the principles outlined by Muller, Feith and Fruin were accepted, but some additions were made.

An Italian classic manual is Eugenio Casanova's Archivistica (1928) which is still used as a reference book in the Archives, Paleography and Diplomatic Schools of the State Archives. It deals with archives management, archival theory and criteria for arrangement and listing, the history of archives and the legal nature of archives.

Among the classic German manuals Adolf Brenneke's Archivkunde should be mentioned. Wolfgang Leesch edited it in 1953 on the basis of lectures given by Brenneke at the Prussian archives school in Berlin-Dahlem, 1931-40. According to Leesch it was Adolf Brenneke who first developed archival theory into a real science, evolving a doctrine "of the free principle of provenance" or of "the principle of organic structure" (i.e. arrangement of archives according to function).

In the USA there are two archival traditions. The first is the tradition of the historian as archivist. The Second has its roots in the fact that early archives management was influenced by the principles and techniques of Library classification and cataloguing, especially in the administration of manuscript collections deposited in university libraries. Theodore Schellenberg, the principal archival theoretician of the USA, treated public records and manuscript collections together for the first time in his book The Management of Archives (1965). Schellenberg's basic principles of appraisal, with the corresponding terminology have been accepted worldwide. They were outlined in his first publication "Modern Archives, Principles and Techniques" (1956) which has been translated into several languages and in some countries is still used in archival training.

It is very important that students of archives administration should be aware of the development of archival theory and principles, although it is, admittedly, a heavy task to read all the classic manuals to that end. It might prove useful for the ICA to publish a RAMP study of the history of archival theory comprising the basic chapters of the classic manuals.
NOTE:


6. MANUALS AND TEXTBOOKS AVAILABLE FOR ARCHIVAL TRAINING

During the last two decades very helpful manuals have been published in the English language: in the United States, in the United Kingdom and in Australia.

Among the most useful of these are the books of Michael Cook who teaches archives administration at the University of Liverpool. His Archives Administration, a Manual for Intermediate and Smaller Organizations and for Local Government (1977) is of great use in training. The Management of Information from Archives (1986) gives more detailed information about archives administration and its new challenges as a branch of information management. The author points out that the latter book should be used together with A Manual of Archival Description, (a second edition of which, written by Michael Cook and Margaret Procter, was published in 1990).

In the USA James Gregory Bradsher edited: Managing Archives and Archival Institutions. Published in London in 1988, its chapters are written by several authors. The Australian textbook, Keeping archives, edited by Ann Pederson (1988), is equally popular in the USA.

The most important manual in French is "Manuel d'Archivistique". Published in 1970, it is a collection of articles by about 40 archivists. Despite its age in some respects, it remains the reference work "par excellence" and is currently being brought up to date.

The "Guide pratique a l'usage de l'archiviste-documentaliste" (by Françoise Durand-Evrard and Claude Durand, 1985) is very useful in the teaching of archives administration and has the added merit of examining the differences in techniques employed by archivists and documentalists.

France is a centralised country and the experiences of local and national archives services have been drawn upon in the laws, decrees and circulars which govern them. These make up an impressive body of professional reference material which is of great use to archivists and students alike.

In Canada the French-language manual: Les archives au XXe siècle, written by Carol Couture and Jean-Yves Rousseau, was published in 1982. It presents a particular view of archival practice current in Quebec. It has been translated into English under the title The life of a Document and is also well known in the USA. It is however not used for training in France perhaps because of the differences in archival traditions.
The comprehensive German manual is *Archivwissenschaft* (1976), written by Johannes Papritz. It is based on his lectures in the archives school in Marburg. In East Germany two significant manuals were published: *Archivverwaltungslehre* by Gerhard Enders (1967) and *Archivwesen der DDR. Theorie und Praxis*, edited by Botho Brachmann (1984). The first is a traditional, clear textbook which is also still used as a reference work. The second, though ordered with some ideological bias, might serve as a model for a new comprehensive model in German which, so far, has to be replaced by the introduction *Einführung in die Archivkunde* by E G. Franz.

In Italy there are two important works used in archival training. Elio Lodolini's *Archivistica. Principi e problemi* (1984, 5th ed., 1990) is a fundamental manual of archival theory presented in a clear fashion. Paola Carucci's *Le fonti archivistiche: ordinamento e conservazione* sets out theoretical and practical criteria for arrangement and for the listing of archives. It is mainly used in archives schools and in courses.

The most important and fullest Spanish manual is Antonia Heredia Herrera's *Archivistica General. Teoría y Practica* (second edition 1991). One of the few Spanish works that can be called a textbook in the full sense of the word is *Introducción a la Archivistica* (1989) by Pedro Lopez Gomez and Olga Gallego Dominguez, firstly written in Galician.

The Soviet Union has produced *Teoría i praktika archivnogo delà v SSSR: Ucebnik*, edited by F.I. Dolgich and K.I. Rudel'son (1980), a book which has also been translated into German (*Theorie und Praxis des Archivwesens in der UdSSR*, (Berlin 1983). Although already partly out of date, it can still be used in the training of archivists. Over the last few years various pamphlets on different areas of archives administration have been published: they are sometimes easier to use than the older manual.

In Yugoslavia there are some textbooks at secondary school level and publications for higher education as well. These include *Archivistica* (1984), written by Joze Zontar. Among other East European countries, modern manuals have also been published in Poland, Czechoslovakia and Bulgaria.

Turning to Scandinavia, the most important Swedish textbook is Nils Nilsson's *Arkivkunskap* although, as it was published in 1973, it is already partly out of date. Nilsson is the most famous archival theorist in Scandinavia to have dealt with the varying concepts of archives in different countries. In Norway, Joergen Marthinsen produced the textbook: *Arkivdanning. Veiledning i arkivarbeid* for use in the training of records managers and archivists. In Finland, Pirkko Rastas, has written *Arkistotoimi ja asiakirjahallinto*, which was designed for training records managers, but which is also used in the basic training of archivists.

Most of the textbooks and manuals mentioned above are suitable for training of archivists although some of the oldest are partly out of date. However, it remains difficult to find a book covering the whole field of archives administration. Thus, in teaching the subject, any one manual must normally be supplemented with other books or articles. The Bibliography includes therefore some publications in specialist areas which can be used in addition to the more general works.
Some sections of the manuals become outdated sooner than others. Therefore the new Dutch manual in a loose-leaf format seems a practical solution. Archiefbeheer in practijk, written by three authors: A. van Giessel, F.C.J. Ketelaar and A.J.M. den Teuling, first appeared in 1986, and 12 supplements to it have been published since. Some parts of it are still being prepared, but when completed in 1991, as intended, it should have about 1200 pages.

The Basic Manual Series published by The Society of American Archivists resembles the Dutch loose-leaf edition. Each manual in this series is a separate publication dealing with one archival function or practice. There are two series. The first consists (according to the description of David Gracy II) of introductory and advanced "how to" information. The second contains practical explanations, examples, and illustrations that help archivists extend and improve the capabilities of their repositories.

Archival institutions in many countries produce their own guidebooks to records management and archives administration which may be very useful in planning corresponding activities in other countries. Unfortunately, this type of guide tends to be printed in small quantities, with the result that archives services elsewhere learn about them only by chance.

7 THE ARCHIVES READER AS A SUPPLEMENT TO MANUALS AND TEXTBOOKS

The lack of comprehensive textbooks has been countered from time to time by the publication of essay collections: the archives readers. These are collections of articles by experts of archival theory and practice.

A Modern Archives Reader: Basic Readings on Archival Theory and Practice, edited by Maygene F. Daniels and Timothy Walch, was published in the United States in 1984. It was developed in response to the requirements of the Modern Archives Institute of the National Archives and Records Service, and most of its articles were first published in The American Archivist. It also includes some "classics" of archival theory, such as Some Aspects of Archival Development Since the French Revolution, by Ernst Posner, Reflections of an Archivist, by Hilary Jenkinson, The Appraisal of Modern Public Records and Archival Principles of Arrangement, by T.R. Schellenberg.

In 1985 Unesco published A RAMP Reader: Modern Archives Administration and Records Management, prepared by a working group of the ICA, and intended to supplement existing textbooks and manuals on archives administration and records management. The introduction to the work states: "Whilst these textbooks and manuals will remain basic required reading for all aspiring archivists and still be essential to the student for an understanding of underlying concepts and theories in these two fields, they suffer from two disadvantages: Firstly, they cannot provide an orientation in the greatly widened practices of the archival profession as they have evolved and developed since the end of World War II and particularly within the past three decades. Secondly, they were each conceived and written against particular administrative and legal backgrounds reflecting different systems, traditions and national practices. This engagement of the textbooks with the legislation and administrative traditions of each country is evident also in the summaries of the books in this study."
This Reader includes articles or reports, taken principally from archival periodicals or series. The texts were selected because they were sufficiently international in content, character, scope and/or applicability to provide the student archivist with a broader view of professional practices.

However, as the Reader's contents were written mainly in the Seventies, (and some even earlier), the work does not provide guidance on many current problems.

