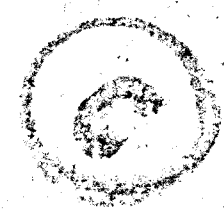


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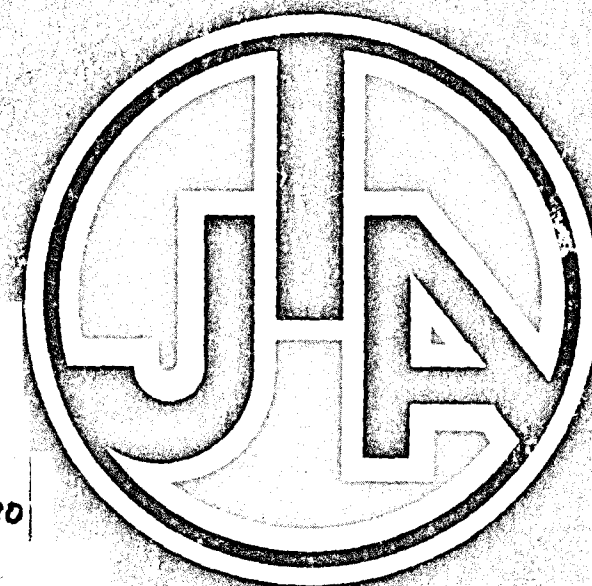
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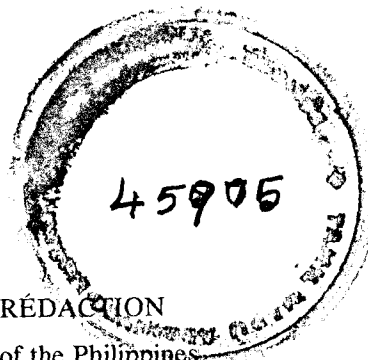


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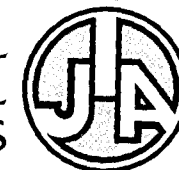
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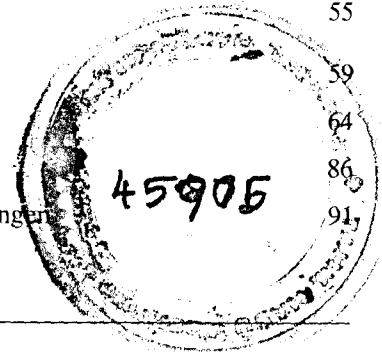
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A Message from the President of the International Council on Archives

Ten experts in the field of archival management, representing eight countries, met in Paris in May 1948 at the invitation of UNESCO and drafted a provisional constitution for an organization to be known as the International Council on Archives (ICA). These professionals set as the ICA's primary goal the promotion of all measures leading to the preservation and use of what they called "the archival heritage of mankind." The ICA, as they envisioned the organization, would provide the means for archivists around the world to exchange information with each other about their work. The experts were confident that as archivists of different countries made more and more use of ICA-sponsored conferences and publications to cooperate in solving common problems, the body of internationally accepted principles of archival administration would grow.

The ICA has expanded enormously since the Paris meeting—so much so over the past 15 years that a transformation of its geographical character has taken place. During the first decade and a half of the ICA's existence, new members came mainly from European countries and from the nations of North and South America, whose traditions derived from Europe. Archival institutions and archivists of the other nations of the world began to join the organization in increasing numbers in the mid-1960s, and that trend has lasted to the present. Of the 121 countries now represented in the ICA, 32 are African, 20 are Asian, and 11 are of the Islamic Middle East.

Although this change in the geographical composition of the ICA has not affected the organization's main purpose of encouraging the preservation and use of archives throughout the world, it has resulted in the questioning of some time-honored methods of archival administration and the proposal of other means of managing archives. Professionals of the European tradition worked within the ICA in the 1950s and 1960s to devise mutually satisfactory procedures of handling certain archival problems, and they came to regard those procedures as universally applicable. Archivists of non-European cultures who have achieved a voice in the ICA in recent years contend that conditions in their states call for the development of completely new archival practices, or at least the adaptation of those designed by their European and American colleagues. Furthermore, some professionals whose governments are in the early stages of building national archival programs want to employ as many as possible of the techniques based on the newest micrographic and automated data processing products. Some archivists of well-established institutions, on the other hand, warn against adopting such means too hastily, without a careful attempt to assess their long-term effects upon the preservation, arrangement, and description of records.

This state of affairs, in which many of the older methods of archival management are being challenged and alternative procedures recommended, requires an ICA

forum for the discussion and resolution of the issues. Yet despite the fact that the ICA's existing conferences and publications do offer the means for exchanging professional information, none of them quite meets the needs of this particular situation. The congresses, while they are open to all ICA members, are held just once every four years. The round table conferences and the various committee and regional branch meetings occur more frequently than the congresses, but each meeting attracts only a particular segment of the entire profession. The same limitations apply to present ICA publications. *Archivum*, appearing annually, publishes the official ICA proceedings and dedicates whole issues to single subjects. The *Bulletin* carries information about current activities within the ICA, and committee newsletters deal with specialized areas of interest.

The *International Journal of Archives* is meant to fulfill the need for a forum that will allow archivists of all nationalities, of all specialties, and at all levels of expertise to communicate frequently with each other about their professional concerns. It will publish articles on a variety of subjects of interest to the profession; it will describe in general terms the latest technological developments relevant to archival work; and it will appear often enough to permit a timely give-and-take between readers and contributors. I trust that this first issue of the journal will be the beginning of an enduring means of sharing information in our field. I hope that the journal will prove to be instrumental in the effort, begun in 1948 at the Paris meeting of the ten experts and continuing today among the hundreds of institutional and individual members of the ICA, to establish worldwide standards for the preservation and use of the world's archival resources.



JAMES B. RHOADS

Editor's Note: Dr. Rhoads retired as Archivist of the United States on 31 August 1979. In accordance with the ICA constitution, his term as ICA President ended with his retirement from active service in the archival profession. By the time that this issue of the *International Journal of Archives* is published, the Executive Committee will have selected one of the vice presidents to assume the presidency until the next general election of ICA officers occurs at the Ninth International Congress in London in September 1980.

Editor-in-Chief's Comments

Publishing the first issue of a new journal, I have discovered, is much like planning, building, and launching a new ship. First, naval architects design the structure; shipbuilders then construct the vessel according to the blueprints. At last the crucial moment arrives when the blocks are knocked out from under the hull and the ship slides down the ways into the water. Those who have designed and built the vessel are proud—and relieved—when it floats. In the midst of their elation, though, they realize that the most important test of the vessel's soundness is yet to come. The ship must undergo a successful shakedown cruise before it can be declared seaworthy.

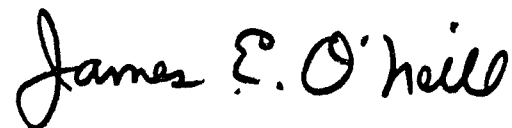
The planning for this journal took place in 1978. At a conference of the ICA Publications Committee in February of that year, the participants resolved to do something about the long-recognized need for an international periodical for the archival profession. They recommended that the ICA sponsor the publication of such a periodical, and that the offer of the U.S. National Archives and Records Service to assume editorial responsibility for the first few years of the journal's existence be accepted. The ICA Bureau considered the Publications Committee's suggestions at its meeting in March and asked me to prepare a proposal for the vote of the ICA Executive Committee when it convened in the fall. I drafted a proposition and sent it during the summer to all members of the Publications Committee, to the chairpersons of the remaining committees, and to other professional colleagues whose advice on the matter I thought would be particularly useful. Taking their responses into account, I modified the original draft and submitted a revised version of the proposal to the Executive Committee at its meeting in October in Dar es Salaam. The Executive Committee approved the proposition with some changes, thus officially establishing the *International Journal of Archives (IJA)*. It also appointed me editor-in-chief and gave me the authority to select a staff to assist me as necessary.

At the same time as the Executive Committee endorsed the publication of the *IJA*, it set forth a number of requirements for the editor-in-chief and his staff to fulfill. The journal was to be issued twice a year. It was supposed to contain articles in seven areas of concern common to archivists around the world: direction and planning, conservation, records management, buildings and equipment, automation, reprography, and education and training. In addition, the *IJA* would carry announcements of ICA-sponsored events of general interest to the profession. ICA committees were to be encouraged to contribute items to the journal about their particular fields of expertise, reserving actual committee news for the various committee newsletters. Articles were to appear either in English or in French, with the author of each article allowed to select which of the two languages would be used. Abstracts of articles would be in English, French, Spanish, and German. Advising the editor-in-chief on policy would be an Editorial Board, whose membership would

reflect the diverse nationalities and the variety of archival skills found within the ranks of the ICA. The publisher of the *IJA* would be a firm which specialized in works of library and information science, K. G. Saur of New York, München, London, and Paris.

With the help of two associate editors, I undertook during 1979 to produce the first issue of the *IJA* according to the specifications laid down by the Executive Committee. The staff and I chose articles which would cover at least a few of the seven areas of professional interest that the Committee had delineated. One, in the field of education and training, concerned the training of archivists in the Federal Republic of Germany. The other articles, dealing with various aspects of direction and planning, included an account of the centralization of Nigeria's previously dispersed archival sources; an evaluation of legislation proposed for the Australian archival system; an assessment, by the Director General of the Archives of France, of the effect of current methods of historical research upon the kinds of records selected for preservation; a report on the efforts of Soviet and American historians and archivists to compile a documentary collection on the establishment of relations between the two peoples in the eighteenth and early nineteenth centuries; and a description, by an English archivist, of ways in which archival materials can be used to teach children about their local and national histories. In addition to the articles, we decided to include three items about the ICA which we thought would be of interest to the profession at large: the ICA constitution, a description of the present structure and activities of the organization, and an announcement about the next International Congress on Archives.

With this issue, then, the *International Journal of Archives* makes an appearance as the first journal of its kind for our profession. Those of us who have been involved with the planning of the periodical and the production of its first issue are, of course, pleased to see the *IJA* emerge at last from typed manuscripts and galley sheets. Nevertheless, we well understand that the real test of whether the *IJA* will survive has just begun. We invite your thoughtful comments on this issue, so that we may improve the contents of future numbers. More important, your scholarly contributions will enable us to present an increasingly rich and varied selection of articles and so make the *IJA* into a consistently valuable source of professional information for archivists the world over.



JAMES E. O'NEILL

Les Archives et les nouvelles tendances de l'histoire

JEAN FAVIER

Les rapports de l'archivistique et de la recherche historique ont été conçus par notre génération en fonction d'un certain nombre de bases quasi doctrinales. L'une de ces bases était la primauté du document écrit. On pouvait toujours interpréter la source archéologique, la trouvaille monétaire, le témoignage iconographique. Mais le texte emportait l'adhésion, et rien n'était opposable au texte sinon un autre texte dont la critique assurait la plus grande authenticité. Une autre base était l'accord du rédacteur et du lecteur: l'historien des finances trouvait son matériau dans le document laissé par le financier, l'historien de l'économie dans la mercuriale tenue par l'observateur des marchés, l'historien de la vie politique dans les rapports qui consignaient l'observation quotidienne des témoins de cette même vie politique.

A cela s'ajoutait le célèbre postulat du recul du temps. L'histoire ne se fait sérieusement qu'après un certain temps, lorsque sont ouvertes les archives, et lorsque les passions partisans ne risquent plus d'obscurcir le jugement. Le nécessaire respect de la vie privée des citoyens, aussi bien que la protection des secrets de l'Etat, va donc de pair avec le scrupule de l'historien, qui laisse au journaliste l'analyse toujours fragile des jours qu'il vit.

De cette équation sécurisante, voilà que les termes bougent, et cela depuis deux ou trois décennies. On sait ce qu'est le bouleversement du terme archivistique. On connaît la montée de la masse, l'irruption des archives nouvelles, audiovisuelles ou informatiques. On sait les nécessités accrues du tri et de l'élimination, les angoisses aggravées que fait naître la fragilité des supports contemporains.

L'archiviste ne doit pas moins prendre conscience de la rapide mutation du terme historique du rapport évoqué ci-dessus. Les questions que pose à nos archives l'historien de notre temps, les questions que posera celui du troisième millénaire, n'ont plus grand chose à voir avec les interrogations que pouvait formuler l'historien de l'année 1900. Et la seule chose assurée pour le millénaire qui vient, c'est qu'il nous est impossible de deviner ce qu'on demandera à nos archives.

La première de ces mutations pourrait passer pour une corrélation de l'accroissement quantitatif des masses archivistiques. C'est l'avènement du sériel en histoire. Le document, ou la donnée élémentaire qu'il contient, n'a pas seulement l'importance et l'intérêt que lui confèrent les informations dont il est chargé. Le document tire sa valeur de la série dans laquelle il a sa place naturelle, au sein d'un fonds d'archives. L'infinitésimal devient signifiant, dès lors qu'il entre en combinaison. Les traitements statistiques, les moyens d'observation et d'expression graphique, la machine, sous toutes ses formes,

concourent à donner sa valeur au document que l'analyse unitaire laissait pour médiocre.

Il y a la série que construit le fonds d'archives. C'est celle qui résulte de l'activité de l'organisme générateur de ces archives. C'est la série qui s'ordonne tout au long d'un fonds, dans l'ordre raisonnable qui correspond à la structure de ce fonds. Mais il y a, aussi, loin du quantitatif par nature, l'immense domaine du quantifiable. Il y a tout ce que l'imagination peut tenter de compter, de ranger, de classer, et dont une mathématique qui n'a même pas besoin d'être sophistiquée permet de faire le matériau d'une analyse solide des structures du passé. Par là, l'insignifiant trouve sa raison d'être dans la documentation de l'historien, même si celle-ci ne le présente pas comme l'un des éléments naturels d'une série.

Pour l'archiviste, bien des révisions ont été nécessaires, et le sont encore. L'examen du document ne donne plus la certitude d'un intérêt ou d'un manque d'intérêt. La curiosité de demain est imprévisible.

Tout autre est la mutation qui affecte la lecture même du document. Voilà longtemps que la critique textuelle avait habitué les historiens à faire parler la morphologie des écritures, le blanc des interlignes, le vocabulaire des formulations. Ce n'est pas d'hier que l'histoire de la féodalité progressait par une étude des mots en quoi se reflètent les concepts, et que l'histoire des fortunes faisait son profit des silences de la documentation fiscale.

L'un des facteurs du renouvellement, c'est ici la machine. Seule, elle permet l'étude des corrélations et des voisinages sémantiques. Seule, elle offre le moyen d'une étude approfondie de la position des mots au sein des formulations. Il y a là, pour une analyse des contenus inexprimés de la documentation, le moyen propre à dérouter l'archiviste dans la mesure où celui-ci ne peut, dans les choix qu'il doit effectuer, faire intervenir avant l'heure cette analyse textuelle. L'archiviste doit traiter les ensembles documentaires "à vue de nez," sans savoir ce qu'une analyse scientifique leur ferait dire.

Et puis il y a tout ce qu'un recours raisonnable aux sciences humaines et sociales offre à l'histoire d'approches nouvelles. Sociologie, démographie, ethnologie, psychologie individuelle ou sociale, psychanalyse même, tout cela offre à l'historien des méthodes et des instruments pour de nouvelles lectures de documents en apparence muets.

L'archiviste d'il y a cinquante ans, sans grand risque de se tromper, pouvait savoir au premier abord ce qu'un historien, quel qu'il fût, tirerait d'un document. Les questions étaient prévisibles, les réponses étaient écrites en clair. Avec l'appel au subconscient du texte, rien n'est plus en clair, et l'archiviste doit bien savoir que le document le plus neutre, le plus taciturne, est peut-être chargé d'informations que le rédacteur y a placées sans le savoir.

Dans le même temps, l'histoire se préoccupait plus nettement des couches obscures du passé. Délaissant quelque peu—et jusqu'à l'abus—les objets trop visibles de l'histoire traditionnelle, la politique des états et le comportement des grands de ce monde, l'histoire se penchait avec une sollicitude justifiée sur ce qui fait la substance même des sociétés humaines, c'est-à-dire les modes de vie, les modes de pensée, les modes d'expression de la foi ou de la sensibilité. Ce que mangeait quotidiennement le paysan ou l'artisan prenait autant d'importance que la table des princes. L'habitat du fermier valait, pour notre connaissance du passé, celui du banquier. La natalité des couches laborieuses laissait apparaître ses conséquences, plus sensibles que celles de la natalité aristocratique.

Là encore, l'archiviste a dû revoir son plan de chasse. Les comptes de l'hôtel d'un prince ou le livre-journal d'un banquier sont matériaux indispensables de l'historien.

Mais qui nous donnera trois générations des comptes domestiques d'une ménagère aux fins de mois difficiles? Qui nous donnera le mouvement de caisse d'un artisan de village? Qui nous donnera les problèmes de logement posés, dans la pièce unique d'un habitat rural élémentaire, par l'arrivée d'un nouvel enfant? Lorsqu'il forme son jugement sur un fonds d'archives, lorsqu'il détecte les archives privées qui pourraient compléter ses collections, lorsqu'il rédige un inventaire ou lorsqu'il choisit les rubriques d'un index, l'archiviste doit se souvenir de ce nouvel aspect de l'interrogation historique.

Enfin, il y a, dans le monde de l'historien, l'intrusion nouvelle du contemporain. Nul n'accepte plus que le temps présent ne soit objet d'analyse, et nul n'ose plus dire qu'une telle analyse ne peut être scientifiquement fondée. Si tout est ouvrable, si tout est communicable, si tout est transparent, il n'y a aucune difficulté. Il en va différemment si l'Etat se préoccupe d'assurer la tranquillité de chacun au regard de la curiosité indiscreète d'autrui. L'accès au document le plus récent, c'est une entrée fracassante de la collectivité dans la vie de l'individu.

Laissant là ce problème, auquel répond la recherche d'un équilibre entre les droits de la recherche et le droit de chacun à la propriété de sa vie propre, nous devons évoquer le second aspect de la question: la coïncidence entre le temps de l'interrogation historique immédiate et le temps de la conservation intermédiaire à quoi correspond, sous un nom ou sous un autre, le préarchivage.

Les choses étaient simples, il y a encore vingt ans. Les archives avaient un temps pour vivre, un temps pour mourir. Elles étaient d'abord utiles à l'administration, et leur communication aux historiens demeurait exceptionnelle. Au terme de cette période, qui pouvait comporter des phases d'activité administrative décroissante, les archives passaient par la porte étroite des tris et des éliminations. Ce qui parvenait au-delà de la porte étroite, ce que la sagesse conjointe des administrateurs et des archivistes laissait subsister pour la postérité, c'était le matériau communicable à l'historien. De ce qui n'avait pas franchi la porte étroite, de ce qui s'en allait vers le pilon, vers le crématoire ou vers la pâte à papier, rien n'était apparu aux yeux de l'historien. L'alternative était simple. On consultait ce qui allait durer, on éliminait ce dont la recherche ne pouvait tirer aucun profit.

Les mutations dont on vient de parler ont fait table rase de cette apparente clarté. Penser qu'il n'y a rien d'intéressant dans ce qu'on détruit relève de la fatuité. Penser qu'on peut conserver tout ce qui pourrait présenter de l'intérêt relève de l'illusion. Interdire aux historiens de consulter ce qu'il faudra bien détruire relève d'un éthique sans doute dépassé.

Est-ce à dire que l'on verra bientôt l'archiviste détruire des archives déjà consultées, détruire les preuves d'un travail déjà publié? Admettre la chose est difficile pour ceux qui, comme nous, ont appris à l'école que la preuve est sacrée. Mais, après tout, l'archéologie est-elle une science moins rigoureuse parce qu'elle est incapable de conserver intacts tous les niveaux d'un champ de fouilles? La météorologie est-elle moins une science exacte parce qu'il faut bien croire les relevés de l'observateur? Sans doute aurons nous quelque peine à croire sans réticence les démonstrations et les citations de l'historien qui fondera son oeuvre sur des archives détruites. Serait-il plus raisonnable d'interdire à l'historien de voir un fonds d'archives pour la raison qu'a priori, pour sa faible densité, ce fonds relève de l'élimination?

Alors que les archives orales appartiennent désormais au domaine du possible, qu'il est loisible de conserver le témoignage de ceux qui n'écrivent pas mais ont participé à l'action, pourquoi les archives que l'administration dit vivantes ne seraient-elles pas, aussi, source de vie pour la recherche historique?

Sans doute les réflexions que voilà ont-elles une portée bien différente selon les pays, les civilisations, les systèmes. Il en est que ne submerge pas encore la marée paperassière qui conduit à éliminer. Il en est qu'une longue familiarité avec la traduction orale conduit peut-être à d'autres souplesses dans l'appréciation. Sans doute est-il à travers le monde des formulations bien différentes de l'exigence historique. Mais, à notre époque de communication, les développements de la curiosité scientifique sont l'affaire de tous. Tôt ou tard, les uns et les autres, nous nous trouvons confrontés aux contradictions de notre mission. A défaut de procurer des recettes infaillibles dans une matière où tout dépend du jugement humain, au moins faut-il prendre largement la mesure des difficultés qui nous attendent.

A Joint Soviet–American Publication of Historical Documents

SERGEI L. TIKHVINSKII

One of the concrete manifestations of international détente is the expansion of cooperation by scholars of various countries in the different areas of scientific learning, including historical studies. This article focuses on one example of such cooperation—a joint effort by Soviet and American historians and archivists to publish historical documents relating to the beginnings of Russian–American relations in the period 1765–1815.

The first steps toward making this project a practical reality were taken in the fall of 1976 when a plan to prepare and publish such a collection was agreed to in principle at a meeting of Soviet and American representatives in Washington. The composition of a joint editorial board, on a basis of parity, was approved, and each side agreed to appoint a working group of editors. Participants in the documentary publication project were to represent, from the Soviet side, the USSR Ministry of Foreign Affairs, the Main Archival Administration of the USSR Council of Ministers, and the USSR Academy of Sciences; on the American side, the Department of State, the National Archives and Records Service, and the Kennan Institute for Advanced Russian Studies of the Woodrow Wilson International Center for Scholars were to be represented.

The chronological boundaries of the collection (1765–1815) and its approximate size (some 70 book signatures) were determined. Although the selection was to be identical, it was decided to publish the documents in a Russian-language edition in the Soviet Union and an English-language version in the United States. The joint editorial board was to determine criteria for the selection of documents in accordance with generally accepted academic practice, and to work out and approve common principles and methods of publication.

Through correspondence and in the course of a working meeting of members of the editorial board and editors of both sides held in Washington in December 1976, the nature of the publication was defined and agreements reached on general principles for the selection of documents, the placement of material, the nature and extent of the reference apparatus, and certain technical practices to be employed. The agreement on "Principles and Methods of Publication" asserted that: "The publication will be a comprehensive documentary volume focusing on diplomatic, social, commercial, scientific, and cultural relations. It will adhere to generally recognized standards of historical and archival research. The historical editors on both sides will be under the obligation to publish the full record on the basis of the highest scholarly objectivity."

The Soviet and American editors faced a complicated task. On the basis of the

principles set forth, they were to mount the broadest possible search for documents, and then analyze what was found. The members of the editorial board were to select the most interesting documents for inclusion in the collection. The agreement on "Principles and Methods of Publication" noted further that "Selection will be made according to generally accepted scholarly practices. . . . No document regarded as essential to the record will be disregarded. . . . In the preparation of the volume and in the identification of documents to be included, special attention will be given to the inclusion of documents of a comprehensive, general nature as well as to those that reflect concrete, particular facts of Russian-American relations. The selection should include documents of different content, origin, and type—including both formal governmental documents and such personal documents as letters and diaries which contain the most complete and at the same time the most expressive and vivid historical information."

To find materials that would meet such requirements, both groups of researchers had to peruse thousands of archival files and documentary publications, and to survey dozens of archival repositories, libraries, museums, and private documentary collections in their countries. Particular attention was given to the holdings of the following basic repositories. In the USSR: the Archive of the Foreign Policy of the Russian Empire of the Historical-Diplomatic Administration of the USSR Ministry of Foreign Affairs (AVPR); the various archives in the system of the Main Archival Administration of the USSR Council of Ministers (the Central State Archives of Ancient Acts [TsGADA], the USSR Central State Historical Archive [TsGIA SSSR], the USSR Central State Archive of the Navy [TsGAVMF SSSR], the USSR Central State Military-History Archive [TsGVIA SSSR], the USSR Central State Archive of the October Revolution [TsGAOR SSSR], the USSR Central State Archive of Literature and Art [TsGALI SSSR], and also a number of regional and Republic archives); the Archive of the USSR Academy of Sciences; the Archive of the Leningrad Division of the USSR Institute of History; and the manuscript divisions of the V. I. Lenin State Library, the M. F. Saltykov-Shchedrin State Public Library, the Institute of Russian Literature, and the State Historical Museum. In the United States: the National Archives, the University of California's Bancroft Library, the Library of Congress in Washington, the Massachusetts Historical Society, the Peabody Museum and the Essex Institute in Salem, the University of Michigan's Clements Library, the New York Historical Society, the Cincinnati Historical Society, the American Philosophical Society Library in Philadelphia, the Historical Society of Pennsylvania, and others. It was decided to include, as an appendix to the publication, a complete list of repositories from which documents were used. In the search for documents, historians specializing in the early period of Russian-American relations were brought in for consultation.

In the first stage of the work, each side, studying the materials in its archives, set itself the task of bringing to light, as fully as possible, documents that might be of interest in further work on the collection. Each group of researchers compiled preliminary lists of such documents, and exchanged lists and copies of pertinent materials.

At the second working meeting, held in Moscow in June 1977, the members of the editorial board and the editors appraised the first stage of the work and exchanged initial opinions on the documents found. From the lists produced by each side, a combined list was compiled. The participants in the meeting expressed their views regarding the desirability of combing the archives for additional mate-

rials. Corrections in and additions to editing rules were made, and the work schedule was revised.

After the second meeting, a crucial and complex stage of the work began. While the survey of archives and publications continued, a careful study was undertaken of all the materials initially selected, and duplicates and materials considered to be of lesser importance were eliminated.

In February-March 1978, at a third working meeting in Washington, there was a thorough and detailed discussion of the collection's composition. Literally every document was reviewed and evaluated. Members of the joint editorial board and of the working groups took an active part in the discussion, and all opinions, pro and con, regarding the inclusion of particular documents were reviewed. As a result of these deliberations, decisions were reached on each of the documents being considered, and a model of the collection was formulated.



Meeting of Editorial Board and Editors, Moscow, June 1977

Left to right:

S. Frederick Starr, Editorial Board (Kennan Institute)
Milton O. Gustafson, Editorial Board (U.S. National Archives and Records Service)
William Z. Slany, Editorial Board (U.S. State Department)
John Brown, Editor (U.S. National Archives and Records Service)
Charles Sampson, Editor (U.S. State Department)
Ronald Landa, Editor (U.S. State Department)
J. Dane Hartgrove, Editor (U.S. National Archives and Records Service)
Ivan I. Kudriavtsev, Editor (Main Archival Administration of the U.S.S.R. Council of Ministers)
Natalia V. Ushakova, Editor (Main Archival Administration of the U.S.S.R. Council of Ministers)
Valerii N. Ponomarev, Editor (U.S.S.R. Academy of Science)
S. N. Burin, Editor (U.S.S.R. Academy of Science)
S. L. Turilova
Natalia B. Kuzhetsova, Editor (U.S.S.R. Ministry of Foreign Affairs)
Nina N. Bashkina, Editor (U.S.S.R. Ministry of Foreign Affairs)
Nicolai N. Bolkhovitinov, Editorial Board (U.S.S.R. Academy of Science)
Sergei L. Tikhvinskii, Editorial Board (U.S.S.R. Ministry of Foreign Affairs)
S. I. Kubasov, Translator (U.S.S.R. Ministry of Foreign Affairs)
S. N. Goncharyenko, Translator (U.S.S.R. Ministry of Foreign Affairs)
Not present when photograph was taken: Leonid I. Panin, Editorial Board (Main Archival Administration of the U.S.S.R. Council of Ministers)

In its final form, the collection includes, in whole or in part, 560 documents, much of the material published for the first time. The documents are arranged within the volume so as to provide the reader with an overall appreciation of Russian-American relations during the period 1765-1815, while permitting quick access to specific material. To avoid unnecessary division and unevenness in arranging the material, unavoidable with a collection divided into thematic chapters, a strictly chronological arrangement of the documents is utilized, taking into account the fact that the collection will be provided with a subject index.

The collection is presented in two parts: the first—"Early Contacts, 1765-1808," and the second—"Development of Relations, 1808-1815." The year 1808 provides a natural point at which to divide the documents because in that year, John Quincy Adams was appointed to serve as the first American Minister at St. Petersburg. In the following year, A. Ia. Dashkov arrived in Philadelphia to take up the post of Consul General of Russia and simultaneously to serve as Charge d'Affaires for relations with the U.S. government.

The establishment of direct official relations between the two countries was preceded by a rather long period of unofficial contact. Scholars were active before diplomats and merchants. One of the first documents in the collection is a letter from the American scholar Ezra Stiles to the prominent Russian scholar M. V. Lomonosov which speaks of experiments for understanding magnetism and of the importance of exploring the polar regions of the globe. Also included is Benjamin Franklin's letter of June 1766 to the Russian academician F. U. T. Aepinus, in which the famous American congratulates Aepinus on the publication of his work on the theory of electricity and magnetism and thanks Aepinus for sending him a copy.

The diplomatic correspondence of these years bears witness to the great interest with which events in the New World were followed in Russia. The information that the Russian government and society obtained concerning the situation in Great Britain's American colonies was indirect; it came mainly from London, although sometimes from Paris and other European capitals. Russian diplomatic representatives in these cities followed the development of events on the North American continent with great attention. Here is what Russian Charge d'Affaires at London Heinrich Gross wrote in his dispatch to the College of Foreign Affairs in October 1765: "But the British Ministry is more disturbed by the other report from New England and the other colonies on the North American continent where the inhabitants collectively oppose putting into effect the tax on stamped paper, which was determined at the last parliamentary session, so that in Boston, the capital of New England, it actually came to an overt public riot, and all the North American colonies have agreed among themselves not to recognize the authority of the English Parliament to impose taxes on them, claiming that that depends solely on their own colonial assemblies, by which claim they could little by little confer upon themselves complete independence from the motherland."

On 14/25 August 1767 (the first date is Old Style, the second New Style), A. S. Musin-Pushkin, the Minister at London, wrote: "The renowned Professor Franklin, a native American, was summoned to the Ministry for consultations, at which, it is said, he specifically stated that the Americans will never voluntarily agree to pay taxes levied by this Parliament arbitrarily, without the consent and cooperation of the colonies."

It is interesting to trace how, as the struggle of the American colonists against

the mother country intensified, more and more space was devoted to events in America in the dispatches of Russian diplomats, and how individual episodes of this struggle attract their attention. For example, this is how Musin-Pushkin describes the famous Boston Tea Party: "I have already had the honor of reporting to Your Excellency the stubborn resistance of the American colonists to obeying the statutes enacted here. And as this resistance has now taken the form of deeds rather than mere threats, I consider it my duty to add that the inhabitants of Boston, upon the arrival at Boston from here of three ships laden with tea, having assembled, wished to compel them to return home with their entire cargoes, but, upon meeting with delay in this regard, took all the tea out of the ships and threw it into the sea, without the least damage to the other goods." And in a dispatch from Musin-Pushkin in July 1774: "The news now arriving here from America is becoming more interesting and more important with every passing day."

In dispatches concerning American events, the word "independence" is encountered more and more frequently, and the idea of the determination of the Americans to free themselves completely from the domination of the mother country and of the inevitability of their separation receives greater emphasis. "Letters received here from America yesterday confirm irrefutably," wrote Musin-Pushkin on 31 October/11 November 1774, "that the intention of the colonists is as firm as it is almost unanimous not to obey any decrees, however little they lend themselves to the confirmation of Parliament's right to legislate for them. . . ."

It must be noted—and this is shown clearly in the materials of the collection—that even in these early years, Russian diplomats and public figures understood what an enormous significance the final separation of the American colonies from Great Britain, the declaration of their independence, could have for the whole system of international relations. "This independence," wrote Minister at London I. M. Simolin to Vice-Chancellor I. A. Osterman, "is a revolution in the history of the world, and will probably give birth to a new order of things, the possible and perhaps certain consequences of which have apparently not been felt by those who themselves contributed the most to it." We find the same idea in Academician Aepinus's letter to Franklin of 1/12 February 1783, in the comment that the colonies' winning of their independence is "an event, the beneficial effects of which will extend throughout the centuries to all mankind."