The RAMP studies of Unesco furnish useful supplementary material, and in 1990 Selected guidelines for the management of records and archives: a RAMP Reader was published. Prepared by Peter Walne, this is a compilation of those RAMP studies which have "Conclusions", "Recommendations" or "Guidelines" on some aspect of archival theory or practice. The Reader "is intended to make more easily and readily available the distillation of professional theories and practices, which (the studies) contain, and as a result make the studies themselves more widely known and used". With some editing, the individual authors' original introduction is also included.

8 CONTENTS OF THE MANUALS AND TEXTBOOKS

8.1. The history of archives and basic archival principles

This can be divided into:

- history of documents (diplomatic)
- history of archives and archival institutions
- history of archival theory and principles.

History of documents has usually been discussed in the manuals and textbooks only in a national context. German works are particularly thorough in this respect, along with Italian and Spanish publications. In Germany the subject is known as "Aktenkunde" or "Registraturkunde" and covers the study of document types, their forms and the ways of organizing them. H.O. Meisner writes that the word "Aktenkunde" combines diplomatic and research on modern documents (1). In France the history of documents is dealt with in works treating diplomatics, not in manuals of archives administration.

The medieval diplomatics of Harry Breslau's Handbuch der Urkundenlehre für Deutschland und Italien is continued by H.O. Meisner in his Archivalienkunde (the latest edition of his earlier Aktenkunde) for the period from 1500 to 1918. In the lectures on Archivwissenschaft by Johannes Papritz, the two volumes on Organisationsformen des Schriftguts in Kanzlei und Registratur deal with the development of record keeping, combination of the documents to form files, series and registers.
Obviously, in those European countries where there are many older documents in the archives, the emphasis in training is on those documents and on the principles of their arrangement and description. In countries where the documentary tradition is young, more attention is paid to the arrangement and appraisal of current records. Of course, all archivists must have some knowledge of the older documents and archives of their own country. But training in paleography, diplomatic and historical sources is sometimes a part of university studies in history.

In addition to the history of record keeping, archivists and users of archives ought to have some knowledge of administrative history and of the records produced by the various administrations.

The history of archives and archival institutions is usually discussed in a rather general way in the manuals and textbooks. The 3rd International Symposium on Archival Training expressed the need, in the interest of both teachers and searchers, to put more emphasis on the study of the history of record keeping and archives at both national and international levels. A good general survey of the subject appears in Eckhart G. Franz's *Einführung in die Archivkunde*. A lot of facts are provided in Adolf Brenneke's *Archivkunde*.


History of archival theory and principles

Most manuals discuss the history of archival theory only as it is developed in their own country or in countries with the same archival tradition. Muller, Feith and Fruin's manual, however, which deals with the history of archival theory is mentioned in all works.

The French manuals describe the theory and principles which were current at the time of their publication. The history of those theories and principles is set out in the chapters covering the history of archives: however it is more often dealt with in articles appearing elsewhere.

In the Netherlands, P.J. Horsman and J.P. Sigmond produced a reader of archival theory and history of theory called: *Het land van herkomst, een reader van artikelen rond het herkomstbeginsel* (1983). This gives a summary of their national history and includes the Dutch explanation of the principle of provenance.

The most thorough work to deal with the development of archival theory and the history of archives in various countries is Adolf Brenneke's *Archivkunde*, which has already been mentioned. Ernst Posner's article *Some Aspects of Archival Development since the French Revolution*, which was first published in *The American Archivist* in 1940, (also included in *A Modern Archives Reader*) should be noted here. These publications do not, of course, cover developments in archival theory postdating World War II.
8.2. Archives in different countries and differences in archival practice

The comparison of national differences in archives administration is lacking in most works. Apart from Brenneke's historical survey only E.G. Franz and E. Lodolini try to take an international view. It is important for archivists to have a general impression of the development of archives and of the changing nature of their responsibilities. For international cooperation both sides need to know how their practices differ.

8.3. Records management

In some countries, including North America, the duties of records manager and archivist are separated and it is considered unnecessary to teach modern records management to archivists. Elsewhere (in Europe for instance) records management and archives administration are part of the same profession and this is also the position in most of the developing countries.

In several manuals, records management is not included at all. Most textbooks, if they do deal with the subject, treat only records creation, maintenance, filing, classification and retention schedules, which are discussed mainly from the point of view of archives administration.

In Managing Archives and Archival Institutions, published in 1988 as a collaborative venture of American and British archivists (edited by James Gregory Bradsher), the writer of the chapter "Archivist and Records Management", Karen Dawley Paul, states that archivists have an important and visible role to play in records administration, for instance, as catalysts for rationalizing the management and disposition of records and by promoting archival and records management goals to agency administrators. During records creation, they can provide the archival perspective in theoretical and practical matters and in selecting appropriate storage media for valuable records.

Among European publications, records management is most comprehensively discussed in the works of Michael Cook. A Canadian manual that gives an especially good general view of both records management and archives administration is that of Carol Couture and Jean-Yves Rousseau already mentioned. In a review published in The American Archivist Ann Bowers states: "Perhaps the book's greatest strength is the bridge it offers: both archivists and records managers can learn more about each other's working concepts, principles and procedures by studying this book, thus enhancing our professional accomplishments" (2).

In the United States and Canada methods have been developed for detailed records management analyses and surveys. The life cycle of documents is a concept which can well illustrate the use and preservation of the documents at different ages.

The works described are used not only to instruct the staff of archival institutions, but also the personnel in other organizations. In local and government authorities and in business for example, archivists are frequently responsible for records management too. It may therefore be useful if the training of archivists and records managers is at least partially combined to prepare them for both types of work. In the Netherlands, for example, half of the students who come out of the archive school, will become records managers. In his RAMP study on the curriculum development in records management and archives administration, Michael Cook puts a strong case for planning a common basic professional training for both records managers and archivists and for career structures in these fields to be closely related.
8.4. Management of non-current records, records centres

In many countries, separate centres for intermediate records storage have been established. The authorities can transfer non-current records to these record centres, and the appraisal process is carried out there before records that are to be preserved permanently are transferred to the archives repositories. There are several manuals which deal with these record centres, their organization and functions.

8.5. Archives administration

The basic topics of archives administration are treated in every general manual and textbook.

As regards appraisal and disposal of records, almost all the new works, which keep appearing in Western Europe and North America, refer to the classic criteria of the evidential and informational value of documents as they are set out in Schellenberg's Modern Archives. Eastern European countries have had, at least until recently, their own disposal criteria which were based on a dialectic materialistic view of history.

Sampling is thoroughly treated only occasionally, although knowledge of the technique, especially with regard to modern documents, is obviously necessary. In this respect the RAMP study edited by Felix Hull: The use of sampling techniques in the retention of records is a useful supplement to other publications. In this context the report of E.G. Franz for the Round Table Conference in Bratislava (1982) could also be mentioned.

The arrangement and description of archives have a central role in every textbook. The basic principles of provenance and of the restoration of the original order are common throughout. Several manuals deal only with this part of archives administration: The Arrangement and Description of Archival Materials, by Hugh Taylor, published in the ICA Handbooks series (Vol 2), should be mentioned here. It has a solid theoretical background and discusses all types of archival material: records and manuscripts and non-paper media such as sound archives, machine-readable records and moving images. The book is aimed not only at archivists, but also at librarians who need to understand the different problems of control and description of archival material. The British publication, a Manual of Archival Description, by Michael Cook and Margaret Procter, gives very practical advice on the description of archives.

Many textbooks do not pay much attention to technical or conservation problems. They just refer the reader to specialist publications, RAMP studies and ICA handbooks for example. While archivists may not need detailed knowledge of the techniques of conservation, restoration, archives buildings or microfilming, they do need a basic knowledge to make planning and policy decisions. The bibliography includes books which deal with the various fields: they are of course primarily to be used for the training of technical staff.

Archivists are becoming increasingly responsible for the administration of machine-readable records, and at the same time the use of the computer for general archival work is constantly expanding. The rapid development of information technology means that the literature becomes quickly outdated. The archivist will have to use specialist works in this area.
8.6. Archives in a national information policy

More and more attention has been paid to information management and to national information policies which are facilitated by the development of electronic communication. The integration of the information field is reflected in archives, libraries and information services being combined under UNESCO's General Information Programme. In 1987 UNESCO published an International Reader in the Management of Library, Information and Archives Services which aims towards a certain harmonization of the information professions.

It is important for archivists and their colleagues in related disciplines to consider their mutual relationship, to understand which activities are shared and which are peculiar to each profession. Teachers in developing countries have to deal constantly with this issue.

Similarities and differences between archives and libraries are discussed in several manuals, for example in The management of archives, by Schellenberg, and in Archive-Library Relations (1976), edited by Robert L. Clark. Clark chiefly discusses the organisation of American archives and libraries, but also clarifies the similarities and differences in principles and practices of those institutions. Michael Cook has considered archives administration as a part of information management in The Management of Information from Archives. Richard M. Kesner's book Information Systems: A Strategic Approach to Planning and Implementation (1988), also deals with the subject, and the RAMP study, by James B. Rhoads, published in 1983, The role of Archives and Records Management in National Information Systems (also available in French and Spanish) can be recommended as a supplementary reader.

Different types of archival institutions such as national, local or church archives, or the archives of private organizations and their management are described in many manuals and textbooks. They are treated particularly thoroughly, for example, by Eckhart G. Franz and by the Norwegian Jørgen H. Marthinsen.

8.7. New trends in research

The responsibilities of the national archives and other state archives repositories should certainly be discussed in detail. Several textbooks are mainly concentrated on public archives, perhaps because archival training was so far primarily directed towards professionals working in this kind of archival institution. In connection with the acquisition policy, other textbooks describe the need for archives services to act as repositories for private papers and also for archives: oral history. This would seem to be an especially important task in developing countries where there are very few early written sources.

Research services and the preparation of finding aids are important functions of archival institutions. Though archives are arranged and described according to the principle of provenance, expanding research interests often play an important role in planning different types of finding aids. While it is a basic assumption that it is historians who use archives, representatives of quite different fields, for example sociologists, medical scientists, and natural scientists have also become users of archives; a tendency which will increase with the deposit of more machine-readable data archives. Archivists with a traditional training are poorly equipped to serve these new users whose appearance may change the priority of the duties of archival institutions. Even the most recent manuals do not pay as much attention to these developments in the exploitation of archives as might be hoped for. But there are specialist works which deal with specific issues.
8.8. Archival terminology

A short introduction to basic archival terminology is a useful addition to a textbook. It especially helps foreign readers. In spite of the creditable efforts of the ICA in producing an international dictionary, the professional vocabulary is often confusing and the same term may in different countries have very different connotations. This applies even to the word "archives" itself.

Similarly, terms like "group" and "series", for example, can differ in meaning from country to country, which may create difficulties in using even well-designed manuals and textbooks on an international level. Lack of harmonization in terminology is an obstacle to international cooperation. Glossaries and corresponding international publications on terminology enable archivists to find a common language and thus to understand the differences between their professional traditions.

The 3rd International Symposium on Archival Training included in its recommendations the development of national glossaries on archives with definitions of the various terms. The ICA Dictionary of Archival Terminology provides a good model. In fact, some countries have already published their own dictionaries. In France the Dictionnaire des archives. De l'archivage aux systèmes d'information. Français, anglais, allemand (Afnor, Paris) appeared in 1991, and in the Netherlands a Lexicon van Nederlandse Archieftermen was published in 1983.

NOTES:

1 H. O. Meisner, Urkunden und Aktenlehre der Neuzeit.
2 The American Archivist Vol. 5, Numbers 1 & 2 pp. 143-144.

REPORTS AND OTHER CONTRIBUTIONS USED IN THIS STUDY

Reports for the Third International Symposium on Professional Training, The Hague 1990:

Francis X. Blouin: "A report on publications in the United States useful in the education and training of archivists"

Paola Carucci: "Les manuels d'archivistique en Italie"

Marie-Claude Delmas: "Les manuels d'archivistique en langue française"

Severiano Hernandez Vicente: "Manuals of "Archivistica" in Spanish"

Arnold J. M. den Teuling: "Dutch handbooks on Archives"

Jose Zontar: "Archival text-books resp. Manuals in Slavic languages"
Contributions received from:

Botho Brachman, Germany
Angelika Menne-Haritz, Germany
Michael Cook, Great Britain
Jean-Luc Eichenlaub, France
David B. Gracy II, USA
Silvia Vatafu-Gaitan, Rumania
This international bibliography, with its commentary, is not aimed at professional archivists. It rather lists training manuals and reference works which can be used in the teaching of archives administration.

The bibliography is not consistent because the terms "manual" and "textbook" have different definitions in different countries: this explains why the number of works cited also varies so much from country to country. However, the short description of each work will enable to reader to form a more accurate idea of the contents.

To facilitate reference the bibliography is divided into areas of professional practice. Within each area it is arranged alphabetically by language. Works which have been translated are cited only once, in the original language.

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- Oral history

10. Archival training

1. GENERAL MANUALS

Reference works

1. GIESSEL, A.J.M. van; KETELAAR, F.C.J.; TEULING, A.J.M. den
Archiefbeheer in de praktijk
Dutch, Alphen a/d Rijn, the Netherlands
A comprehensive loose-leaf manual edited for training of archival personnel at all levels in the State Archives School in the Netherlands, not yet completed.

2. MULLER FZ., S.; FEITH, J.A.; FRUIN TH. AZ., R.
Handleiding voor het ordenen en beschrijven van archieven
Dutch (translations: German, French, Italian, English, Spanish, Portuguese), Groningen, The Netherlands
1920 (first print: Haarlem 1898), 63 p.
A guide for arrangement and description of archives based on the application of the principle of provenance. The book has become a classic reference book; as a practical manual out of date.

3. JENKINSON, Hilary
A Manual of archive administration
English, London, UK
1965, 256 p.
The first comprehensive work on archives administration in the English language. The definitions of archives, of the concept of custody and of the duties of the archivists are fundamental; as a manual out of date.

4. SCHELLENBERG, Theodore R.
The Management of Archives
English, Washington, D.C., USA
A manual on arrangement and description of archives, compared with the library systems. Records created by public and private bodies are treated together. The work is derived from lectures to a library school. Can be used in developing countries.
5. SCHELLENBERG, Theodore R.
Modern Archives. Principles and Techniques
English (translations: German, Spanish, Hebrew), Melbourne, Australia
1956, 248 p.
Designed for Australian archivists. Concentrates on the problems concerning modern records including the main points of records management. Lays down widely accepted basic principles of appraisal with corresponding terminology. The book has had a fundamental influence in archival theory and it is still used in archival training in many countries. Can be used in developing countries.

6. Association des archivistes français
Manuel d'archivistique - Théorie et pratique des archives publiques en France
French, Paris (Imp. national), France
A comprehensive manual for professionals written by several authors. It covers almost all topics in archives administration. Partly out of date, currently being rewritten.

French, Paris (Gallimard), Encyclopédie de la Pléiade, France
Reference work dealing with history and its techniques.

8. BRENNEKE, A.; (LEESCH, Wolfgang (Ed.))
Archivkunde
German, Leipzig, Germany
1953, 542 p.
Based on the lectures 1931-40 and notations 1943-45 of A. Brenneke, at the Marburg archives school, fundamental in archival theory, especially in explanation of the principle of provenance; contains a thorough overview of the archives and their history in different countries.

9. PAPRITZ, Johannes
Archivwissenschaft
German, Marburg, Germany
1976, 1509 p.
Based on lectures at the archives school in Marburg 1949-1969. Focuses on the scientific analysis of archives, types of documents, their arrangement and description. One of the basic manuals on archival theory. In four volumes.

10. CASANOVA, Eugenio
Archivistica
Italian, Siena, Italy
Fundamental in archival theory, contains the main topics of archives administration, criteria for the arrangement and description, history of archives and juridical nature of archives. Partly out of date. Still used for professional education in Italy.
11 KONARSKI, Kazimierz
Nowożytna archiwistyka polska i jej zadania (Contemporary Polish Archive Science and Its Tasks)
Polish, Warsaw, Poland
1929
The first manual in a slavic language concerning archives administration.

Manuals and textbooks

12 Metodicheski kodeks (Methodical Manual)
Bulgarian, Sofia, Bulgaria
A manual dealing with the organization of archival institutions, archives administration, management of archival material in new media and on publication of archival documents.

13 Archivni prirucka (Archives Manual)
Czech, Prague, Czechoslovakia
A textbook for training of paraprofessionals in all kinds of archival institutions. Contains the main topics of theory and practice in archives administration, partly out of date.

14 BRADSHER, James Gregory (Ed.)
Managing Archives and Archival Institutions
English, Chicago (Univ. of Chicago), USA
A manual, with contribution by several authors, covering most topics in archival administration. The focus is on the work and new challenges of archival institutions and on managing contemporary records and new materials, such as audio-visual archives, oral history, machine readable archives. Can be used in developing countries.

15 COOK, Michael
Archives Administration:
A manual for small & intermediate archives repositories
English (translations: Chinese 1988), London (Dawson), UK
A basic, concentrated textbook for teaching archives administration; contains both practical advice and good theoretical background. The focus lies on starting and running small or intermediate archives. Used in UK in university training of archival professionals; can be used in developing countries.

16 COOK, Michael
The management of Information from Archives
English, Aldershot (Gower), UK
A manual on archives administration. The book describes archives management as a part of information management and is therefore suitable for training of information professionals of all branches. The focus of the book lies on the arrangement and description of records and information retrieval in archival systems. Can be used in developing countries.
17 PEDERSON, Ann (Ed.)
Keeping archives
English, Sydney (Australian Society of Archivists), Australia
A textbook for training of archivists, written by several authors. The focus lies on the practical work in archival institutions, popular as a textbook in US. Can be used in developing countries too.