Of course, the autocratic Russian government could not approve, and even less support the struggle of the colonies for independence. Russian diplomats were forbidden to enter into official contacts with representatives of the American republic, but when King George III of England decided to try to make use of 20,000 Russian troops for dispatch to North America for the purpose of suppressing the revolution in the colonies, he received a decisive refusal from Catherine II. "Your Majesty having just informed me as much by his letter as by the requisitions of his Minister that he construes and determines upon a corps of twenty thousand men of my troops," wrote the Russian Empress, "in order to be transported next spring to Canada. . . . I could not conceal from him that such an aid with such a destination . . . exceeds the limits of my power to serve him."

The tone of the Russian diplomats' dispatches is significant and completely favorable toward the American colonies and the young American republic. For example, reporting on the decision of Congress in Philadelphia to cease all trade with England and to encourage the development of native industry and crafts, Minister at London Musin-Pushkin wrote to Chancellor N. I. Panin: "These resolutions are based on

pledges of honor and love of country." In connection with the passage by Congress of the Declaration of Independence, Charge d'Affaires at London V. G. Lizakevich wrote to the College of Foreign Affairs on 9/20 August 1776: "The publication of this document, and also the publication of the formal declaration of war against Great Britain, demonstrates all the courage of the leaders there." In a secret report of the College of Foreign Affairs to Catherine II dated 5/16 August 1779, it was remarked that the American colonies had changed "through the British government's own fault into an independent and autonomous region," and the opinion was expressed that the separation of the colonies from England would have a favorable effect upon the development of Russian commerce.

The documents included in the collection consider in detail the entire complex of questions connected with the proclamation by Russia of armed neutrality, with the defense by her of the rights of neutral navigation, and with an offer by Russia to mediate in the armed conflict that had enveloped both the Old and the New Worlds. It is generally accepted that these foreign policy actions of the Russian government seriously influenced the outcome of the war and the fate of the young American republic. The American Congress, in its session of 5 October 1780, praised Russia's Declaration of Armed Neutrality as moderate, equitable, and just, and passed a resolution that "the ministers plenipotentiary from the United States, if invited thereto, be and hereby are respectively empowered to accede to such regulations, conformable to the spirit of the said declaration, as may be agreed upon by the Congress expected to assemble in pursuance of the invitation of Her Imperial Majesty."

The documents published here graphically confirm that the position of Russia, which had proposed her mediation for the purpose of ending the war, was favorable toward the United States of America. As early as 1779, Russia's diplomatic representatives abroad, on instructions from the government, entered into contacts with American representatives in Paris, The Hague, and other cities. The collection includes a letter from Chancellor Panin to Minister at Paris I. S. Bariatinskii, with an order to find out from Franklin, "the Charge d'Affaires of the American Colonies" in France, whether American ships had been on the coast of Kamchatka in the summer of 1779, and to request from him "a description and a chart of their voyages, so that we can study them and see whether it is feasible or possible to establish a straight, short route for direct navigation between our territories and America."

A significant place in the collection is occupied by documents relating to Francis Dana's mission to St. Petersburg, which represents the first attempt to establish direct diplomatic relations between the two countries. In Dana's instruction, signed by President of the Continental Congress Samuel Huntington on 18 December 1780, it was stated: "The great object of your negotiation is to engage Her Imperial Majesty to favour and support the Sovereignty and Independence of these United States, and to lay a foundation for a good understanding and friendly intercourse between the subjects of Her Imperial Majesty and the citizens of these United States, to the mutual advantage of both nations."

Upon his arrival in St. Petersburg, Dana, for reasons both domestic and international in nature, did not immediately inform the Russian government of his mission. He delayed delivering the appropriate letter to Vice-Chancellor Osterman until 24 February/7 March 1783. "I have the honor to inform Your Excellency," wrote Dana, "that the United States of America . . . having thought fit to appoint a

minister to reside near Her Majesty, the Empress of All the Russias, have furnished me with their letter of credence for that purpose." However, Catherine II postponed an official audience and presentation of credentials until the conclusion of a final peace treaty among the warring powers. Osterman, in an interview with Dana in June 1783, observed that "Her Imperial Majesty has accepted with satisfaction the mark of attention which your constituents have given her in sending to her a person expressly to be received in a public character. . . . The Empress intends that you should enjoy, not only for your person, but also for all your compatriots who may have occasion to visit the Empire of Russia for affairs of commerce or other reasons, the most favorable reception and the protection of the law of nations." At this point Dana was recalled by Congress, and he left St. Petersburg without waiting for the promised audience. The establishment of direct diplomatic relations between Russia and the United States was postponed for more than two decades.

The matter of direct diplomatic relations arose next during the reign of Paul I. In March 1799, Minister at London S. R. Vorontsov informed the Russian government that, as Rufus King, the American Minister in the British capital, had informed him in an unofficial conversation, the U.S. government would like to establish direct relations with Russia and to conclude a commercial treaty between the two countries. In response to this communication, Vorontsov was sent a note by Paul I in which, in particular, it was stated: "As to your reply to Mr. King, the Minister of



Portrait of Francis Dana (1743-1811). Lithograph by Max Rosenthal, 1885. (Prints Division. The New York Public Library. Astor, Lenox and Tilden Foundations)

the United American States, we are rather attracted to the establishment of mutual missions, since the government there by its behavior in the present circumstances has obtained from our side every respect, and since it maintains such good relations with England, our sincere ally. Therefore, as soon as a minister is appointed by the aforementioned States, we will proceed to do the same." However, an exchange of official diplomatic missions did not take place at this time.

An important milestone in the history of Russian-American relations was the appointment to Russia of the first official U.S. representative—Consul at St. Petersburg Levett Harris, who frequently carried out diplomatic functions until the arrival in Petersburg of an American Minister in 1809. In the credentials issued by President Thomas Jefferson to Harris on 4 April 1803, the desire of the United States to develop contacts with Russia was emphasized. By that time, the commercial ties of the two states had undergone considerable development, and Harris's appointment as Consul (later Consul General) at St. Petersburg, and later, in 1808, of A. Ia. Dashkov as Consul General at Philadelphia, were to assist in that growth.

Communicating the agreement of Alexander I to an exchange of official diplomatic representatives with the United States, Minister of Foreign Affairs N. P. Rumiantsev wrote in 1807 to Minister at London M. M. Alopeus, through whom the negotiations for an exchange of missions had been conducted: "His Majesty has always wished to expand and strengthen relations between the two countries by means of the mutual appointment of persons who have an official character, and the establishment of diplomatic ties between the two governments."

The documents included in this collection from the correspondence between Alexander I and Jefferson bear witness to their mutual desire to expand amicable relations between Russia and America. "Your flag will find in our harbours hospitality, freedom, and protection," wrote Jefferson to the tsar on 3/15 June 1804, "and your subjects enjoy all the privileges of the most favored nation. The favorable reception of our Consul at St. Petersburg, and the friendly sentiments conveyed through your minister of foreign relations, are an earnest that our merchants also will meet due favor in your ports." In a letter from Alexander I to Jefferson dated 10/22 August 1806, we read: "Mister President of the United States of America. Mr. Harris had delivered to me the letter which you charged him to forward to me, as well as the interesting works which you sent me at the same time on the constitution of your country. I express to you in haste, by the courier whom Mr. Harris is dispatching to you, all the sensibility with which I have received these new evidences of your friendship. You have done me a justice, for which I feel myself truly flattered, in proving to me by these works which you have sent me about your country that you know of the great interest with which it inspires me."

The United States repeatedly had recourse to the support and intercession of Russia in the resolution of problems in the relations of the United States with other countries. In the year 1804, Harris addressed an appeal to the Russian government to aid in the liberation of the crew of an American frigate which had been taken into captivity by Tripolitan corsairs. That same year, Russia undertook to intercede before the Ottoman Porte concerning granting American merchant ships the right of free navigation in the Black Sea. In 1810, the Russian government undertook a demarche before the Danish government for the purpose of bringing about the return to American citizens of property sequestered by the Danish authorities in December 1809.

An important episode in Russian-American relations which finds expression in

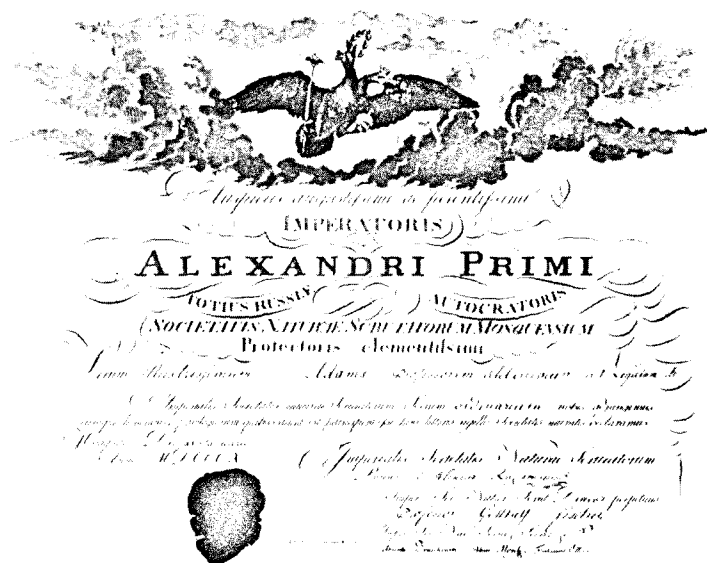
the second part of the collection is Russia's offer of mediation for the establishment of peace between the United States of America and Great Britain. The war between the two countries that began in 1812 could have only a negative effect on Russian commerce. In an instruction to Charge d'Affaires at London P. A. Nikolai, Minister of Foreign Affairs N. P. Rumiantsev wrote: "His Imperial Majesty sees with regret that this new episode will place very great obstacles to the commercial prosperity of nations. The love of humanity and that which he owes to his peoples, whose commerce has already suffered enough, impels him to do all that depends upon him to dispel the evils which this war disposes even to peoples which are not taking part in it."

A note with an offer of Russia's mediation was handed by A. Ia. Dashkov to U.S. Secretary of State James Monroe on 24 February/8 March 1813. The Russian offer was readily accepted by the American government, which immediately appointed plenipotentiaries to take part in the negotiations. They were cordially received in St. Petersburg, although the mediation did not take place because of Great Britain's refusal.

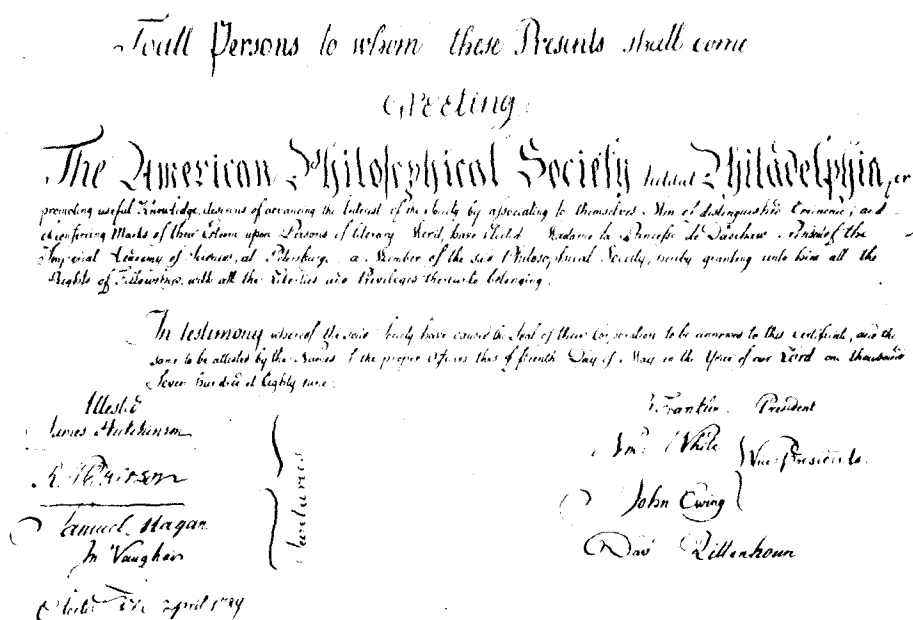
It should be noted that the dispatches of Russian and American diplomatic and consular representatives from their countries of residence published in the collection are very interesting not only to the study of bilateral relations between Russia and the United States, but also for their detailed analyses of domestic political situations, characterizations of political parties and individual political and public figures, and descriptions of natural conditions, economics, culture, morals, and customs.

In the selection of documents, the joint editorial board attempted to expand the composition of the collection to include some private letters, diaries, and notes in which diplomats, negotiators, travelers, and military personnel who visited the other country, and were sometimes active participants in the events that occurred there, describe their impressions and ponder the fates of Russia and America. Among the documents published are letters and diaries of the American travelers, diplomats, and merchants John Ledyard, John D'Wolf, Joel Roberts Poinsett, and Joseph Allen Smith; the letters of Russian merchant F. V. Karzhavin and of Estonian nobleman Gustan Heinrich Wetter von Rosenthal (John Rose), who visited America in the midst of the war for independence and took part in it; the detailed dispatches of N. P. Rezanov, a prominent figure in the Russian-American Company, who colorfully described his visit to California and the Russian possessions in America; the dispatches and letters of John Paul Jones, who entered the Russian service in 1788 and took part in the Russo-Turkish War; the letters of the first American Minister to Russia, John Quincy Adams, to his mother Abigail Adams and to other individuals with interesting descriptions of St. Petersburg, the Russian climate, and Russian morals and customs; the notes of Russian diplomats A. Ia. Dashkov and F. P. Pahlen concerning peculiarities of the political structure and economics of the United States; and a memorandum of the secretary of the Consulate General in Philadelphia, P. P. Svin'in, entitled "A View of the Liberal Arts in the United American States." Of great interest are the documents that recount the impression made on the Americans by the destruction of the French army in Russia in 1812 in the course of the Patriotic War.

A whole series of documents published in the collection bear witness to the existence of fairly active scientific ties between the two countries. The scholars of Russia and America knew well each other's scientific achievements and showed



Certificate Awarded to John Quincy Adams by the Moscow Society of Naturalists, 15/27 January 1810. (MHS, The Adams Papers)



Diploma Awarded to Ekaterina Romanovna Dashkova by the American Philosophical Society, 4/15 May 1789. (LOAAN SSSR, f. 1, op. 2, 1791, d. 6, l. 8.)

great interest in the work of their transoceanic colleagues. In addition to the letters of Benjamin Franklin and Ezra Stiles mentioned above, other letters of these two scholars, and letters of D. A. Golitsyn, F. U. T. Aepinus, E. R. Dashkova, the American physicist John Churchman, and others, are included or used in footnotes. Also included are materials on the election of American scholars as honorary members of the Imperial Russian Academy of Sciences, and of Russian scholars as members of the Boston Academy and of the American Philosophical Society.

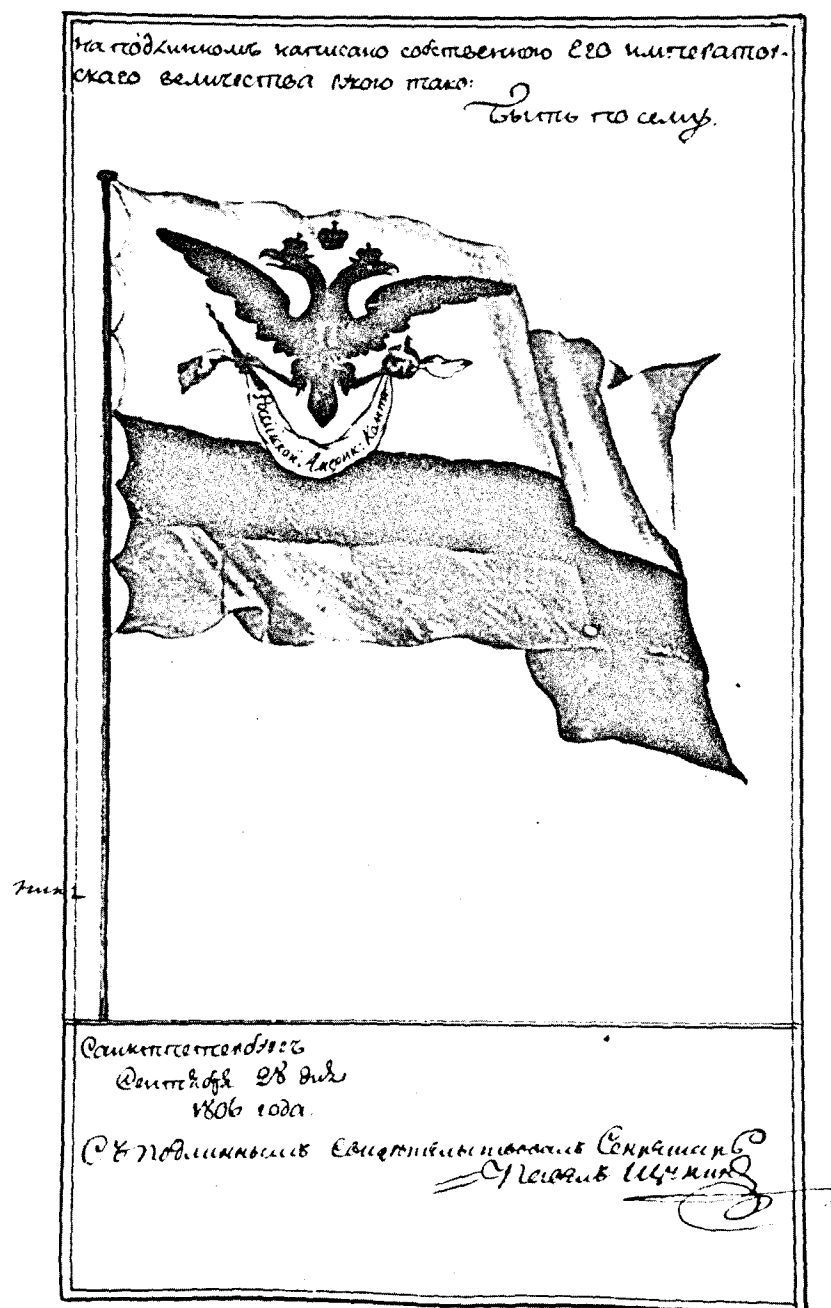
Trade occupies an important place in Russian-American relations in the period covered by the collection. American merchant ships called at Russian ports before the Declaration of Independence by the United States. One of the warmest proponents of the development of direct commercial ties between Russia and America was Russian Consul at Bordeaux Arvid Wittfooth, who sent corresponding proposals to St. Petersburg as early as 1778. The development of commercial ties with Russia was also one of the tasks of a mission by Francis Dana, who even had plenary powers for the conclusion of a treaty concerning trade. In the 1780s, commercial ties between the two countries became extensive in scope. In the collection are materials that bear witness to the interest of both sides in their expansion and consolidation. The number of American trading ships calling at Russian ports grew constantly, leading to the establishment by the United States at the beginning of the nineteenth century of a whole series of consular posts in the port cities of the Russian Empire—St. Petersburg, Riga, Archangel, and elsewhere. In turn, Russian consular posts were established in Philadelphia, Boston, and other American cities. The collection includes the correspondence of a number of American mercantile companies with their representatives in Russia and with the captains of merchant ships on which goods were imported and exported. The majority of the documents from this group are being published for the first time.

An interesting page in the history of Russian-American relations is the activity of the Russian-American Company—the history of its settlements in America and the relations of Russian settlers with the native Indian tribes and with American traders. In selecting documents for the collection, the editorial board and the editors have tried to provide an adequate reflection of this aspect of Russian-American relations. Included are relevant official diplomatic correspondence, reports of the Main Directorate of the Russian-American Company to the Ministry of Commerce, correspondence of the Directorate with the Company's representatives in the American settlements, and materials relating to the agreement between the Russian-American Company and Astor's American Fur Company.

The collection closes with documents from the beginning of 1815, when a new stage in the history of international relations was beginning, with the end of the Napoleonic Wars and the restoration of peace between England and the United States.

Extensive illustrative material will be included in the published volumes. In addition to portraits of statesmen, scholars, and diplomats who played appreciable roles in the history of Russian-American relations, there will be individual drawings, views of cities involved in early commercial relations between the two countries, maps of the geographic discoveries of Russian seafarers, and facsimiles of some of the most interesting manuscripts.

As is evident from the foregoing description, the editors of this documentary collection have tried to present a full picture of Russian-American relations in the second half of the eighteenth and the beginning of the nineteenth centuries. Because



Flag of the Russian-American Company. Drawing by an unknown artist, watercolor, 1805. (TsGIA SSSR, f. 1329, op. 1, d. 294, l. 594.)

of the limited size of the collection, of course, many available documents could not be included, only the most important and interesting. A considerable quantity of material remains beyond the limits of the collection, but historians of the Soviet Union, the United States, and other countries will have the opportunity, after publication of the collection, to familiarize themselves with copies of documents that could not be included in the published work for lack of space. In accordance with the decision of the joint editorial board, archives of the project will be preserved in the Main Archival Administration of the USSR Council of Ministers and in the U.S. National Archives.

A short introductory article precedes each document, and the documents are footnoted. For convenience in using the collection, there will be detailed indexes, an annotated list of documents, and a chronological table of important events in Russian-American relations and in the domestic life of both countries during the period 1765-1815.

The editors who prepared the documents for publication were confronted with great difficulties in deciphering old manuscript texts, often greatly discolored and hard to read. Certain difficulties have also arisen in the reproduction of texts. On the one hand, it is necessary to preserve stylistic peculiarities and the original characteristics of documents two centuries old; on the other hand, it is necessary to make the texts readily understandable not only by specialized historians but also by a wider circle of readers who do not have specialized backgrounds. The rules agreed upon by the editorial board and the working groups with regard to processing old texts correspond, for the most part, to existing norms of academic publication. Existing peculiarities of the documents are preserved, and endorsements and resolutions on the originals are reproduced. When part of a document which has no relation to the theme of the collection is omitted, this is stipulated in a footnote in which the contents of the omitted portion of the text are briefly set forth. An archival reference, plus information as to previous publication, are presented at the end of each document.

At the fourth meeting of the editorial board and the working groups, held in Moscow in February 1979, the texts of the footnotes to the documents in the first part of the collection were agreed upon, the body of illustrations was approved, and a number of problems connected with the design of the collection were resolved. At the fifth meeting in Washington in June 1979 the sides agreed upon the final list of documents to be included in the publication, the text of footnotes for the entire volume, and the text of the preface and introduction. They also agreed on the appearance of both editions of the volume, which are to be as similar as possible. Editors from the Soviet and American sides consulted each other on the problems of translation. The schedule of further work was definitely fixed. At the present time, both groups of editors are continuing to work intensively on preparations for publication. Both editions of the collection—Soviet and American—are to appear in 1980, simultaneously, if possible.

It should be noted that the work of the Soviet and American historians and archivists on this joint publication of documents has been very fruitful and efficacious. All the problems that have arisen in finding and selecting documents, and in determining the structure of the collection and the method of composition, have been successfully resolved by means of amiable exchanges of opinion during personal meetings of the members of the editorial board and the editors of both countries and in the course of correspondence.

This collection represents the first effort at a joint publication of historical documents carried out by scholars and archivists of the Soviet Union and the United States of America. In our view, work on this project has shown that similar cooperative efforts can have useful and lasting results.

Teaching with Archives

MICHAEL G. COOK

In many school systems throughout the world, teachers of children and of youths under the age of 18 are now using primary source materials in their courses of instruction. They are either supplementing the traditional textbooks or are replacing them altogether with original sources. Teachers who have adopted this method of instruction refer to it as the documentary approach to a topic, and they claim that it has been most effective in the teaching of history, social science, and geography. According to them, working with primary sources in those three disciplines enables the pupil to develop both his intellectual skills and his social sensibilities. The teachers point out that the pupil who deals with original materials has to set aside other people's opinions on the matter in question and subject the sources to his own critical thinking. He must extract relevant information from the sources, organize the data, formulate and test hypotheses based on the facts, and communicate his conclusions to the teacher and the other pupils. The teachers add that if the pupil is part of a group engaged in studying a problem by means of source materials, he learns to cooperate with others by participating in the group's efforts to arrive at a single interpretation of the problem. Finally, the teachers assert, the pupil who regularly examines the source materials of history, social science, and geography acquires an ever deeper understanding of past and present human behavior, as well as an appreciation of the continuous interaction of man and nature.¹

The selection of original materials for educational purposes and the development of techniques for presenting the sources to schoolchildren have until quite recently been in the hands of professional educators—those who train teachers and those who do research in pedagogics.² Archivists have played a secondary, albeit supportive, role in that process. Professional educators have gone to archival repositories in search of material likely to lend itself to the documentary method of teaching, and archivists have provided them with the sources. The archivists have usually considered their task completed at that point, leaving it up to the professional educators to issue outlines of courses based upon primary materials, edit documents for publication as source collections, choose manuscripts for reproduction on slides and filmstrips, and advise teachers on how best to use the sources in class.

Lately, however, archivists in some countries have taken the lead in promoting archives as educational resources for pupils under university age. After having established an educational office within their particular repository, these archivists have embarked upon a "teaching with archives" program that includes setting up an educational searchroom in the repository for pupils who come to consult the sources, furnishing the room with special equipment, compiling finding aids specifically for the use of teachers and pupils, and helping teachers to train pupils in the techniques of archival research. Another aspect of the "teaching with archives" program calls for the archivists to take archives to the

schools by exhibiting facsimiles of original documents within the schools, transporting small bodies of records to the schools for the children to study, and producing collections of primary materials for classroom use. The archivists are opening source materials to children and youths not merely to increase the present number of users of archives, but to ensure a future clientele of skilled adult researchers. In effect, the archivists are trying to awaken in young people what they hope will turn into a lifelong interest in archival sources. Becoming involved in that kind of educational effort is proper for archivists, they say, because the familiarity of archivists with the materials in their custody makes them especially qualified to determine which sources can be most fully exploited for educational purposes. The archivists also maintain that they are capable of assisting teachers in training pupils in the fundamental methods of archival research.

On the basis of the experience which we British archivists have had with educational projects, I suggest that any of our colleagues from other countries who want to start a "teaching with archives" program within their own institution take four preliminary steps. First, they should make sure that enough archivists at the repository are willing to work with children and youths to provide an adequate staff for the program. They should also get a commitment of funds from the administrative authorities of the repository to defray at least some, if not all, of the anticipated expenses. In addition to staffing and financing the program sufficiently, the interested archivists should enlist the support of the appropriate school officials and teachers and should ask for their collaboration in drawing up a statement of the specific educational objectives of the program. If the repository cannot cover all costs out of its own budget, the archivists might propose to the officials that the program be partially financed out of school funds. Finally, the archivists should get the administrative authorities of their repository to create an educational office within the organization. Staff members of the educational office would be given time to acquire the skills necessary to conduct an educational program. They would be free to work either in their own institution or in a school, depending upon the nature of a given project. They would have the right to purchase special equipment for the program, to change their working hours to accommodate the pupils involved in the program, and to supervise the research in a manner compatible with the level of knowledge and the degree of competence of the pupils.

Once those measures have been taken, the staff members of the newly formed educational office should determine the age range of the pupils whom they intend to serve. They should make that decision before any other, because the subject of a particular project to be studied and the number of documents to be selected by the archivists depend upon the age of the pupils with whom the archivists will be working. Archivists engaged in "teaching with archives" programs often concentrate their efforts upon the 16- to 18-year-old group, because they think that only young people close to university age would know how to find the relevant sources and to examine them critically. But our experience with youths of the intermediate ranges of 10 to 13 and 14 to 16 years has shown that young persons of those ages can also learn how to deal intelligently with primary materials, provided that pertinent sources have been chosen for them in advance. They have a fresh sense of inquiry, and once they delve into a subject will usually follow through until they have extracted all of the significant information from the sources given to them. Certain archival teaching projects have even been tried successfully on children under 10 years of age, especially environmental and family history projects that present documentary sources in combination with objects relating to familiar persons and places.³ Archivists should keep in mind that if they want to aim the educational program at chil-

dren and at youths of the intermediate age groups, they should be prepared to spend time carefully selecting the source materials to be studied.

The next decision for the archivists to make after they have agreed upon the age group of the pupils for whom they want to develop a "teaching with archives" program is to choose the subject of an archival educational project and to locate the proper source materials. The subject can be taken from a wide range of disciplines, including history, political science, geography, and social science, or it can be interdisciplinary. Whatever the subject, however, it should be related to something that the young people are actually learning about in school. It should not be chosen merely because the archival sources are on hand. The selection of a subject on the sole basis of the availability of primary materials has led some archivists to try vainly to teach administrative history to children as yet incapable of comprehending the complex structure of organizations.

My advice that the subject of an archival educational project be chosen for its pertinence to something being taught in the classroom does not, of course, take into account the difficulty of matching the subjects of a curriculum with suitable source materials in the local repository. I realize that the subject of an educational unit will hardly ever be so closely aligned with the holdings of an archives that nothing other than the documentary sources will be needed to accomplish the project. Nevertheless, archivists, teachers, and pupils can collectively solve the problem by gathering nonarchival materials on the subject, such as published works, photographs, museum objects, and items found in the contemporary environment. For example, the subject of the distribution of goods—a factor in the economic and social life of every country—could be presented to the pupils as a project on shopping. In learning about the various aspects of buying and selling, the pupils could use letters from local merchants to the Ministry of Trade as their archival sources and, as supplementary materials, a published history of a department store that they patronize, articles on commerce found among the newspaper collection of the town library, copies of old pictures of shops purchased from a museum, and photographs of business firms of the community taken by the pupils themselves.

When looking for the appropriate source materials for a subject, the archivists should remember that the pupils will not yet have acquired an interest in consulting primary documents and that their curiosity will have to be stimulated. The archivists should try, therefore, to select each document for its strong visual appeal. Something about the appearance of the document should make the pupils want to look at it more closely. With regard to content, each document should possess a "teaching point"—a fact or concept which the pupils derive specifically from that document and which enhances their understanding of the subject as a whole. The teaching point should be immediately apparent in any document given to children. In the case of older pupils, the teaching point should be less obvious in order for them to discover it in the course of studying the document. Because pupils often work together on educational projects, the archivists should also choose a document on the basis of whether it is capable of being examined and discussed by a group.

In fact, one of the greatest problems faced by archivists as they attempt to organize an archival educational project is that of finding enough visually attractive documents whose contents are not only informative but also conducive to group study. In order for the educational office to build a reserve of source materials from which selections can later be made as the need arises, all archivists on the staff should be encouraged to report any documents that they encounter during their routine work which seem suitable to the repository's educational program. A supply of a standard reporting form can be kept in

areas of the repository where staff members arrange and describe records. Whenever an archivist comes across a document that he thinks potentially useful for an archival educational project, he can fill in a form and deposit it with the educational office. The archivists of that office will, in turn, maintain a reference file on those documents. Figure 1 is a model for a reporting form.

I wish to report that the following document is suitable for educational use.

Document ref. _____

Description of document _____

Visual or other special features _____

Signed _____

Unit _____

Date _____

Figure 1. Example of a report form for registering educationally suitable documents.

Some archival educational projects are best accomplished when the pupils, accompanied by their teacher, come to the repository to do their research. Because ordinary searchroom facilities are inappropriate for children or for groups of youths working as research teams, however, archivists responsible for the "teaching with archives" program should set up an educational searchroom separate from the regular searchroom and should provide it with special furniture and display equipment. Furthermore, the archivists should devise finding aids for pupils and teachers different from those compiled for researchers at large.

Like the regular searchroom, the educational searchroom should be controlled in temperature and humidity, located near the archival storage area, and supervised by professional staff members. Unlike the usual searchroom, it should have easily movable furniture, so that the pupils may either group themselves around tables or work individually at desks. The educational searchroom should be equipped to exhibit such items as original documents or their facsimiles, information that the individuals on a research team want to convey to each other as their project progresses, and written work that the pupils have produced as the result of their having consulted the sources. Equipment should permit the quick and frequent changing of displays. Lightweight and portable screens, as pictured in Figure 2, are more versatile than wallboards, for instance. Archivists responsible for maintaining the educational searchroom should be instructed in the techniques of mounting, captioning, and lighting in order for them to make the most effective use of the display equipment.