18 Society of American Archivists
Basic Manual Series I and II
(Series I: 5 publications, II: 5 publications)
English, Chicago (SAA), USA
1977 (first print: 1977 to present)
A collection of manuals each being a separate publication on one archival function or practice. S. I: introductory and advanced "how-to" information. S. II: practical explanations, examples, and illustrations that help archivists extend and improve the capabilities of their repositories. Each manual is catalogued separately in this bibliography.

19 RASTAS, Pirkko
Arkistotoimi ja asiakirjahallinto (Archives administration and records management)
Finnish, Helsinki (VAPK), Finland
A textbook designed for teaching of paraprofessionals and records managers in commercial schools, but used in the basic training of archivists too. An introduction to the practical work of records management and archives administration.

20 COUTURE, Carol; ROUSSEAU, Jean-Yves
Les Archives au XXe siècle. Une réponse aux besoins de l'administration et de la recherche.
French (translations: English, Spanish), Montréal (Univ. de Montreal), Canada
A comprehensive manual for archivists and records managers; covers both theory and practical work. The special merit of the book lies on description of the life cycle of documents from creation through records management programme. Can be used in developing countries.

21 PEROTIN, Yves (Dir.)
Manuel d'archivistique tropicale
French, Paris (Mouton), France
A manual for professionals in public archives especially in tropical countries, containing the main topics of theory and practice in archives administration. Can be used in developing countries.

22 BRACHMANN, Botho (Ed.)
Archivwesen der Deutschen Demokratischen Republik
German, Berlin, Germany
1984, 480 p.
A comprehensive manual on theory and practice of archives administration, with an international viewpoint. Written by several authors. Used in universities in East Germany.
23 ENDERS, Gerhardt
Archivverwaltungslehre
German, Berlin, Germany
A practical, traditional manual on archives administration, used as a textbook in East Germany but also in the Marburg archives school. Partly out of date. Can be used in developing countries.

24 CARUCCI, Paola
Le fonti archivistiche: ordinamento e conservazione
Italian, Rome, Italy
A basic textbook used in teaching of professionals in Italian archives schools and in courses for public, private, ecclesiastical and business archives. Contains the main topics of theory and practice in archival work, especially arrangement and description. Many references to the practice. Can be used in developing countries.

25 KONSTANTINOV, Milos
Arhivistika
Macedonian, Skopje, Yugoslavia
A textbook for training of professionals archivists at undergraduate level. Contains the main topics of theory and practice in archives administration. Partly out of date.

26 MARTHINSEN, Jorgen H.
Arkivdanning. Veiledning i arkivarbeid (The creation of archives, an introduction to archival work)
Norwegian, Oslo, Norway
1987, 339 p., ISBN 82-03-15491-3
A comprehensive, textbook for training of records managers and archivists of state agencies and public archives, both at paraprofessional and professional level. The focus of the book is on the management of contemporary records.

27 CZESLAW, Biernat
Problemy archiwistyki współczesnej Podrecznik (Problems of Modern Archive Science)
Polish, Warsaw, Poland
1977, 332 p.
Contains most topics of archival administration.

28 ROBOTKA, Halina; RYSZEWSKI, Bohdan; TOMCZAK, Andrzej
Archiwistyka
Polish, Warsaw, Poland
A textbook for the training of archivists in all kinds of archival institutions. Contains the main topics of theory and practice in archival administration.

29 DOLGIKH, F.I.; RUDEL’SON, K.I. (Eds.)
Teoria i praktika arhivnogo dela v SSSR (Theory and practice of archival work in the USSR
Russian (translations: Polish, German, Serbo-Croat), Moskow (Vischaia schkola), USSR
A textbook dealing with the arrangement of documents, design of finding aids and organization of archival work. Its translations have been used in most East European countries.

30 BRUK, Ivanka; POPOVIC, Ljubodrag
Arhivistika
Serbo-Croat, Belgrade, Yugoslavia
1986, 201 p.
A textbook for training of professionals at undergraduate level and in archival institutions. Contains the main topics of theory and practice in archives administration. Partly out of date.

31 Savez Drustava Arhivskih Radnika Jugoslavije
Prirucnik iz arhivistike (Manual on archive administration)
Serbo-Croat, Zagreb, Yugoslavia
A textbook for training of professionals in archives schools and institutions. Contains the main topics of theory and practice in archives administration. Partly out of date.

32 Archivna Sprava Ministerstva Vnutra SSR
Ochrana, sprístupnovanie a využívanie archívnych dokumentov (Preservation, access to archives and the used of archives documents)
Slovak, Bratislava, Czechovakia
1988, 204 p.
The book discusses basic concepts, pre-archive management, basic registration, work with the archival documents, publication of sources, access, computer techniques, archives service and protection of archival documents.

33 VILFAN, Sergii; ZONTAR, Joze
Arhivistika
Slovene, Ljubljana, Yugoslavia
A basic manual on archival theory and on the main topics of archival administration.

34 ZONTAR, Joze
Arhivistika
Slovene, Ljubljana, Yugoslavia
1984, 170 p.
A basic manual on archival theory and the main topics of archival administration.

35 HEREDIA HERRERA, Antonia
Archivistica General. Teoría y Practica
Spanish, Sevilla, Spain
A basic comprehensive manual that studies the nature of archives, the principles of their conservation, organization and utilization. The special merit of the book lies in its discussion of the archival methodology, terminology and especially on the description of documents. Contains bibliographical notes about manuals and textbooks available in Spanish. Can be used in developing countries.
36 MATILLA TASCON, Antonio
Cartilla de Organización de Archivos
Spanish, Madrid, Spain
1960, 40 p.
A guidebook for archives administration published by the General Office for Archives and Libraries of Spain. The main topics are the origin of the archives, classification, description and utilization of the documents.

37 TANODI, Aurelio
Manual de Archivología Hispanoamericana. Teorías y Principios
Spanish, Cordoba, Argentina
1961
A manual that contains archival methodology, history of administrative institutions and other related disciplines, the delimitation of the concept of archives and its classes, the history of archives from the Spanish American point of view and professional training of archivists.

38 NILSSON, Nils
Arkivkunskap (Learning archives)
Swedish, Malmö, Sweden
A basic textbook for training of archivists and records managers; covers the most important topics with detailed practical advice. The merit of the book lies in a thorough and personal view of the concepts of archival theory and its history. Partly out of date (legislation and techniques).

Readers and collections of articles

39 State Archives School
Reader archivistiek en inventarisatie
Dutch, The Hague, The Netherlands
1987, 360 p.
Articles mostly from the "Nederlands Archievenblad", and unpublished papers of the State Archives School.

40 DANIELS, Maygene F.; WALCH, Timothy (Eds.)
A Modern Archives Reader:
Basic Readings on Archival Theory and Practice
English, Washington, D.C. (NATFB), USA
A collection of previously published articles, mostly from "The American Archivist", covering the central topics of archives administration. Can be used in developing countries.

41 VAUGHAN, Anthony
International reader in the management of library, information and archive services
English, Paris (UNESCO), France
1987, 627 p., UNESCO -PGL- 87/WS/22
A collection of writings on the management aspects of libraries, archives and information services for use in training in such contexts. Can be used in developing countries.
42 WALNE, Peter (Comp.)
Modern Archives Administration and Records Management: A RAMP Reader
English, Paris (UNESCO), France
A collection of articles and reports published in archival periodicals in several countries. Its purpose is to serve as a basic text for the education and professional training of archivists. Can be used in developing countries.

43 WALNE, Peter (Ed.)
Selected guidelines for the management of records and archives: A RAMP reader
English, Paris (UNESCO), France
1990, 208 p., UNESCO- PGI- 90/WS/6
A collection of guidelines in records management and archives administration. Can be used in developing countries.

44 CENCETTI, Giorgio
Scritti di Archivistica
Italian, Rome, Italy
1970
A collection of articles, the most important of which are "Il fondamento teorico della dottrina archivistica" and "Sull'Archivio come "Universitas Rerum"".

45 GIUFFRIDA, Romualdo (Publ.)
Antologia di Scritti Archivistici
Italian, Rome, Italy
A collection of articles concerning the main topics of archives administration.

Readers and collections of articles are discussed also in: 51, 56, 78

See also the special issues of Archivum, the international journal published by the ICA under the auspices of UNESCO or nationals journals such as the Gazette des Archives (France)

2. TERMINOLOGY

46 Stichting Archiefpublikaties
Lexicon van Nederlandse archieftermen
Dutch, The Hague, The Netherlands
Similar to the French dictionary described below (49)

47 CRESPO Nogueira, Carmen (Ed.)
Glossary of Basic Archival and Library Conservation Terms (ICA Handbooks Series, Vol. 4)
English (translations: Spanish, German, Italian, French, Russian), Munich (SAUR), Germany
An English glossary of conservation terms, with equivalents in Spanish, German, Italian, French and Russian.
48 WALNE, Peter
Dictionary of Archival Terminology (ICA Handbooks Series, Vol. 7)
English (translations: Bi-lingual: French too), Munich (SAUR), Germany
A bilingual (English and French) dictionary with equivalents in Dutch, German, Italian, Russian and Spanish.

49 Ecole nationale des chartes. Association française de normalisation; direction: DELMAS, Bruno
Dictionnaire des archives. De l'archivage aux systèmes d'information.
French, Paris (Afnor), France
The new, corrected version of "Vocabulaire des archives, archivistique et diplomatique contemporaines" (1986) contain thousand definitions with English and German translations. Originated in a working seminar at the Ecole des Chartes and produced in association with British, German and Canadian archivists. Can be used in developing countries.

50 Slovar’ sovremennoi arkhivnoi terminologii socialisticheskikh stran
Russian, Moskow, USSR

3. ARCHIVAL THEORY

51 HORSMAN, P.J.; SIGMOND, J.P.
Het land van herkomst
een reader van artikelen rond het herkomstbeginsel
Dutch, The Hague, The Netherlands
A collection of articles about the principle of provenance and its development in the Netherlands.

52 BERNER, Richard C.
Archival theory and practice in the United States. A historical analysis
English, Seattle (Univ. of Washington), USA
A synthesis of the development of theory and practice, especially in the arrangement and description of archives in USA. Contains also automated archival systems and the development of archival education and training.

53 LOPEZ GOMEZ, Pedro; GALLEG0 DOMINGUEZ, Olga
Introduccion a la Archivistica
Galician (translations: Spanish, Basque), Vitoria, Spain
1989
Based on lectures given on a professional initiation course. An introduction to archival theory used for teaching.
4. LEGISLATION AND ORGANISATION

Legislation

57 KETELAAR, Eric
Archival and records management legislation and regulations: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
Based on an analysis of current legislation and regulations in nearly 120 countries, the study gives guidelines for planning or reviewing the legal and administrative instruments for modern archival and records management systems and services. Very suitable for training. Can be used in developing countries.

58 Direction des Archives de France
Recueils des lois et règlements relatifs aux archives, 1958-1988
French, Paris (Archives nationales), France
The official texts governing public archives in France. Describes in fact the organisation of those archives, and the theory, methods and practice of archives administration.

59 LODOLINI, Elio
Organizzazione e Legislazione Archivistica Italiana
Traces the history of the administration of archives in Italy and the legislative basis on which it rests.
See also the special issues of *Archivum*, the international journal published by the ICA under the auspices of UNESCO and 90.

Organization and planning

60 MAZIKANA, Peter C.  
*Archives and records management for decision makers: a RAMP study*  
English, Paris (UNESCO), France  
1990, 79 p., UNESCO-PGI-90/WS/8  
Outlines the major principles of records management and archives administration, and identifies the information needs of decision makers. Can be used in developing countries.

61 KESNER, Richard M.  
*Information Systems: A Strategic Approach to Planning and Implementation*  
English, Chicago (American Library Association), USA  
Examines the roles of the archivists and records managers in the overall development and management of institutional information systems. Can be used in developing countries.

62 PEDERSON, Ann E.; CASTERLINE, Gail Farr  
*Archives & Manuscripts: Public Programs (SAA Series II)*  
English, (SAA), USA  
Explains the role of public programmes for an archival institution and emphasizes their cumulative effect on long-range institutional goals.

63 WILSTED, Thomas; NOLTE, William  
*Managing Archival and Manuscript Repositories*  
English, Chicago, USA  

64 Association des archivistes français  
*La section des missions des Archives nationales*  
French, Paris, France  
The representatives of the National Archives within the central administrations of French government departments; methods of records administration.

65 Chambre de Commerce et d'Industrie de Paris; GLENISSON, Jean-Louis  
*Gérer, organiser vos archives, mémoriser l'information interne*  
French, Paris (C.C.I.), France  
1988  
Designed for chambers of commerce wishing to create an archives service or function. Can be used by other organisations in the same position. Of particular use in developing countries.
66 CIGREF
L'archivage électronique
French, Paris (AFNOR), France
1982

67 DUBOSCQ, Guy en collaboration avec A.W. Mabbs
Organisation du préarchivage
(Séries: Documentation bibliothèque et archives 5)
French, Paris (UNESCO), France
A guide for organizing record centres, based on a survey of the situation in different
countries. Can be used in developing countries.

68 D'OLIER, J.H.; DELMAS, Bruno
La planification des infrastructures nationales de documentation, de bibliothèques et
d'archives. Esquisse d'une politique générale
French (translations: English, Spanish) Paris (UNESCO), France
1974, 328 p., ISBN 92-3-201144-1
In two parts: the first describes planning the national infrastructure of documentation services
and libraries (written by d'Olier); the second part describes planning the infrastructure of
archives (written by Delmas). No comparison is made between the two. Can be used in
developing countries.

See also: 90, 75, 173

5. ARCHIVES ADMINISTRATION
Semi-current records and records management

69 MIJLAND, H.J.M.
Documentkennis der financíele administratie in hoofdzaak van 19e en vroeg 20e eeuwse
bedrijfsadministratie
Dutch, Utrecht, The Netherlands
1978, 84 p.
A textbook on the nature of financial records of the 19th and beginning of the 20th century,
their arrangement and description.

70 SCHIE, H.A.J. van
Registratuur van de Nederlandse overheidsadministratie in de negentiende eeuw
Dutch, The Hague, The Netherlands
1988, 58 p.
Description of the registry systems in the administration of the Dutch agencies in the 19th
century.

71 CHARMAN, Derek
Records surveys and Schedules: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1984, 112 p., UNESCO- PGI- 84/WS/26
Describes gathering of basic information about current records for planning records management, acquisition and disposal programmes, microfilming operations, new facilities and related archival activities. Can be used in developing countries.

72 EMMERSON, Peter (Ed.)
How to manage your records: a guide to effective practice
English, Cambridge (I. of C.S.A.), UK
1989, 190 p.
A manual, written by several authors, on creating and handling records and information.

73 PENN, Ira A.; MORDDEL, Anne; PENNIX, Gail; SMITH, Kelvin
Records Management Handbook
English, Tiptree, Essex (Gover Publ.), UK
A manual on records management practices in UK and USA. Can be used in developing countries.

74 RHOADS, James B.
The role of archives and records management in national information systems: a RAMP study
English, Paris (UNESCO), France
Provides information for decision-makers about the character and value of archives and about the procedures and programmes that should govern the management of both archives and current records. Can be used in developing countries.

75 Service Central d'Organisation et Méthodes
La Fonction archives dans les services administratifs publics et privés.
French, Paris (S.C.O.M.), France
Basic textbook on archival administration for public and private agencies. A practical work which can be used by student, administrations and in developing countries.

Appraisal and disposal

76 BRICHFORD, Maynard T.
Archives & Manuscripts: Appraisal & Accessioning (SAA Series I)
English, (SAA), USA
Outlines and explains all the considerations necessary to a comprehensive appraisal process. Details how to establish physical, legal and intellectual control over those records chosen for accessioning. Can be used in developing countries.

77 HULL, Félix
The use of sampling techniques in the retention of records: a RAMP study with guidelines
English, (translations: French, Spanish), Paris (UNESCO), France
Contains considerations of theoretical principles and methods of sampling, and an examination of the experience of some national and other repositories where sampling has been practised. Draws up some essential principles for the application of different methods; very useful in training. Can be used in developing countries.

78 PEACE, Nancy E. (Ed.)  
Archival Choices: Managing the Historical Record in an Age of Abundance  
English, Lexington (D.C. Heath), USA  
1984, 164 p.  
Collection of essays concerning appraisal of contemporary records. Can be used in developing countries.

Appraisal and disposal are discussed also in:  
6, 124, 125, 127, 128, 131, 139, 152, 159, 162, 163, 168

Arrangement and description

79 HORSMAN, P.J.  
Ordenen van archieven  
Dutch, The Hague, The Netherlands  
1986, 42 p.  
A textbook on the arrangement of archives.

80 State Archives School  
Leidraad bij de lessen in het ordenen en beschrijven van archieven  
Dutch, The Hague, The Netherlands  
A guide to the arrangement and description of documents.

81 COOK, Michael; PROCTER, Margaret  
Manual of Archival Description  
English, Aldershot (Gower), UK  
A practical textbook with agreed standards, rules and recommendation on archival descriptions and finding aids. Can be used in developing countries.

82 GRACY, David B., II  
Archives & Manuscripts: Arrangement & Description (SAA Series 1)  
English, (SAA), USA  
A guide for the arrangement and description of archives, for sorting and categorizing the holdings and making finding aids.

83 MILLER, Frederic M.  
Arranging and Describing Archives and Manuscripts (Archival Fundamental Series, Vol.1)  
English, Chicago (SAA), USA  
1990, 133 p.
Basic guidelines for the arrangement and description of public and private archives. Can be used in developing countries.

84. Association des archivistes français
Les archives historiques Archives d'hier... histoire de demain
French, Paris, France
Special issue of la Gazette des archives n°125-126, 1984
Sets out the current state of archives administration techniques.

85. TAYLOR, Hugh A.
The Arrangement and Description of Archival Materials
(ICA Handbook Series. Vol. 2)
English, Munich (SAUR), Germany
A manual on arrangement and description of archival material and preparing finding aids to it. Includes materials in different media: printed material, sound archives, machine-readable records, paintings, drawings and prints, photographs and moving images. Can be used in developing countries.