In addition to setting up an educational searchroom apart from the regular search-

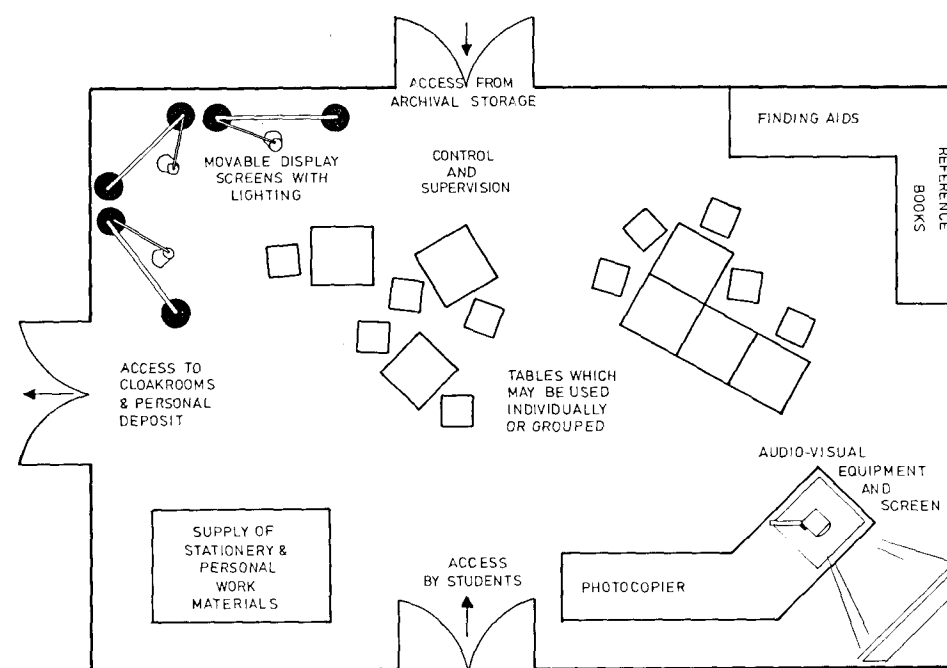


Figure 2. Elements in the design of an educational searchroom. (Drawing by Bob Hunt)

room, the archivists should create special finding aids for pupils and teachers. A conventional guide or inventory describes everything in a series of records, but does so in general terms and usually without ranking the subjects covered in the order of their importance. After having consulted a finding aid for a particular group of records, a researcher selects some documents for examination, sets aside those which have no information pertinent to his area of research, and takes notes on those of value to him. He consults the finding aid again, orders more documents, and repeats the process of research. But pupils who come with their teacher to a repository do not have the time to read documents which will ultimately be of no use to their project. They have to order relevant documents on the first occasion that they use the archives. For that reason, an educational finding aid should list only the sources that have already been determined by the archivists to contain information on the subject of research. The educational finding aid depicted in Figure 3 is meant to be used by the teacher of very young pupils to order documents on their behalf, although older pupils can consult it as well. In fact, every archival project involving schoolchildren ought to have an educational finding aid either for the teacher or for the pupils. What distinguishes an educational finding aid from an ordinary guide or inventory is that it allows the teacher or the pupils to select documents for research while at the same time ensuring that any document chosen will have at least some relevance to the subject of the project. Although the documents have been preselected by archivists, the pupils will still learn to measure the worth of each source according to the quantity and the quality of the pertinent information that they derive from it.

An archivist in charge of the educational searchroom will not replace the teacher of the class engaged in a project, but he should expect to fulfill some teaching functions. Before the class comes to the searchroom, he should see that the finding aids are easily accessible and that an adequate supply of writing materials is on hand. He should locate

his own desk or work area so that the pupils will feel free to approach him with questions or problems. After the pupils have arrived, the archivist should explain how the search-room facilities are arranged and how the finding aids are to be used. He might also want to make clear that the pupils are to come to him one at a time rather than to converge upon him all at once. In answering the pupils' questions and suggesting ways of solving their problems, the archivist will in effect be teaching them the basic techniques of archival research.

Archives of Anystate EDUCATION SERVICE Educational List No. 100	
Subject: Social and economic conditions in the City of Largetown, 1920-1950. Age range: 13-16 (may also be used for short projects 16-18). Relevant syllabi: Central External Examinations Board regulations. Special features: Documents with particular graphic quality are starred (*). Sources used: Archives of city government of Largetown (Department of Housing, Engineer, Public Health, Education); archives of Anystate Ministries of Education, Public Housing and Welfare. References to archive series are given at the end of each section. Related material elsewhere: Museum of Housing and the Family, Smalltown. Suggested preliminary reading: [List of books suitable to the age range.]	
Inventory:	1. Official investigation and report into employment and housing in large towns 1910, section 5-7 and appendix III. (Duplicated portions available at the information desk.) 2. *Foster issued by Ministry of Public Health on cleanliness at home, 1923.* (Duplicated copies for sale. Further items from this section of the archives are listed in Education List No. 101.) 3. Letter from prominent social reformer to Prime Minister, April 1934. (The archives of this person are available in the office and are listed in the main searchroom.)
Inventories from which material has been taken for this list: MPH 16 Ministry of Health CGL 1 City Administration, Largetown. To order documents from this list, fill in one of the order forms that you will find on the tables, quoting the number of the list (Education List 100) and the number of the item (e.g., no. 3). Then give the order form to the supervisor.	

Figure 3. Example of an educational finding aid.

Not all archival educational projects can be conducted in the repository. When it is not feasible for the pupils to study the sources at an archival institution, archivists can bring the sources to them by exhibiting original documents in the schools, by taking small bodies of records to the schools for the pupils to examine, and by producing collections of primary materials for classroom use.

Putting on exhibitions of archival materials in the schools is a method frequently used by archivists to introduce young people to documentary sources. Those who have taken such displays from school to school recommend that the theme of the exhibit be connected with a subject that the children are currently studying in class. They point out that an exhibit whose theme bears no relationship to anything that the children are learning is merely a form of publicity for the holdings of the repository, not an archival educational project. Many archivists who have mounted exhibits believe that it is better to show enlarged photographic facsimiles than original documents, because enlargements are more visually striking and are easier to read than originals. A sheet containing brief explanatory notes should be prepared for distribution at the exhibition, they advise. Figure 4 illustrates some methods of displaying archival material in the schools.

Another way in which archivists can bring original materials to young people is by transporting small, cohesive bodies of records to the schools for pupils to study in their own classroom. Obviously, the materials cannot be any that are in constant demand by

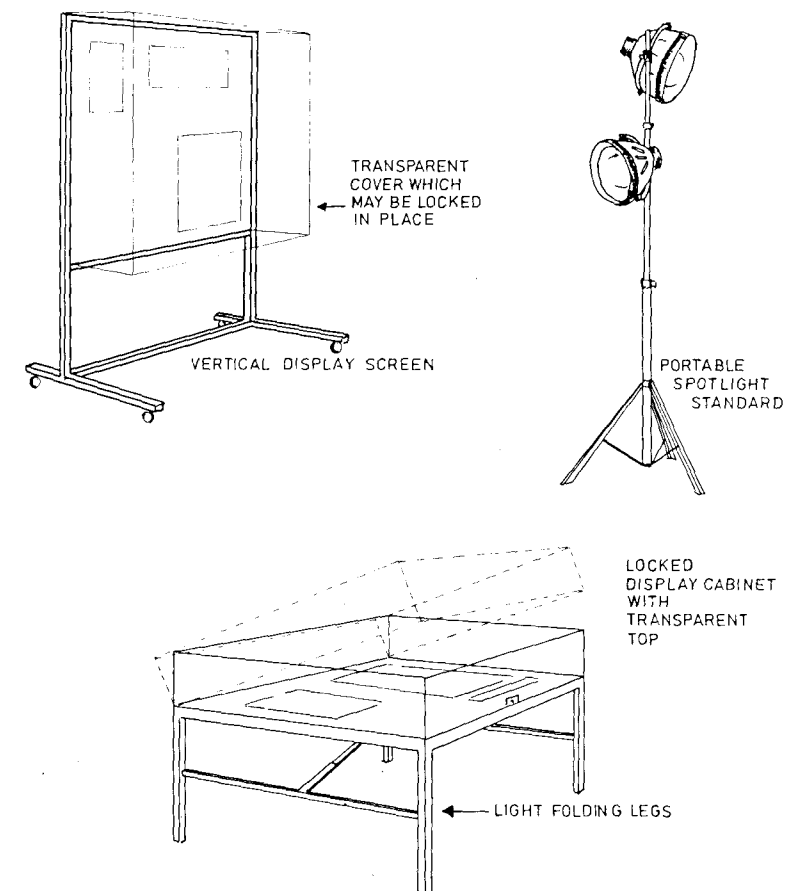
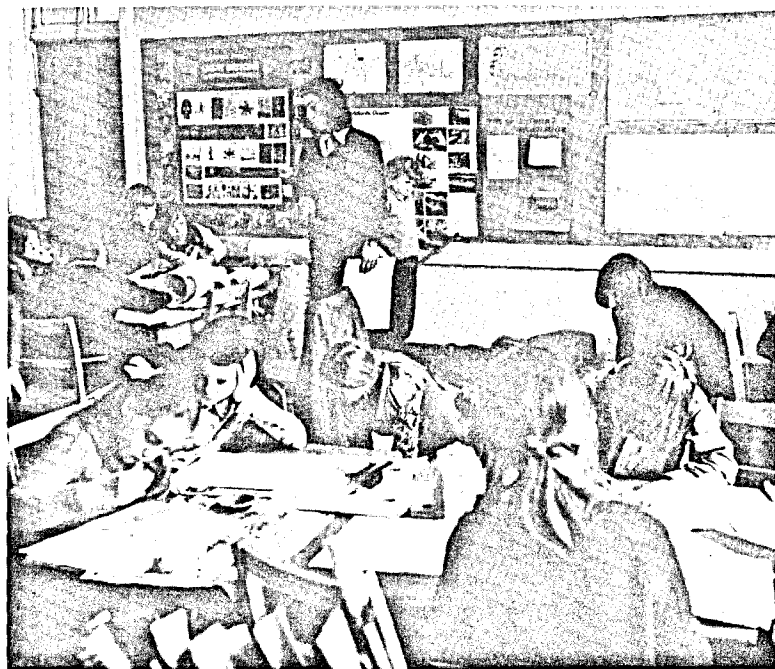


Figure 4. Methods of mounting mobile exhibitions for external use. (Drawing by Bob Hunt)

researchers back at the repository itself. Special care for the preservation and the security of the records has to be exercised as long as they are away from the repository, but some archivists are willing to take the necessary precautions in order to give the young people an opportunity to handle the materials. They realize that the pupils will remember more about a document if they have held it in their hands as well as read it.⁴

Producing collections of original materials for classroom use is a third means that archivists have of presenting the sources to young people. This method includes compiling and editing a collection, and then issuing it to schools either in published or unpublished form. The main disadvantage connected with the method is that there is unlikely to be any personal contact between the archivist and the teacher once the collection has been issued. The teacher simply orders the collection and uses it as he sees fit. Despite that drawback, however, the production of primary source collections can be a worthwhile part of an institution's "teaching with archives" program, especially a repository without the financial means to equip an educational searchroom or to send out exhibits, but with a staff of archivists eager to engage in educational work.

One kind of source collection that an archival educational staff can develop is a bound volume containing the texts of documents related to a single theme. The documents can be reproduced in letterpress or photo-offset form, or they can be reproduced in facsimile.⁵ Although the teacher who orders the collection makes the ultimate decision on how to use it in his class, the archivist who compiles the collection should make sure that it deals with an important subject and tells a clear story. The documents of the collection might give, for example, a step-by-step description of the attainment of independence by a

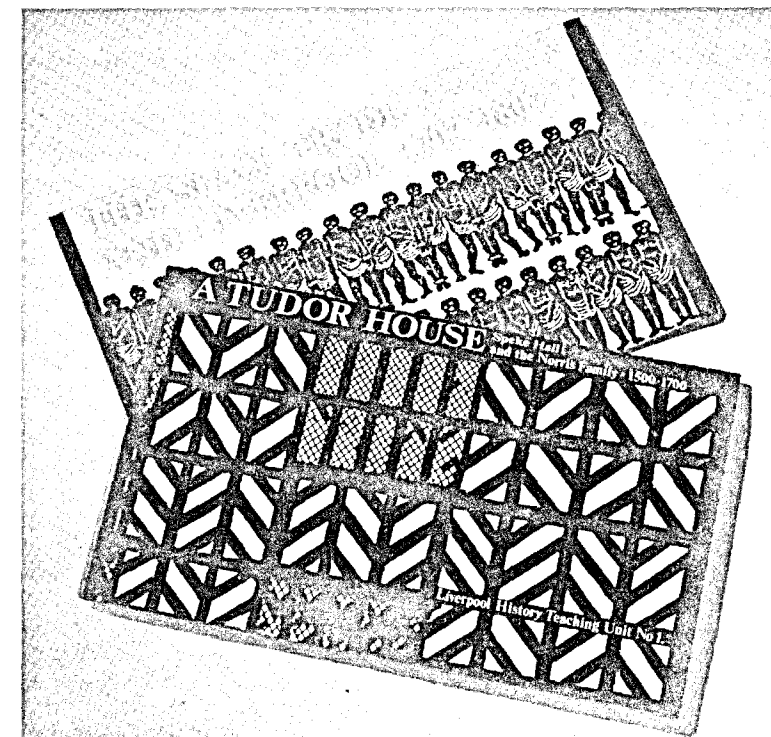


Pupils engaged in their own classroom on a project that makes use of primary sources. Wall displays provide pupils with additional information and illustrate pupils' findings. The atmosphere is one of busy informality, with the teacher's role largely advisory. (Schools Council Project, *History, Geography and Social Science 8-13*)

country formerly under colonial rule. There should be explanatory notes on each document or group of documents. If additional help appears necessary in order for the pupils to grasp the full meaning of the documents, the archivist should include a worksheet with questions on each document for the pupils to answer before the sources are discussed in class.

Another type of source collection is that produced on a filmstrip or on slides. Such a collection is useful mainly for a formal lecture given by the teacher to the entire class. An archivist who edits this kind of documentary collection should accompany it with explanatory material, such as a tape recording that provides narration for the filmstrip or slides.

The "archives teaching unit" (henceforth referred to as the ATU) has become a popular educational tool in many countries.⁶ It is an unbound collection of photographic reproductions of original documents, packed in an envelope along with explanatory materials and supplementary information. Typical ATUs produced by British archivists are limited in subject to something that can readily be illustrated from local archival sources, such as the development of the transportation system of a particular region, the treatment of the poor in a specific part of the country at a set time in history, and the government of a city during a certain period of time. The ATU is designed in such a way that individual pupils, or a team of pupils, may acquire a broad understanding of a subject by studying the documents contained in the envelope and by consulting related works recommended in the explanatory materials. The teacher guides his pupils in the use of ATU materials, but he does not interpret the sources to them, as he is often inclined to do when teaching with bound documentary collections, filmstrips, or slides.



Examples of archives teaching units. (Liverpool University)

The standard ATU contains, first of all, facsimiles of documents. Of different sizes and colors, and looking dirty, frayed, or crumbled, they preserve the unique physical characteristics of the originals and hence are more attractive to the pupils than the bland printed or typescript texts of bound volumes. Explanatory materials for the teacher included in the ATU deal with the educational objectives of the unit, the means by which the teacher can assist the pupils in deriving information from the documents, and the ways in which the unit is relevant to some formal examination that all pupils in the school system must take. For the pupils, the explanatory materials contain information on the historical context of the documents, textual notes, a glossary of difficult or technical terms which appear in the documents, a discussion of the wider implications of the subject, and a list of works suggested for study along with the documents. Questions set forth on worksheets are so worded as to prompt the pupils to collect pertinent data from several documents in preparing their responses. Supplementary materials in the ATU, intended to deepen the pupils' appreciation of the subject, include wall posters, slides or filmstrips, and a list of recommended games, simulations, construction projects, and artwork.

One great advantage of the ATU over the bound collection of documents is that a smaller number of ATUs than bound volumes is sufficient for a class. A class of 30 pupils, for instance, requires 31 sourcebooks: one for each pupil and one for the teacher. On the other hand, the same class needs only six ATUs: one for each of five groups of children, and one for the teacher. Each of the six pupils in a group consults a different document, and the documents are then exchanged. Every ATU comes with a document list, so that the teacher may keep control over the loose documents while the pupils are working with them and retrieve all documents when the project is completed.