86. CHAMPAGNE, Michel; CHOUINARD, Denys
Le traitement d'un fonds d'archives: ses documents historiques
French, Montreal, Canada
A small practical manual on handling a group of archives, private or official.

87. HEREDIA HERRERA, Antonia
Manual de Instrumentos de descriptacion documental
Spanish, Sevilla, Spain
1982
Analyzes the description of documents.

88. PESCADOR DEL HOYO, Maria del Carmen
El Archivo. Instrumentos de Trabajo
Spanish, Madrid, Spain
1986
Focuses on analysis of document description.

Arrangement and description are discussed also in:
6, 9, 16, 24, 29, 36, 52, 145, 149

User services and access

89. CASTERLINE, Gail Farr
Archives & Manuscripts: Exhibits (SAA Series II)
English, Chicago (SSA), USA
A guide for planning and development of exhibitions, their design and technique, with good illustrations. Can be used in developing countries.
90. DUCHEIN, Michel
**Obstacles to the access, use and transfer of information from archives: a RAMP study**
English (translations: French, Spanish), Paris (UNESCO), France
Logical and clear study of legal and practical conditions for access to public and private archives. The author describes in the introduction very clearly the definition of archives in different countries. Can be used in developing countries.

91. FRANZ, Eckhart G.
*Archives and education: a RAMP study with guidelines*
English, Paris (UNESCO), France
1986, 59 p., UNESCO-PGI-86/WS/18
A study of the educational use of archival resources with comparative analysis of experiences in various countries. Can be used in developing countries.

92. HOLBERT, Sue E.
*Archives & Manuscripts: Reference & Access (SAA Series I)*
English, (SAA), USA
1977, 30 p.
A guide for reference service, the rules for access to archives and manuscripts.

93. TAYLOR, Hugh A.
*Archival services and the concept of the user: a RAMP study*
English (translations: French, Spanish), Paris (UNESCO), France
1984, 98 p., UNESCO-PGI-84/WS/5
Places archival services and the user within the context of available communication techniques and analogous developments for library science. Can be used in developing countries.

94. Association des archivistes français
*Droit à l'information, Droit au secret, La communication des archives contemporaines*
French, Paris, France
Special issue of *la Gazette des archives* n°130-131, 1985
Articles by archivists and legal experts discussing access in the right of recent legislation.

95. HILDESHEIMER, Françoise
*Guidelines for the preparation of general guides to National Archives: a RAMP study*
English (translation: French), Paris (UNESCO), France
Describes preparing general guides for national archives as well as finding aids and general surveys about their holdings. Can be used in developing countries.

96. O'TOOLE, James
*Understanding Archives and Manuscripts*
English, Chicago, USA
A general introduction into archival theory and administration. Can be used in developing countries.

97. CHAULEUR, Andrée
Bibliothèques et archives: comment se documenter?
French, Paris (I.N.R.D.P.), France
1981
Readers guide to French libraries and archives services.

98. FAVIER, Jean
Les Archives
French, Paris (P.U.F.), France
1985, 128 p.
Short description of the history, organisation and accessibility of archives in France and Europe.

99. HILDESHEIMER, Françoise
Les Archives - Pourquoi? Comment?
French, Paris (les éditions), France
Guide for users, describing methods of management of archives and their accessibility. Can be used by searchers, students of archives administration and in developing countries.

100. FRANZ, Eckhart G.
Einführung in die Archivkunde
German, Darmstadt, Germany
A general survey on different kinds of archives in Germany and elsewhere, on historical and modern archival material, on the profession of archivists and on the user service of archives. The book is especially suitable for researchers and information professionals interested in archives administration. Can be used in developing countries.

6. CONSERVATION AND RESTORATION
Buildings and equipment

101. DUCHEIN, Michel
Archive Buildings and Equipment (ICA Handbooks Series, Vol.6)
English, Munich (SAUR), Germany
A detailed, practical manual on archival buildings and their equipment. Can be used in developing countries.

102. Direction des Archives de France
Bâtiments d'archives. Vingt ans d'architecture française, 1965-1985
French, Paris (Archives nationales), France
Illustrated description of archives buildings constructed in France, along with the methods used.
103. DUCHEIN, Michel
Les Bâtiments d'archives, construction et équipements
French, Paris (Archives Nationales), France
Describes planning, constructing and equipping buildings for archival institutions, clear and well illustrated. Can be used in developing countries.

104. Arhivska tehnika (Archival Technique)
Slovene, Ljubljana, Yugoslavia
1977
A collection of articles on archival materials, conservation, restoration, archival buildings, equipment and reprography.

Security

105. BUCHANAN, Sally A.; (Bibl. MURRAY, Toby)
Disaster planning, preparedness and recovery for libraries and archives
English (translations: Arabic, Russian), Paris (UNESCO), France
A practical manual on disaster planning for fire and water related disasters involving books, manuscripts and photographs. Can be used in developing countries.

106. CHAPMAN, Patricia
Guidelines on preservation and conservation policies in the archives and libraries heritage
English, Paris (UNESCO), France
1990, 40 p., UNESCO-PGI-90/WS/7
Guidelines for preparation and implementation of a preservation policy and collection management. Can be used in developing countries.

107. CRESPO, Carmen; VINAS, Vicenta
The preservation and restoration of paper records and books: a RAMP study with guidelines
English (translations: Arab., French, Russ., Span., Finn.), Paris (UNESCO), France
1985, 115 p., UNESCO-PGI-84/WS/25
Examines current methods of conserving paper records and books in archives and libraries. Very suitable for training of conservation staff. Original in Spanish. The English translation should be improved. Can be used in developing countries.

108. CUNHA, George M.
Methods of evaluation to determine the preservation needs in libraries and archives: a RAMP study with guidelines
English (translations: Arabic, Russian, Spanish), Paris (UNESCO), France
1988, 76 p., UNESCO-PGI-88/WS/16
Suggests ways to make a conservation survey of the archives building and its contents for planning a long-term conservation programme. Can be used in developing countries.
109. FLECKNER, John
Archives & Manuscripts: Surveys (SAA Series I)
English, (SAA), USA
1977, 28 p.
A guide to preparing record surveys. Can be used in developing countries.

110. MC CLEARY, John M.
Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials: a RAMP study
English (translations: French, Russian, Spanish), Paris (UNESCO), France
1987, 63 p., UNESCO-PGI-87/WS/7
Cites two methods in current use for drying water-damaged archival and library materials: vacuum freeze-drying by sublimation and vacuum-drying by evaporation; the emphasis is on freeze-drying. Can be used in developing countries.

111. PARKER, Thomas A.
Study on integrated pest management for libraries and archives
English (translation: Spanish), Paris (UNESCO), France
Reviews the major pests in libraries and archives, the damage they do to collections and techniques for their prevention and control. Can be used in developing countries.

112. PASCOE, M.W.
Impact of environmental pollution on the preservation of archives and records: a RAMP study
English, Paris (UNESCO), France
1988, 44 p., UNESCO-PGI-88/WS/18
A study of the nature of archival materials, their sensitivity to different pollutants and their decay from pollution. Can be used in developing countries.

113. RITZANTHALER, Mary Lynn
Archives & Manuscripts: Conservation
A manual of Physical Care and Management, (SAA Series)
English, Chicago (SAA), USA
Deals with the conservation problems from the point of view of staff having curatorial or administrative responsibility for archival and manuscript collections. The focus is more to the every-day aspects of archival activity than on the possibilities for sophisticated restoration techniques. Can be used in developing countries.

114. ROPER, Michael
Planning, equipping and staffing an archival preservation and conservation service: a RAMP study with guidelines
English, Paris (UNESCO), France
1989, 78 p., UNESCO-PGI-89/WS/4
A summary of techniques and processes available in preservation and conservation services, for their planning, commissioning and managing. Can be used in developing countries.

115. WALCH, Timothy
Archives & Manuscripts: Security (SAA Series I)
English, (SAA), USA
1977, 30 p.
A guide for planning and implementing a security programme in the repository. Can be used in developing countries.

116. WACHTER, Wolgang (Ed.); ROTZSCHE, Helmut (Superv.)
Study on mass conservation techniques for treatment of library and archives material
English, Paris (UNESCO), France
Outlines the present state of development in mass restoration and preservation methods, and relates it to economic, technical and aesthetic aspects. Can be used in developing countries.

117. FLIEGER, Françoise; DUCHEIN, Michel
Livres et documents d'archives: sauvegarde et conservation
French, Paris (UNESCO), France
1983
Can be used in developing countries.

118. SERRANO RIVAS, Andrés; BARBACHANO S. MILLAN, Pedro
Conservacion y restauracion de mapas y planos, y sus reproducciones
Spanish, Paris (UNESCO), France
1987, UNESCO-PGI-87/WS/6
A study of conservation of maps and plans and their reproduction. Can be used in developing countries.