The "archives teaching kit" (henceforth referred to as the ATK) is a further development of the ATU in that its subject is broader in scope and its materials more varied in type than those of the ATU.⁷ Subjects of the curriculum which lend themselves to the ATK are usually so large that no single institution possesses all of the pertinent sources. Topics of national interest, such as the original settlement of a country by primitive peoples, the lives of kings or of other national political leaders, the foreign affairs of a nation, or the growth of industry within a country, are best studied by means of the ATK. Although the basic materials of the ATK are—like those of the ATU—facsimiles of archival sources, the ATK also contains books, films, real museum objects or actual-sized reproductions, and other items borrowed or copied from private sources.

The institution that seems most suited to issue the ATK is not the individual archival repository, but rather an institution that has just recently appeared in developed countries. This is the teachers' resources center, a place where teachers can come for help in designing a curriculum, for further professional education, and for assistance in handling the more mechanical of the teacher resources.⁸ Professionals employed at these centers are supposed to be expert not only in teaching, but also in the assembling of resources upon which teaching and learning are based. Archivists interested in education have an important responsibility of making the staffs of these centers aware of the instructional value of archival materials. Around the archival sources, the staffs of these centers can collect other types of original materials and thus create ATKs for educational projects of all kinds.

"Teaching with archives" programs for children and youths under the age of 18 have taken a variety of forms in Britain, as we have seen. They include the research project carried out at the repository itself in an educational searchroom provided with special finding aids and display equipment; the exhibit of source materials taken to the school; the research project in which a body of records is transported to the school and worked

on in the classroom; and the source collection, issued as a bound volume, a filmstrip, a set of slides, or a kit. Those of us engaged in archival educational projects in Britain believe that each of these forms can be adapted to suit any repository whose professional staff members want young people to appreciate the value of original materials and to acquire the skills needed for archival research. In turn, we welcome the suggestions of archivists of other countries who are conducting their own "teaching with archives" programs.

FOOTNOTES

¹The above is a summary of the general objectives which a recent Schools Council research project has attempted to set for teachers using primary sources as a means of instruction. This is the History, Geography and Social Science 8-13 Project, and it is described in W. A. L. Blyth, *Spotlights, A Summary of the Project's Approach* (1973).

²On the influence of professional educators in promoting the use of primary sources in the classroom, see J. Fines and D. J. Steel, "College of Education Students in the Archives Office," *Archives* 9 (1969): 22-28.

³See, for example, Great Britain, Schools Council, Committee for Wales, *Environmental Studies 5-13: The Use of Historical Resources*, Working Paper No. 48 (London: Methuen, 1973).

⁴Michael G. Cook, *Archives Administration: A Manual for Intermediate and Smaller Organisations and for Local Governments* (Folkstone, Eng.: Dawson, 1977), p. 188.

⁵For an example of a documentary collection published in letterpress, see Elizabeth Melling, ed., *Kentish Sources* (Maidstone, Eng.: Kent County Council, 1959). For an example of a series of bound volumes of documents reproduced in photographic facsimile, see J. M. Thomas, ed., *History as Source* (London: Evans, 1970-71).

⁶For an evaluation of the first generation of ATUs, see Robert G. E. Wood, "Archive Units for Teaching," *Teaching History* 2 (1971): 158-64, 2 (1972): 218-27, and 3 (1973): 41-46.

⁷Great Britain, Schools Council, History, Geography and Social Science 8-13 Project, *Place, Time and Society 8-13* (1976) describes "resource units," which are the same as ATKs.

⁸Great Britain, Schools Council, Resource Centre Project, *School Resource Centres*, Working Paper No. 43 (1973).

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Public Archives Administration and Training in the Federal Republic of Germany

KLAUS OLDENHAGE

One of the most important facts of German history is that no political authority has been able to unite the German people permanently within a single state under a central administration. From the tenth century to the last part of the nineteenth, local rule characterized the German polity. A succession of Holy Roman Emperors claimed suzerainty over the Germans during the medieval and early modern periods, but more than 1700 local authorities—nobles, high-ranking ecclesiastics, and members of municipal councils—actually governed the German people. Napoleon's conquests in central Europe between 1800 and 1806 led to the dissolution of the Holy Roman Empire and to the amalgamation of the numerous local political units into 30 states, chief among which were Hohenzollern Prussia and Habsburg Austria. Napoleon kept the upper hand in German affairs by dividing power among Prussia, Austria, and a confederation of the remaining states which he himself controlled. After the fall of Napoleon in 1815, the rulers of the German states continued to administer their respective territories independently of one another. They joined together in a German Federation not for the purpose of promoting national unity, but to defend themselves externally against France and Russia and internally against revolutionary movements.

The period of Germany's existence as a national state has been short in comparison with that of other European countries, lasting only from 1871 to 1945. Prussian Minister-President Otto von Bismarck created the Second Empire in 1871 by using diplomacy and force of arms to exclude Austria from German affairs and to bring the other states under Hohenzollern rule. In the 47 years between the unification of Germany and the end of World War I, the German national state made such a strong impression upon the minds of all Europeans that even when the Hohenzollern regime ended in defeat on the battlefield in 1918, the victorious countries based their terms of peace on the assumption that Germany would remain a political entity. Germany did endure as a national state for 27 more years following the war, first under a representative form of government known as the Weimar Republic, and then, after 1933, under the National Socialists. When the National Socialist regime collapsed in the ruins of World War II, the allies cut the country up into zones of occupation. The division was meant to be temporary and a single state was supposed to be reestablished eventually, albeit with a federal rather than with a highly centralized form of government. As the result of the postwar conflict between the occupying authorities, however, two states emerged in 1949: the German Democratic Republic in the east and the Federal Republic of Germany in the west.

The checkered political history of the German people is reflected in the diverse provenance and in the wide geographical dispersion of their public records. Extant adminis-

trative records of the Holy Roman Empire are not in the repositories of either the Democratic or the Federal Republics, but are to be found instead in the Austrian State Archives in Vienna. The Central State Archives of the German Democratic Republic, located in Potsdam, has custody of most records of the Prussian state, the Second Empire, and the Weimar Republic; some records of the National Socialist regime; and records of the present government. The holdings of the Archives of the Federal Republic of Germany (Bundesarchiv), located mainly in Koblenz and in Freiburg, consist of records of the German Federation of the post-Napoleonic period; records of some offices of the Second Empire, such as the Chancellery and the Ministry of the Navy; most records of the National Socialist regime; records of German agencies of the western zones of occupation following World War II; and records of the present government except for those of the Foreign Ministry, which are kept by the Foreign Ministry itself. Public records are also deposited in regional repositories of the Democratic Republic and in the repositories of the various territorial states (Länder) of the Federal Republic. Finally, many cities and towns in both countries have preserved their records in municipal repositories.

The Bundesarchiv: History, Organization, Functions, and Goals

Within this complex network of archives, the Bundesarchiv functions on behalf of the central administration of the Federal Republic of Germany. The government established the Bundesarchiv on 24 March 1950, in response to the urging of several prominent German historians and of archivists working in the repositories of the territorial states. At the same time as the government founded the national archives, it gave the future staff members of the Bundesarchiv four major tasks to fulfill. They were to take into the Bundesarchiv any records of the Prussian state and of the Second Empire that they found within the Federal Republic. If the Allies decided to return the German records that they had captured at the close of World War II, the staff members of the Bundesarchiv were to take custody of those records. They were to maintain the records of German agencies that had operated in the western zones of occupation during the immediate postwar years. Finally, they were to accession, arrange, describe, and make available for research the records of agencies of the Federal Republic. After a period of preparation, the archivists officially opened the Bundesarchiv in June 1952.

Because the Ministry of the Interior exercises general supervision over the management of government records, the Bundesarchiv has been placed under it in the administrative structure of the Federal Republic. The Bundesarchiv is organized into four divisions, each of which consists of several branches (Referate). Altogether there are 27 branches. The branch heads are responsible to the division heads, and they, in turn, report to the president of the Bundesarchiv.

The first division has charge of the organization, budget, and personnel of the Bundesarchiv. It oversees projects that the Bundesarchiv undertakes in collaboration with other archival institutions in the Federal Republic, as well as the various international activities that the Bundesarchiv engages in. Publications, exhibits, preservative and reprographic services, and programs involving automated data are under the supervision of the first division. This unit also administers the Frankfurt branch of the Bundesarchiv, which holds all records created prior to the foundation of the Second Empire in 1871, and the Aachen branch, which maintains the records of military personnel for the period 1920–45.

The second and the fourth divisions have custody, respectively, of civil and military

textual records. The second division cares not only for records of the civil ministries of the Federal Republic, but also for the main office records of agencies subordinate to those ministries. Civil records created between 1871 and 1945 by the successive central governments of the Second Empire are also assigned to this division. All of these civil records are stored in the Bundesarchiv's repository in Koblenz. The fourth division has responsibility for military records created at all levels of the present government and for those produced during the Second Empire. Because the staff of the Historical Research Center of the Ministry of Defense uses these records continuously, the records are housed in Freiburg, close to the Historical Research Center. Both the second and the fourth divisions also maintain records centers for the storage of noncurrent agency records that have not yet been accessioned into the Bundesarchiv and are still under the control of the agencies that produced or received them.

The largest division of the Bundesarchiv in terms of staff is the third, which has responsibility for nontextual records and for printed matter and private papers. In the early years of the Federal Republic, staff members brought into the Bundesarchiv maps, political posters, sound recordings and tapes, newsreels, documentary films, and even commercial motion pictures. Departing from traditional archival practice in Germany, they also accepted for preservation newspapers; printed matter issued by political parties, trade unions, and professional associations; and the papers of influential individuals of both past and present. Archivists of the third division have continued to acquire these types of material.

Although the accession of nontextual records and of printed matter into the Bundesarchiv has become an accepted archival procedure, the Bundesarchiv is still criticized by some for collecting materials of private origin, including the papers of prominent politicians, scholars, scientists, and military officers. Staff members of the Bundesarchiv justify this practice on the ground that many historically significant collections of private papers, such as those of the former German nobility, would have been lost forever had the Bundesarchiv refused to take custody of them after World War II. They stress that the Bundesarchiv has had a legal right since 1973 to accept collections of private papers. An amendment to the federal budget law passed in that year permits the Bundesarchiv to acquire by donation, loan, or outright purchase any private papers likely to contain valuable information on public affairs. The archivists point out that the papers of the first and second presidents of the Federal Republic, Theodor Heuss and Heinrich Lübke, are in the process of being accessioned into the Bundesarchiv in accordance with the terms of the 1973 amendment.

The Bundesarchiv sponsors a very productive publications program. Sixteen finding aids to various bodies of records have already appeared, and more are in preparation. A recent publication of the 25-volume series of monographs is a 1000-page, completely revised edition of the guide to the holdings of the federal archives, entitled *Das Bundesarchiv und seine Bestände*. Forthcoming in the monograph series is a work on the cooperation between Germans and Poles during the revolutions of 1848, based upon the archival sources of the Federal Republic and of Poland. Archivists of the Bundesarchiv consider the publication of documentary collections to be the highest form of appraisal, because the documents have been judged of sufficient historical importance to be communicated to the public at large. Staff members of the Bundesarchiv are collaborating with members of the Historical Association of the Bavarian Academy of Sciences in publishing the minutes of cabinet meetings of the administrations that governed Germany during the 1920s and the early 1930s. They are also working with professionals

of the Institute for Contemporary History in Munich to produce a similar collection of minutes of the meetings of the German leaders who administered public affairs in the western areas of occupation immediately after World War II.

Archivists of the Bundesarchiv have taken steps to accomplish two essential goals within the next few years. The first is to have a new repository built in Koblenz. Now that the capital city of Bonn has become crowded with government offices and the Federal Parliament has declared that no more agencies below the level of ministry may be located there, the Bundesarchiv will undoubtedly remain in Koblenz, 40 miles south of Bonn. The structure that presently houses the federal archives is a commercial building whose floors will not bear the load of extensive records holdings and whose reference room is remote from the records storage area. In December 1977, the Ministry of Finance agreed to the erection of a modern, functional archival repository in Koblenz. Plans for the building are being drawn up, and the archivists hope that construction will be completed by 1985.

Besides having a new repository built, archivists of the Bundesarchiv are working to get their institution established in law and its rights and duties specified. Members of the first division have, in fact, submitted draft legislation on that subject to the legal staff of the Ministry of the Interior, with the intention of having the legislation presented to the Federal Parliament. Because the Bundesarchiv exists by administrative decree, the archivists want the Federal Parliament to give it statutory recognition so that no incoming government will be able to abolish it merely by issuing a directive. Foremost among the rights that the archivists expect the law to give the Bundesarchiv is the authority to accession agency records. The Bundesarchiv currently does not have that right, with the frequent result that when a new person becomes head of an agency, the archivists have to spend time and effort persuading him of the importance of preserving the historically valuable records of the agency in the federal archives. If the Bundesarchiv had the statutory right to take custody of agency records, the archivists declare, the accessioning process could be regulated in detail and the transfer of records from the agencies to the archives could be hastened. The most significant duty that the staff members want assigned to the Bundesarchiv by the law is that of opening records to the public when the records reach 30 years of age. Pointing out that the public has had comparatively early access to the records of the National Socialist regime and to the records of German agencies which functioned in the western-occupied zones during the immediate postwar period, the archivists argue that similar conditions of public access ought to apply to the records of the Federal Republic—allowing, of course, for the continued closure of some records for the protection of personal privacy and for the national defense. The earliest records of the Federal Republic have just become 30 years old. The archivists insist that in making most federal records available to the public at 30 years, the law will be a concrete expression of the freedom of scholarly research guaranteed to every person in the Basic Law (constitution) of the Federal Republic.

Collaboration between the Bundesarchiv and the Länder Archival Administrations

The archives of the territorial states (Länder) have long played an important part in preserving the historical records of the German people. There are 11 Länder archival administrations, several of which maintain two or more repositories for Land records. The Länder archives contain large numbers of medieval charters and of documents emanating from the princely courts of the seventeenth and eighteenth centuries, as well as records of the modern Länder administrations. Also housed in the Länder repositories are the records, dating from 1936 to the present, of agencies of the central government

whose activities have been strictly regional in scope. The Länder repositories are well organized and equipped, and the scholarly level of the archivists is quite high. For over a century, the Länder archival administrations and the regional historical associations have been jointly publishing documentary collections on aspects of local history.

Cooperation between the Bundesarchiv and the Länder archival administrations has centered around the treatment of federal records stored in the Länder repositories, but it is expanding to other areas of mutual interest. The president of the Bundesarchiv and the heads of the 11 Länder archival administrations have met together periodically since the early 1950s in order to reach agreement on the disposition of records produced by federal agencies whose operations are confined to local areas. Their main problem continues to be how to satisfy both national and regional criteria for appraisal, because the records are produced by federal agencies which are in some ways related to other units of the central government located elsewhere in the country, and in some ways related to units of the Land government. Out of these conferences between officials of the federal and state archival administrations has grown a system of standing committees whose members deal with such matters of mutual concern as reprography, restoration, and the care of records containing automated data. Encouraged by the success that the committees have had in facilitating the exchange of information between federal and state archivists, some professionals are calling for their colleagues in the major municipal archives to participate in these cooperative efforts.

Archival Training in the Federal Republic

Public archivists are employed by the Bundesarchiv, the Federal Parliament, the Länder archival administrations, the legislative bodies of the various Länder, and the archives of municipalities. They are distinguished from other archivists by the fact that their professional training is strictly prescribed under the civil service code. There are four levels of government careers in the Federal Republic, with the responsibilities becoming increasingly heavier and the training more complex at each level. A career in archives can be pursued at either of the two upper levels. The person who chooses such a career at the second level will be eligible after training to perform the traditional archival tasks of accessioning, preserving, arranging, and describing records, and of retrieving information from them for researchers. Archival training at the top level prepares the person for the higher administrative and supervisory positions in repositories.

The archival career at the top level is open only to a person who already has a university degree. Usually it is a doctorate in history, although the doctorate is not officially required and the degree can be in some other subject than history—in law, economics, or journalism, for example. Training begins with an internship of six months in a federal or state archival institution, the object of which is to determine whether the person is capable of handling archival tasks and finds professional satisfaction in the work. If the internship proves successful, the archival institution then sends the person to one of two schools for intensive training in archival work. The school may be the one that Bavaria has established in Munich (the Archivschule München); but more likely it will be the one in Marburg (the Archivschule Marburg), maintained by the state of Hesse and subsidized by the federal government and by other state governments.

Among the many courses that the trainee takes during an 18-month stay at the Archivschule Marburg is one called "the science of archival matters," which deals with the structure of records and the techniques of preserving them for research. In courses in Latin and German palaeography of the fourteenth and fifteenth centuries, the trainee learns not only how to read a medieval charter, but also how to deduce its approximate

date from the nature of the handwriting and, in the case of a German charter, how to place the document geographically from the dialect in which it was written. The trainee also studies French documentation of the seventeenth and eighteenth centuries, and German documentation from the sixteenth century to the present. Other subjects which the person is required to take include administrative history and the history of medieval law. Finally, the trainee selects one of the following four subjects to study: contemporary legal problems, archival technology, economic history, and the history of the German territories. The trainee must pass both an oral and a written examination to complete the program.

The training program at Marburg for archivists on the second of the civil service career levels is similar to that given for archivists on the top level, except that less instruction in medieval and early modern documentation is given on the second level than on the top level.

Many archivists who have gone through the Archivschule Marburg think that the training program should place more emphasis upon the archival treatment of modern records than it presently does. Some have suggested that the curriculum be divided into two separate courses of study, one in the care of medieval documents and one in the processing of modern records. Others go even further and recommend that the training program in modern records include courses in the management of current records—that is, records still in use by the agencies that have created and received them. The extent to which archivists should become involved in agency records management activities is a questionable matter in the Federal Republic. Records management courses are given, but not as part of any archival training program of the civil service. Although four archivists of the Bundesarchiv are consultants on the conduct of agency records management programs, the Federal Parliament has provided the Bundesarchiv with no special funds for that activity. Nevertheless, more and more archivists are coming to recognize that they have a responsibility to promote good records management in order to prevent both the untimely destruction of historically significant records and the overwhelming accumulation of records of no archival worth. These professionals believe that archivists should learn something about the administration of current records during their training at the Archivschule Marburg.

This discussion of the present state of archival administration and training in the Federal Republic of Germany has revealed that a number of tasks need to be accomplished in the near future. The most pressing undertaking is the construction of a new repository for the Bundesarchiv in Koblenz. Nearly as urgent as that project is the passage of a law giving the Bundesarchiv permanent existence, investing it with the right to accession the records of federal agencies, and charging it with the duty of opening records to the public at 30 years of age. The standing committees through which professionals of the Bundesarchiv and of the Länder archival administrations attempt to solve problems of mutual concern should be expanded to include representatives of the major municipal archives. The training program for public archivists needs to be revised so that instruction in the care of modern records receives equal emphasis with instruction in the handling of medieval documents. Consideration should also be given to adding courses in records management to the archival training program. To their credit, many German archivists have already voluntarily taken on these tasks. They know that in doing so, they are working to provide adequate facilities for the maintenance of the records in their care; to preserve the maximum amount of information in the minimum number of documents; to make records available to the public at an early date; and to equip new archivists with the skills necessary to carry on the essential functions of their profession.

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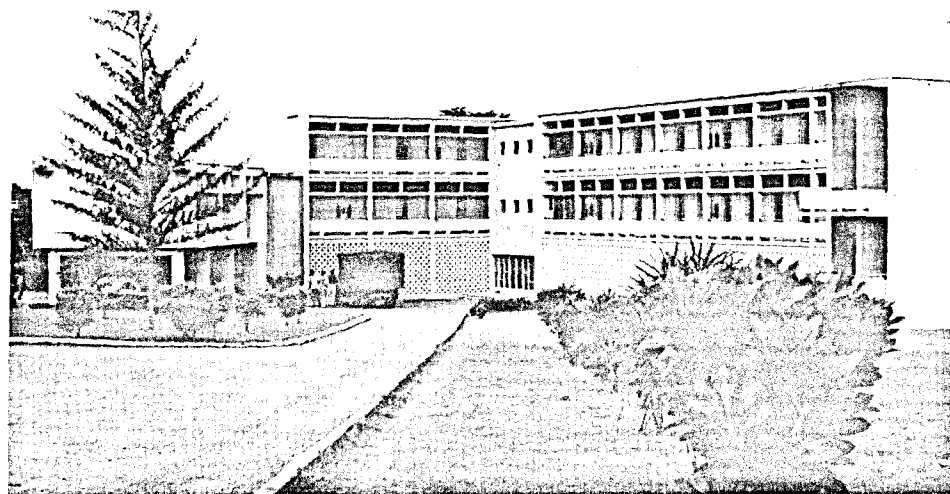
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The Acquisition of Records: The Nigerian Experience

JOSHUA C. ENWERE

The National Archives of Nigeria traces its history back to 1914, when the Colonial Office of Great Britain issued a circular urging the various colonial administrators to take proper care of government records so as to ensure the survival of the most valuable documents. Despite the 1914 circular and others on the same subject which the Colonial Office sent out in later years, the resident officials of Nigeria did not create a government archives until 1954, when the Public Records Office came into existence by order of the governor-general. The establishment of the Public Records Office was largely the work of an eminent Nigerian historian, Dr. K. O. Dike. Appalled by the decaying condition of the records that he was using in his research, Dr. Dike convinced the government of the need to prevent the further deterioration of official documents and to provide for the maintenance of records produced in the future. He led a records survey team in 1951 and took charge of the Public Records Office when it opened three years later. In 1957, the Nigerian legislature acknowledged Dr. Dike's contribution to the preservation of the country's documentary heritage by passing an ordinance that gave legal status to the Public Records Office and renamed it the National Archives.

In the 20 years since the Federal Republic of Nigeria achieved independence from Great Britain, government support of National Archives programs has been modest in comparison with federal funding of the projects of some other agencies. It is understand-



Repository wing of the National Archives Building, Ibadan, Nigeria.

able that the government should want to put most of its resources into programs to raise the general standard of living of Nigeria's citizens. Projects such as those involving the preservation of records have received relatively little attention from a government whose first obligations are to eliminate hunger and malnutrition, provide decent housing, construct an efficient system of transportation, and build up industry. Nevertheless, federal appropriations for archival purposes have enabled those of us on the National Archives staff to begin what we hope will become a far-reaching program to accession the most significant records of the nation.

A large number of the government's noncurrent records are still in the possession of the agencies that produced and received them. Because Nigeria has no records centers for the deposit of documents and other materials no longer needed in day-to-day business, federal agencies keep their own inactive records. These records are being adversely affected in three ways as long as they remain outside the National Archives.

For one thing, the records are being stored under less than satisfactory conditions. Each office within a particular agency usually puts its noncurrent records in a room in the building known as a strongroom. The term is a rather fanciful one, for a strongroom is more often than not some part of the building too small or too far away from the main working area to be put to regular use. Frequently dirty and badly ventilated, the strongroom becomes a breeding ground for insects, molds, and rats and other vermin. Moreover, carpenters occasionally use wood already infested with pests to make strongroom shelves, thereby introducing records-destroying creatures at the same time that they are equipping the room for records preservation.

In addition to being stored under poor conditions, many inactive records in the custody of federal agencies are losing their original order. Employees, unaware of the importance of maintaining records in the sequence in which they were created even when they have ceased to be routinely used, place boxes of records on the strongroom shelves wherever space is available without first making a list of the order in which the records were packed. Even when care has been taken either to shelve the records in their original sequence or to keep a list showing the original order, the records have been disturbed by the removal, and the subsequent misfiling, of individual items. Some employees, having forgotten the location of a particular folder or document that they have temporarily removed from the files, simply leave the item out on the shelf when they have finished with it. Our archivists report having seen loose documents strewn over the floors of some strongrooms that they have visited.

The most serious situation of all affecting unaccessioned federal records is that some valuable documents are actually being destroyed. According to our archivists, the destruction of significant records can usually be attributed to a new public official charged with reorganizing his assigned office so that it runs more effectively than it did under his predecessor. Finding what he thinks are inadequacies in the existing system of record keeping, the new office head puts another system into effect and revises the disposition process for noncurrent records. He then designates an employee to dispose of the inactive records who has had little or no training in the appraisal of documents. The decision of this inexperienced records officer to destroy certain records leads to the inadvertent, but irretrievable, loss of important documents.

It is obvious, then, that federal records are suffering harm by being allowed to remain with the agencies that created and received them. Yet despite the fact that the National Archives has facilities for storing these records and a staff of skilled professionals to maintain them, our archivists have found the accessioning of inactive government records to be a most difficult procedure.



Interior of an agency strongroom in Ibadan.

The troubles that we have experienced in acquiring federal records are due to some extent to the inadequate means that we have of communicating with agency field offices and of transporting field office records to the National Archives. The main agency offices are in the Federal Territory of Lagos, but field offices are widely scattered throughout our large country. Nigeria's system of communication does not yet enable us to maintain regular contact with field office administrators in order to keep them informed of accessioning activities at the National Archives. Furthermore, although the highway and rail networks of Nigeria are continually improving, they still do not permit the fast and frequent transferral of records from agency field offices to the National Archives.

Even more of a deterrent to the effective accessioning of government records is the proprietary stance that some administrators are taking toward the records of their respective offices. Ironically enough, these officials have come to appreciate the worth of their holdings as the result of training in records management which our own archivists have given them. Previously ignorant of the value of the materials stored in their strongrooms, they are now reluctant to transfer the records to the National Archives. This possessive attitude on the part of certain functionaries can be tolerated as long as the National Archives has the ultimate authority to acquire federal records. But although the ordinance of 1957 declares that "the archives which are in the custody of any public office shall be transferred periodically to the National Archives" (section 4-2), it does not specify the age at which records must be deposited in the Archives and does not give the director of the Archives the power to compel agencies to surrender their records.

In the face of this situation, the National Archives relies heavily on the ability of its staff members to persuade federal administrators to part with the records of their offices. I cannot overemphasize the importance of the way in which we archivists conduct ourselves when we deal in person with the people who control agency records. We must have a thorough knowledge of the National Archives in order to answer their questions on the purpose of our institution, its structure, and its functions. We need the kind of initiative

that allows us to decide on the spot, if necessary, which records to claim for the National Archives. In addition to displaying calm in the face of uninformed opposition from government officials, we have to correct tactfully any wrong assumptions that they have about the National Archives. Finally, we must respond with courtesy to any rudeness that we encounter.

The accessioning program of the Nigerian National Archives is carried out by teams of archivists, known as liaison teams, which operate from three archival centers in the country: Ibadan in the west, Enugu in the east, and Kaduna in the north. Liaison teams from the Ibadan center accession the records of the headquarters offices of government agencies, which are located in the Federal Territory of Lagos. Liaison teams of all three archival centers collect the records of federal units located in Nigeria's 19 states, with each center responsible for the federal offices within a given group of states.

Members of the National Archives staff take two preliminary steps before they send a liaison team to any agency office. First, they find out whether that office is likely to have materials of archival quality. Then they mail a notice to the office which cites the archives ordinance of 1957 and asks the office for information on the nature and volume of its noncurrent records. As an aid to the office in specifying the types of inactive records that it holds, the notice includes brief descriptions of the most common kinds of materials found in office files, such as collections of policy decisions, minutes of meetings of high officials, general correspondence, periodic reports, special studies, charts, graphs, personnel files, and financial records.

The archivists of a liaison team begin a typical visit to a federal office with a meeting between themselves and the office head, as well as any other employees responsible for managing the records of the office. The archivists refer to the archives ordinance of 1957 early in the discussion. If the chief official seems unfamiliar with the terms of the ordinance, the archivists produce a copy of it and tell him something of the history, the achievements, and the objectives of Nigeria's national archival system.

The members of the liaison team make two points during the course of their discussion with the office head. First, they inform him that the National Archives is only the custodian of the records entrusted to it and that the right of ownership remains with the depositing office. They explain that the National Archives is not interested in owning the records of the office, but rather in helping to provide continuity to the operations of the office by preserving the record of its past activities. The office head is assured by the archivists that he and his staff will be able to consult, and even to recall, the records at any time. Second, the members of the liaison team describe the tangible benefits that the office will receive in exchange for depositing its noncurrent records in the National Archives. They point out, for example, that space formerly used for the storage of inactive records can be converted to other purposes, and that time once spent by employees in caring for noncurrent records can be applied to the work at hand. As for the records themselves, they will be safeguarded in the National Archives against the hazards of fire, water, and vermin—and at no cost to the office. In short, the archivists of the liaison team try to convince the office head that by having the records moved to the National Archives, he is ensuring the continuity of office administration while at the same time facilitating the future growth of the office.

If the discussion is successful, the head of the prospective depositing office is encouraged to transfer all inactive records immediately to the National Archives, even if they have not yet been inventoried. Our archivists want all the records to be given up so that no further destruction of documents can occur by order of the office head without the knowledge of the Archives' staff. Because facilities at the Archives for handling docu-

ments are better than they are in the agency office, our archivists prefer to have the records delivered without delay to the Archives for sorting and arranging there. As the strongroom is being emptied of its contents, the archivists promise to provide the office head with an inventory of the records as soon as preliminary sorting has taken place. They also inform him that any of the records appraised as not worth preserving will be set aside, and the National Archives will invite a representative of the office to go through those records and either approve or disapprove of their destruction.

The National Archives concentrates upon acquiring the inactive records of agencies of the central government, but it also collects records created and received by the offices of the various state governments. Our liaison teams use the same persuasive approach toward the heads of state government offices as they do with the administrators of central government offices. No difficulty has as yet arisen over the efforts of the National Archives to accession state records, because no state has had an archival institution of its own in which to preserve its valuable records. Nevertheless, one state has recently decided to build an archival repository. If other states decide to do the same, authorities of the National Archives and of the various state archives will have to reach an agreement on which institution has the right to accession records produced by a given public agency in a particular state. Negotiations leading to such a settlement could be lengthy and difficult, however, because many public functions are performed jointly by the national and the state governments, and the agencies which carry out such services produce some records that can be considered statewide and others nationwide in scope.

In addition to accessioning central and state government records, the National Archives acquires nonpublic materials. The legislators who drew up the 1957 ordinance gave the Archives the authority to obtain such materials by donation, exchange, or purchase, because they were concerned that documents of historical value might otherwise perish.

The National Archives has not yet acquired many nonpublic materials by donation. A few foreign business firms have given us items relating to their commercial activities in Nigeria, but these have been mostly still photographs. Fearing that trade secrets will be disclosed if they deposit their paper records in the National Archives, the companies usually send their inactive files back to the home office in Europe. No prominent Nigerian has yet bequeathed his papers to the National Archives, largely because the customary laws of inheritance require an individual's property to remain within the family. Nevertheless, our archivists try to locate the papers of Nigerians who have influenced the history of our country and to obtain the papers by donation from private sources.

Most of the nonpublic documents that the National Archives has acquired through purchase are Arabic manuscripts. Islam, and with it the Arabic language, was introduced into the northern part of the country in the mid-fifteenth century. For several hundred years before Europeans brought their culture into the region by way of the south, many Nigerians of the north were well versed in Arabic. In particular, Islamic legists (*mallams*) wrote down their teachings and chronicled the events of local history on parchment manuscripts. Some families of northern Nigeria still possess these documents and are strongly attached to them for their religious content. Moreover, some of the manuscripts are evidence of the historical connection that the families have with the great scholar and political leader of the north in the early nineteenth century, *Shehu* [Sheikh] Usman dan Fodio. Despite their reverence for the documents, however, the families have no means for caring for them. Teams of archivists from the Kaduna archival center have convinced some of these families that the manuscripts would be much better preserved in the National Archives than in their homes. If the families have not always been induced to

donate the manuscripts, they have at least allowed the National Archives to purchase the precious pieces of parchment.

We can say in summary that the professionals of the Nigerian National Archives have to conduct their accessioning program by using a variety of methods. Working in teams, our archivists visit the various national and state government offices and try to persuade the responsible officials to transfer noncurrent records from strongrooms to the National Archives. Our archivists seek to acquire private papers of historical significance by donation or, if that means fails, by purchase. Although defects in the 1957 archives ordinance have prevented us from acquiring materials regularly and systematically, a new archival law is in the making which will greatly enhance our ability to accession records. The law will require public officials to deposit their noncurrent records in the National Archives. It will also introduce techniques of records management into all public agencies and will make provision for the establishment of records centers throughout the country. When these measures are finally implemented, the National Archives will be able to develop an efficient, uniform procedure for accessioning the nation's most valuable records.