119. VINAS, V.; VINAS, R.
Las tecnicas tradicionales de restauracion (Traditional restoration techniques): a RAMP study
Spanish (translations: Arabic, English, Russian), Paris (UNESCO), France
1988, 80 p., UNESCO-PGI-88/WS/17
An overview of classic technology and of modern advances in techniques and materials in the conservation of graphic documents. Can be used in developing countries.

See also 157

Tropical climates

120. BELL (L.) et FAYE (B.)
La Conception des bâtiments d'archives en pays tropical
French, Paris (UNESCO), France
1979
Co-authored by an archivist and an architect. Deals with the particular problems encountered in the construction of archives buildings in tropical countries. For developing countries.

121. THOMAS, David L.
Study on control of security and storage of holdings: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1986, 103 p., UNESCO-PGI-86/WS/23
Includes current standards for preservation of archival documents; in particular deals with the problems of developing countries, especially those in tropical areas. Can be used in developing countries.
122. WOOD LEE, Mary  
Prevention and treatment of mould in library collections with an emphasis on tropical climates  
English (translations: Arabic, French, Russian, Spanish), Paris (UNESCO), France  
1988, 81 p., UNESCO-PGI-88/WS/9  
A practical guide to the prevention and basic treatment of mould growth in archives in tropical climates. Can be used in developing countries.

See also 21, 158

Conservation and restoration are discussed also in:  
47, 157, 161, 178, 183

7. ARCHIVES SERVICES

National archives and the archives of governmental agencies

123. POSNER, Ernst  
American State Archives  
English, Chicago (Univ. of Chicago), USA  
1964  
A study of state archival agencies in USA, and of their programmes.

124. Les Archives dans les administrations centrales et les établissements publics - L'esprit et les méthodes  
French, Paris (M.E.L.A.T.T.), France  
Thematic study written for central administration and public offices of the ministery of supply. Certain general chapters can be used by other central administrations.

125. Les archives dans les services extérieurs - L'esprit et les méthodes  
French, Paris (M.E.L.A.T.T.), France  
1987  
Thematic study written for local offices of the ministries of supply and of transport.

126. Association des archivistes français  
Les archives des partis politiques  
French, Paris, France  
The collection of the archives of French political parties; comparisons with Germany and Italy.

See also 64, 75

127. CHABORD, Marie-Thérèse; COUGNENC, Marguerite  
Les archives des administrations centrales, conseils pratiques  
French, Paris (Météorologue nationale), France  
1979
Instruction leaflet written for the civil air administration. Can be used in other administrations and in developing countries.

128. Ministère de l'Education nationale - Service de la Formation administrative
Les Archives des administrations - conseils pratiques
French, Paris (C.I.D.), France
1981
Adaptation of 127 to the National Education Administration completed by officials texts relating to this ministry. Can be used in developing countries.

129. Glavnoe Arhivnoe Upravlenie Pri Sovete Ministrov SSSR
Osnovnye pravila roboty gosudartsvennyh arhivov SSSR (Basic working rules of the state archives in the USSR)
Russian, Moskow, USSR
1984, 239 p.

130. Glavnoe Arhivnoe Upravlenie Pri Sovete Ministrov SSSR
Pravila raboty gosudartsvennyh rajonnyh i gorodskih arhivov (Working rules of the state regional and municipal archives)
Russian, Moscow, USSR

Local archives

131. DURAND-EVRARD, Françoise; DURAND, Claude
Guide pratique à l'usage de l'archiviste-documentaliste. Un exemple concret: les communes
French, Paris (lavoisier TD), France
Compares archives administration and documentation techniques in local archive services. Can be used in developing countries.

132. ANTONIELLA, Augusto
L'archivio comunale postunitario. Contributo all'ordinamento degli archivi dei comuni
Italian, Florence, Italy
1979
A manual for municipal archivists; contains legislation, arrangement and preservation of non-current records, and terminology.

133. CORTEZ ALONSO, Vicenta
Manual de Archivos Municipales
Spanish, Madrid, Spain
1982
A manual for municipal archives; it deals also generally with problems in management, arrangement, description and transfer of records.

See also 125

See also the special issues of Archivum, the international journal published by the ICA under the auspices of UNESCO.
134. Committee on Business Archives of ICA
Business Archives Studies on International Practices
English, New York (Saur), USA
A manual that compares the business archives situation in different countries on the basis of a
survey. It offers alternatives to organizing acquisition and preservation of business and other
economic archives. Can be used in developing countries.

135. GARLAND, S. (Ed.)
Financial Records (Problems in Records Management Series, Vol.3)
English, London, UK
1989
Proceedings of a one-day seminar.

136. ULFSPARRE, Anna Christina
The Management of Business Records (ICA Handbooks Series Vol. 8)
English, Munich (SAUR), Germany
1988, 72 p., ISBN 3-598-20280-6
An international manual on the management of business records and their archival
administration. It is a new edition of the author's Swedish manual "Arkivhandboken". Can be
used in developing countries.

137. Association of Finnish Business Archives; HELASTI, H.; HYPPONEN, M.
Arkistotoimen perusteet (Basics of archival work)
Finnish, Helsinki, Finland
A manual on the management of business records and their archival administration.

138. Association des archivistes français
Les entreprises et leurs archives
French, Paris, France
Collective work on business archives in France and Sweden.

139. GUERIN-BROT, Isabelle
Les Archives des entreprises - Conseils pratiques d'organisation
French, Paris (Archives nationales), France
A booklet outlining the phases of a record's life within a business and the selection of records
for permanent preservation. It deals also with the records non-paper media, including
microfilm and sound records; contains also a glossary and an extensive bibliography.

140. PIAZZALI, Luis
Manual practico sobre tecnicas archivisticas
Spanish, Madrid, Spain
1983
A manual on the management of records in business archives and their archival administration.

141. MEURLING, Anna Christina
Arkivhandboken (Handbook on archives)
Swedish (translation: English), Stockholm, Sweden
A manual on the management of business records and their archival administration; partly out of date (see the new English edition n° 136).

142. NORDBERG, Axel
Arkivera ratt (Filing in the right way)
Swedish, Karlstad, Sweden
A practical manual on the main topics of records management and archives administration in business archives.

Private archives

143. BUCKLAND, Y. (Ed.)
Personnel Records (Problems in Records Management Series, Vol.1)
English, Chester, UK
1984
Proceedings of a one-day seminar.

144. DUCKETT, Kenneth W.
Modern Manuscripts:
A Practical Manual for their Management, Care and Use
English, Nashville, Tennessee (AASLH), USA
A manual on the arrangement, description and user service of private archives.

145. HENSEN, Steven (Comp.)
Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies and Manuscript Libraries
English, Chicago (SAA), USA
A standard manual on rules for archival description and cataloging focused on the MARC cataloging, gives a choice of entry and formulating headings for personal, geographic and corporate names and uniform titles. Can be used in developing countries.

146. MC CRANK, L.J. (Ed.)
Archives and Library Administration, Divergent Traditions and Common Concerns
English, New York, USA
1986, 184 p.
Concerns management of private archives and manuscripts in University manuscript collections. Can be used in developing countries.
147. SETON, Rosemary E.
The preservation and administration of private archives: a RAMP study
English (translations: French, Spanish), Paris (UNESCO), France
1984, 65 p., UNESCO-PGI-84/WS/6
A study based on a survey of current situation in selected member states of UNESCO, regarding the acquisition, preservation, arrangement, description and access to the principal categories of private archives. Can be used in developing countries.

148. HILDESHEIMER, Françoise
Les Archives privées. Le traitement des archives personnelles, familiales, associatives.
French, Paris (éd. Christian), France
1990, 94 p.
Practical advice on the arrangement of private archives; a classification system for associations is suggested. Can be used in developing countries.

149. CAMPHAUSEN, Walter; REXHEUSER, Rex
Ostdeutsche archivaleische Sammlungen. Einleitung für Erschließung und Aufbewahrung
German, Lüneburg, Germany
A guide for arrangement, description and preservation of archives in private organizations.

150. Folkrörelsernas arkivförbund, Civildepartementet
Folkrörelsernas arkivhandbok (Handbook for the archives of national movements)
Swedish, Stockholm, Sweden
A practical textbook written by several authors on managing and arranging the records of an association.

Others archives

151. Association des archivistes français
Les archives scientifiques
French, Paris, France
Special issue of la Gazette des archives n° 145, 1989
The treatment of technical and scientific archives using particular examples.

152. Fédération hospitalière de France
L'archivage
French, Paris, France
Special issue of Techniques hospitalières, may 1991.
A collection of articles by archivists and hospital doctors. Covers both traditional and modern practices in the archival management of administrative and medical records. Can be used in developing countries.

153. HILDESHEIMER, Françoise
Les archives du notaire: de la protection à la connaissance de l'intime.
French, Toulouse (P.U. du Mirail), France
1990
Description of notorial archives and their particular characteristics.
See also 84

See also the special issues of Archivum, the international journal published by the ICA under the auspices of UNESCO.

8. SPECIAL TYPES OF RECORDS

Graphic material (maps, plans and technical drawings)

154. RATSMA, P.; WILMER, C.C.S. (Eds.)
Handleiding voor het beheer van een topografisch-historische atlas
Dutch, Hilversum, The Netherlands
Describes the practice of collection management of cartographic documents in archives and libraries; used in the State Archives School in the Netherlands. Can be used in developing countries.

155. EHRENBERG, Ralph E.
Archives & Manuscripts: Maps and Architectural Drawings (SAA Series II)
English, Chicago (SAA), USA
A reference work on accession, appraisal, arrangement, description, conservation, storage and reference of maps, architectural drawings and related materials.

156. Glavnoe Arhivnoe Upravlenie Pri Sovete Ministrov SSSR
Osnovnye pravila roboty s naucno-. (Basic working rules with the scientific-technical documentation in the state archives in the USSR)
Russian, Moscow, USSR
1985, 93 p.
Describes arrangement, appraisal, disposal and user services of cartographic and technical material.

See also 118.

Photographs and microforms

157. HENDRIKS, Klaus B.
The preservation and restoration of photographic materials in archives and libraries
English (translations: French, Spanish), Paris (UNESCO), France
1984, 128 p., UNESCO-PGI-84/WS/1
A summary and reference guide on the preservation and restoration of photographic materials. Can be used in developing countries.
158. HORDER, Alan
Guidelines for the care and preservation of microforms in tropical countries
English, Paris (UNESCO), France
Guidelines for acquisition, handling and storage of microforms in tropical countries. Can be used in developing countries.

159. LEARY, William H.
The archival appraisal of photographs: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1985, 121 p., UNESCO-PGI-85/WS/10
Contains general principles and appraisal criteria of both government and non-government photographs. Can be used in developing countries.

160. RITZENTHALER, Mary Lynn; MUNOFF, Gerald J.; LONG, Margery S.
Archives & Manuscripts: Administration of Photographic Collections (SAA Series)
English, Chicago (SAA), USA
Describes the development of systems to appraise, collect, organize, and preserve historical photographs.

161. LA VEDRINE, Bertrand
La Conservation des photographies
French, Paris (Presse du CNRS), France
Can be used in developing countries.

See also 171

Audio-visual material

162. HARRISON, Helen P.; SCHUURMA, R.L.
The archival appraisal of sound records and related materials
English, Paris (UNESCO), France
1987, 86 p., UNESCO-PGI-87/WS/1
Selection principles and appraisal methods of sound recordings. Can be used in developing countries.

163. KULA, Sam
The archival appraisal of moving images: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1983, 130 p., UNESCO-PGI-83/WS/18
Presents appraisal policy for moving images extrapolated from some archival principles and practices in processing traditional paper records. Can be used in developing countries.
164. WARD, Alan
Manual of Sound Archive Administration
English, Aldershot (Gower), UK
A practical guide to setting up and managing a sound archive. Can be used in developing countries.

Audio-visual material is discussed also in 184

Machine-readable records

165. COOK, Michael (Ed.)
Computer-generated Records (Problems in Records Management series, Vol. 2)
English, Liverpool (Comp. of SAA), UK
1987, 60 p.
Collection of contributions to a seminar at the University of Liverpool; attempts to identify and to deal with the main problems involved in assembling and making available for use an archive of computer-generated records.

166. GAVREL, Katherine
Conceptual problems posed by electronic records: a RAMP study
English, Paris (UNESCO), France
1990, 44 p., UNESCO-PGI-90/WS/12
A study of the environment, archival principles, selection, arrangement and description, conservation and research use of electronic records. Can be used in developing countries.

167. HEDSTROM, Margaret L.
Archives & Manuscripts: Machine-Readable Records (SAA Series)
English, (SAA), USA
1984, 75 p.
Describes appraisal, arrangement, description and preservation of machine-readable records. Can be used in developing countries.

168. NAUGLER, Harold
The archival appraisal of machine-readable records: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1984, 161 p., UNESCO-PGI-84/WS/27
Presents the principles, criteria and practices that should be used in appraisal of machine-readable records, very suitable for training. Can be used in developing countries.

Machine-readable records are discussed also in 182
9. NEW TECHNIQUES

Reprographies and microforms

169. KEENE, James A.; ROPER, Michael
Planning, equipping and staffing a document reprographic Service: a RAMP study with guidelines
English, Paris (UNESCO), France
1984, 97 p., UNESCO-PGI-84/WS/8
A survey of current relevant reprographic technologies, guidelines and standards which can be applied in selecting and introducing a suitable technology to a specific situation. Can be used in developing countries.

170. SUNG, Carolyn Hoover
Archives & Manuscripts: Reprography (SAA Series II)
English, (SAA), USA
Describes the techniques and equipment for archival reprography. Can be used in developing countries.

171. KORMENDY, Lajos (Ed.)
Manual of Archival Reprography (ICA Handbooks Series, Vol.5)
English, Munich (SAUR), Germany (translation in preparation)
A comprehensive manual on the micrographics, its methods, techniques and uses in the archives, designed by the ICA Committee on Reprography. Can be used in developing countries.

172. LEISINGER, Albert
La Microphotographie aux Archives
French, Paris (ICA), France
1975
Can be used in developing countries.

Automation

173. COOK, Michael
An introduction to archival automation: a RAMP study with guidelines
English, Paris (UNESCO), France
1986, 45 p., UNESCO-PGI-86/WS/15R
A preliminary guide to how to introduce the techniques of automation into the administration of archives and records services. Can be used in developing countries.

174. HICKERSON, H. Thomas
Archives & Manuscripts: An Introduction to Automated Access (SAA Series II)
English, Chicago (SAA), USA
Describes the implementation of automated techniques for access to archives and manuscripts; partly out of date.

See also 66

Oral history

175. MOSS, William W.; MAZIKANA, Peter C.  
Archives, oral history and oral tradition: a RAMP study  
English (translations: French, Spanish), Paris (UNESCO), France  
1986, 97 p., UNESCO-PGI-86/WS/2  
A comprehensive study of the nature, history and management of oral history and tradition, very suitable for training. Can be used in developing countries.

176 STIELOW, Frederick J.  
The Management of Oral History Sound Archives  
English, (Greenwood), USA  
1986, 158 p.  
Describes creating, organizing and managing archival material of oral history and folklore; includes legal implications, technical processing and preservation, etc. Can be used in developing countries.

177. Archives nationales  
Le témoignage oral aux archives. De la collecte à la communication  
French, Paris (Archives nationales), France  
1990  
Collection of articles describing the experiences of various archivist in the held of oral history and the methods used. Can be used in developing countries.

10. ARCHIVAL TRAINING

178. CLEMENTS, D.W.G.; MC ILWAINE, J.H.; THURSTON, A.C.; RUDD, S.A.  
Review of training needs in preservation and conservation  
English, Paris (UNESCO), France  
1989, UNESCO-PGI-89/WS/15  
A review of training needs of professionals and conservators and the supporting technicians in archives and libraries, both in terms of current practices in library and archives schools, and in institutions employing librarians and archivist as well as conservators. Can be used in developing countries.

179. COOK, Michael  
Guidelines for curriculum development in records management and the administration of modern archives: a RAMP study  
English (translations: French, Spanish), Paris (UNESCO), France  
1982, 74 p., UNESCO-PGI-82/WS/16
Guidelines for development of education and training of both records managers and archivists, including paraprofessionals. Can be used in developing countries.

180. COOK, Michael
Guidelines on curriculum development in information technology for librarians, documentalist and archivists
English (translations: French, Spanish), Paris (UNESCO), France
1986, UNESCO-PGI-86/WS/26
Can be used in developing countries.

181. DELMAS, B. (Ed.)
Proceedings of the first international colloquium on archival education and training, ICA Studies nr 4
English (Bilingual: French), Paris (ICA), France
Proceedings of a colloquium concerning the profession and training programmes of archivists. Can be used in developing countries.

182. FISHBEIN, Meyer
A model curriculum for the education and training archivists in automation: a RAMP study
English, Paris (UNESCO), France
Guidelines for an ADP curriculum for archivists, especially in developing countries. With a brief summary of the development of ADP teaching for archivists, documentalists and historians. Can be used in developing countries.

183. KATHPALIA, Yash Pal
A model curriculum for the training of specialists in document preservation and restoration: a RAMP study with guidelines
English (translations: French, Spanish), Paris (UNESCO), France
1984, 31 p., UNESCO-PGI-84/WS/2
A suggestion for a training programme based on curricula which provide a scientific approach to both preservation and restoration work in archives. Can be used in developing countries.

184. Stiftung Deutsche Kinemathek
Curriculum development for the training of personnel in moving image and recorded sound archives
English, Paris (UNESCO), France
A training programme for personnel in moving image and sound archives. Can be used in developing countries.

185. WHITE, Brenda
Directory of audio-visual materials for use in records management and archives administration training
English, Paris (UNESCO), France
A list of audio-visual materials, produced in different countries, for use in records management and archives administration training. Can be used in developing countries.

See also the special issue of Archivum (vol. XXXIV), the international journal published by the ICA under the auspices of UNESCO.
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