New Archives Legislation for Australia

CHRISTOPHER HURLEY

In June 1978, the Australian government introduced into Parliament a bill for an act "relating to the preservation and use of archival resources" (hereafter referred to as the archives bill). Officials, historians, archivists, and other users of government archives acknowledge the importance of the bill for the preservation and accessibility of Australia's public records, and they have commented extensively on the proposed legislation to the two Senate committees assigned to consider it. At the time that this article is being prepared for publication, the bill has not yet emerged from the committees. Drafters of the bill are trying to correlate its provisions on public access with similar provisions in a freedom of information bill, with the result that the archives bill is experiencing delays in the legislative process. Supporters of the archives bill are nevertheless determined to have the measure brought to a vote of Parliament, and they continue to work with the Senate committees in refining its terms to the satisfaction of the legislators.

The archival establishment that will be most affected by the passage of the bill is the Australian Archives, the custodian of many records of the central government. The Australian Archives is at present an administrative rather than a legal entity, having been created in 1974 by a directive of the Cabinet. It can accession government records and open them to the public only on instructions from the Cabinet. If the archives bill is approved, the Australian Archives will acquire statutory recognition as the institution with prime responsibility for ensuring that the most valuable records of the Commonwealth are preserved. It will have the authority to accession any Commonwealth agency records that it decides are worthy of preservation. When agency records become eligible for public access at 30 years of age, the Archives will have to judge on the basis of certain criteria which of the records cannot yet be released and how long they should remain closed.

The holdings of the Australian Archives consist mostly of central government records dating from 1901, when the Commonwealth came into existence as a federation of the six states of New South Wales, Victoria, South Australia, Queensland, Western Australia, and Tasmania. Complementing these Commonwealth records are collections of personal papers that former government officials have deposited with the Archives. Commonwealth records and personal papers together amount to over 100,000 meters (328,000 linear feet).

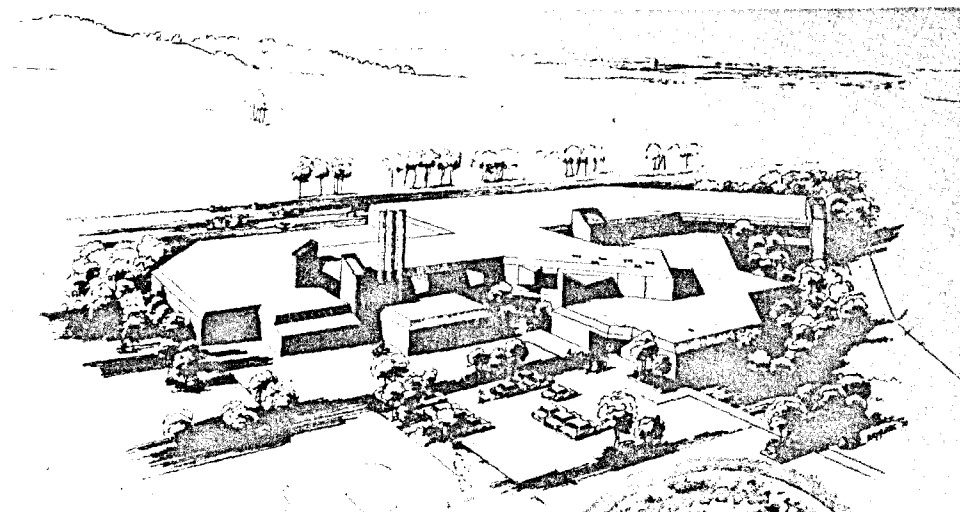
In addition to maintaining central government records and the papers of public officials, the Australian Archives stores and services the noncurrent records of several Commonwealth agencies. Those agencies which choose to entrust their records with the Archives usually transfer them within five to eight years after their creation. Ownership of the records is retained by the agencies, but the Archives staff cares for the records and retrieves information from them that the agencies have requested.

Repositories and storage facilities of the Australian Archives are located in the national capital of Canberra, in the capital cities of each of the six states and of the Northern Territory, and in Townsville, Queensland. Under construction are a new archives building in North Canberra and a low-temperature film vault in Sydney. A building to house the administrative offices of the Australian Archives is to be erected in Canberra on the shores of Lake Burley Griffin.

The archives bill assigns to the Australian Archives a number of general duties relating to the preservation and use of the nation's archival heritage. It directs the Archives to promote good record-keeping practices among the various units of the central government by advising them on the principles and techniques of records management. It instructs the Archives to establish a national register containing information about records and record-keeping entities, and to maintain a national guide to archival materials that describes Commonwealth records already open to the public. Finally, the bill charges the Archives with encouraging the development and use not only of Commonwealth records, but of all archival sources dealing with Australian life.

After first defining the terms "record" and "Commonwealth record," the archives bill specifies the types of Commonwealth records that the Australian Archives will have the authority to accession. A record is described as any document or object, other than a building, which has been preserved because of the information that it contains or because of its connection with an event, a circumstance, a person, or a thing. Drafters of the bill claim to have defined the term "record" broadly enough to ensure that all materials constituting official records will be subject to the archives legislation—not just textual materials, but also maps, computer tapes, punch cards, sound recordings, microfilm, photographs, motion pictures, and such objects as models attached to patent applications or soil samples accompanying scientific reports. The drafters are also confident that the definition will accommodate any new physical forms that records may take in the future.

A Commonwealth record, according to the archives bill, is a record in which the central government has a proprietary right. The Commonwealth is deemed the owner of any



Architect's drawing of the North Canberra Repository containing 9,376 sq. m. (101,000 sq. ft.) of floor space and scheduled for completion in mid-1980.

records that it creates until it sends such records to other persons, organizations, or governments in the form of correspondence, or until it disposes of the records by sale or gift. The Commonwealth acquires ownership of records received from correspondents during the ordinary transaction of business. Reports, official histories, training films, and other such records that are created by private individuals or firms in fulfillment of a contract with the Commonwealth are also considered to be the property of the Commonwealth unless a special contractual arrangement has been made permitting the private party to retain ownership. Thus, Commonwealth records consist of those records—whether textual, graphic, filmed, or automated—that are maintained by the governor-general and his staff, the Executive Council, Parliament, the Commonwealth courts, and agencies of the central government. Records of the Cabinet, except for official pronouncements intended for publication, are not considered Commonwealth records.

Of the various kinds of Commonwealth records mentioned above, the archives bill gives the Australian Archives the right to accession only the records of agencies. The Archives is supposed to "encourage and foster" the preservation of records produced by the other administrative units of the Commonwealth, but it cannot take custody of the records. This provision of the archives bill excludes an appreciable quantity of Commonwealth records from the accessioning authority of the Archives, and many Australian archivists have expressed concern that the other types of Commonwealth records will not be subject to the same conditions of appraisal and preservation as agency records. Australian archivists nevertheless concede that if Parliament passes the archives bill, the process of accessioning agency records into the Archives will be vastly more efficient than it is at present. For the first time, Commonwealth agencies will be required by law to transfer all their records to the Australian Archives when they no longer need the records to carry out their functions. Furthermore, with very few exceptions, agencies will have to send records that have reached 25 years of age to the Archives.

The archives bill does allow some kinds of agency records to be exempted from accession into the Archives, even at 25 years. These include certain banking, tax, and census records to which specific laws of secrecy apply, and records containing confidential business information that the government has obtained under statutory powers. Still other records whose release could harm the national defense or could adversely affect Australia's relations with other nations may be retained by a Commonwealth agency beyond the 25-year limit in accordance with an agreement between the agency and the Archives or, if the agency and the Archives are unable to come to terms, by unilateral declaration of the minister responsible for that agency. In nearly all cases of exempted records, however, the staff of the Australian Archives will have access to the materials to see that they are being properly preserved. Apart from certain specific and limited cases, moreover, the exemptions cannot remain in force after the records have reached 30 years of age.

Some Commonwealth agencies created by act of Parliament, such as the Reserve Bank of Australia and the Commonwealth Scientific and Industrial Research Organisation, have been maintaining their own archives over the years. Under the archives bill, these statutory authorities will probably be permitted to keep their own records for archival purposes on condition that their procedures for appraising and preserving the records are consistent with those established by the Archives.

Drafters of the archives bill are well aware of the fact that the private papers of many former government officials contain Commonwealth agency records. The Commonwealth can undoubtedly make proprietary claims to some of the records, and others are of so public a character that their possession by the individuals concerned is at least question-

able. In spite of that situation, however, the drafters of the bill have chosen not to give the Australian Archives the right to accession Commonwealth agency records found among private collections. They explain that any such legislative provision can lead to the breaking up of an integral body of papers into official and nonofficial portions, with the result that the relationship is lost between a particular document and the documents that preceded and followed it. The drafters also point out that although the Commonwealth can take a case of disputed ownership of a record to court, the prospect of the government's suing one of its former servants in order to acquire the Commonwealth agency records among his papers is highly improbable.

Instead of granting accession rights, therefore, the archives bill gives the Australian Archives the power to seek to obtain the custody and the management of records closely connected in subject matter to Commonwealth agency records. This provision permits the Archives to open negotiations with former public officials in order to acquire their papers, rather than to wait passively to be offered the papers for archival deposit. In addition, the bill empowers the Archives to accept whole groups of private papers holding or likely to hold official material. The aim is to gain custody of all the Commonwealth agency records within a collection, even if much unofficial material has to be taken in along with the official.

Because the ability of the Archives to accession records would be useless if the Archives had nothing to say about the disposition of records while they were still under the control of the agencies that created or received them, the bill allows the Archives an important voice in decisions involving the destruction of agency records under 25 years of age. According to the bill, an agency may destroy records of an ephemeral nature as a routine administrative practice, provided that the Archives has no objection. Records of enduring, but not of permanent, value may also be destroyed by an agency after their usefulness to the agency has ceased, but only with the permission of the Archives or in conformity with a procedure adopted by the Archives. Implicit in these provisions is the recommendation that each agency collaborate with the Archives in devising a schedule for the orderly disposition of the agency's records. Through that means, the Archives will be able to designate a particular record as worthy of archival preservation and to prevent the destruction of that record by the agency that owns it.

During the past 10 years, a movement to make Australia's public officials directly accountable to its private citizens has led to the enactment of several measures intended to fulfill that purpose. Australia now has an Office of Commonwealth Ombudsman to take complaints from the public about the actions of government officials, as well as a Law Reform Commission to investigate the use of information on the individual citizen that the government has collected. An Administrative Review Council sees that any changes proposed in administrative regulations do not violate the laws of the land. Bureaucratic decisions in a number of specific areas are reviewed by an Administrative Appeals Tribunal with the power to amend or to reverse them. Still another aspect of this movement is the effort to facilitate public access to government records.

A freedom of information bill presently under parliamentary examination makes provision for the release to the public of agency records less than 30 years old, and the archives bill deals with the opening of records 30 years of age and older. If Parliament endorses both bills, the Commonwealth will at last have a policy on public access to agency records with the force of law. Criteria for withholding records from release will be established, and their application to different types of records will be tested before the Administrative Appeals Tribunal.

The archives bill states that all Commonwealth agency records are to be made avail-

able to the public at 30 years of age unless they fall into one or more of nine exemption categories. In addition to the need for preserving the privacy of the individual, the reasons for withholding records include the requirements for protecting the Commonwealth's legal and proprietary interests, its acquired business and trade secrets, its internal law enforcement operations, its external security measures, and its foreign relations. The director-general of the Archives will have the task of deciding, on the basis of his staff's evaluations of the records, which records 30 years old and older are to be closed to the public under the nine exemption categories. Anyone who has been denied records may take his case to the Administrative Appeals Tribunal for a final decision.

If these public access provisions are put into effect, every archivist handling Commonwealth agency records will have to change the way that he has been making the records available to requesters. The archivist has hitherto been no more than a servant of the administration in providing records to the public. When the Cabinet, on the advice of the agency concerned, has declared a body of records accessible to the public, the archivist has simply opened the records. The archives bill makes the individual archivist responsible for deciding either to release or to withhold records, although the head of each agency will still have the opportunity to express his views when the release of his own agency's records is in question. The archivist's judgment will eventually be reviewed by the Administrative Appeals Tribunal as cases come before it, and the decisions of that court will define the limits of the nine exemption categories. Even so, the archivist will still have more responsibility than he has ever had before in determining which records should not be seen by the public and how long they should remain closed.

As the person legally charged with opening records to the public, the archivist is vulnerable to certain laws governing the release, use, and publication of information. These include the laws of defamation concerning all types of information, and provisions of the Crimes Act and the Public Service Act dealing with official information only. The approach taken in the archives bill is that these laws will not apply to any case in which the archivist is obliged by the archives legislation to make records available to the public. The archivist will be immune from civil or criminal prosecution whenever he has opened a record that he is required to open in fulfillment of the public access provisions of the archives legislation. The archivist is currently liable to penalties if he releases records in a form that would constitute a breach of copyright. In fact, however, Australia's copyright law is being reexamined in light of the difficulties that archivists and librarians alike have experienced in trying to stay within the law and still provide information to the public. An amendment to the Copyright Act may eventually give some relief to archivists and librarians in this matter.

The purpose of the archives bill is to establish in law a system for preserving the most significant records of the Commonwealth and for making them accessible to the public. In making the Australian Archives the leading authority in the management of the central government's archival resources and in giving the Archives the right to accession permanently valuable agency records by the time that the records are 25 years old, the archives bill takes an important step toward accomplishing the first aim. The archives bill attempts to fulfill the second aim by declaring that all Commonwealth agency records will be open at 30 years of age unless the Archives can justify closing them under one or more of nine exemption categories. Most Australian archivists and users of the government's archives have expressed satisfaction with the bill as a whole and look forward to its enactment by Parliament in the near future.

Plans for the 1980 ICA Congress

Over 800 representatives of archival institutions around the world are expected to attend the Ninth International Congress on Archives in London, 15-19 September 1980. The Congress will take place on the 30th anniversary of the founding of the ICA. In recognition of the occasion, the program planners have decided to forgo the usual discussion of topics relating to the acquisition, preservation, arrangement, and description of records in favor of considering the end to which all of these archival activities are aimed. Three of the plenary sessions, therefore, will be devoted to the uses that people make of archives. One session will deal with the academic, another with the practical, and another with the popular use of archives. The program planners have set aside the fourth plenary session for an evaluation of the ICA itself. After the organization's past achievements have been detailed and its present status examined, the direction which the ICA should take from now until the end of the century will be broadly defined.

The program planners have made a special effort to see that the papers to be considered at each plenary session will be relevant and substantive. Each author has been selected for his thorough knowledge of the subject of the paper. Each is supposed to present the subject from the standpoint of his own personal experience, rather than simply to describe different points of view on the matter held by archivists of various countries. Of the four experts contributing papers to each plenary session, one will submit a "keynote" paper in which he will consider the topic in general terms, and the other three will write "specialist" papers on specific aspects of the topic. Delegates to the Congress will receive copies of the papers long enough in advance to enable them to prepare carefully reasoned responses.

According to the program planners, each plenary session will be conducted in such a way as to encourage informed discussion among the participants. Authors will have a short time at the beginning of the session to make additions or corrections to their papers, but they will not read the papers. Instead, most of the session—about 80 minutes—will be devoted to interventions from those in attendance and to exchanges of ideas between the authors and the delegates. To ensure that as many delegates as possible have the opportunity to make interventions, the program planners are asking that anyone wishing to speak from the floor give prior notification to the chairman of the session. Each intervention, moreover, will be limited to three minutes.

Many events in addition to the four plenary sessions will take place at the Congress. The General Assembly will convene, and members of the ICA's sections, committees, and regional branches will hold meetings. Delegates will be entertained at a reception in their honor. They will take specially arranged tours of the Public Record Office at Kew, the British Library, and other repositories in and around London. The program planners are also arranging a series of activities for persons accompanying the delegates to the Congress.

The site of all meetings of the Congress will be the London Hilton Hotel, centrally

located in Park Lane and overlooking Hyde Park. Many sleeping rooms have been set aside at the Hilton for those attending the Congress. Because the Hilton cannot accommodate all of the delegates, however, the program planners have reserved rooms at varying rates in other hotels near the Hilton. A limited number of rooms at reduced rates will be available for students.

Two events of professional interest will occur immediately after the Congress has adjourned. The first, a "conservation congress" to be held in Cambridge, is being organized by the Society of Archivists and the Institute of Paper Conservation. The second is a short course on the management of archives, to be given in London under the sponsorship of the British Council. The course is especially intended to extend and to bring up to date the administrative skills of senior archivists below the level of director who are from developing countries.

Further information about the Congress may be obtained from the ICA IX Secretariat, c/o Conference Organising Division, Peter Peregrinus Ltd., 2 Savoy Hill, London WC2R 0BP, England.

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Ninth International Congress on Archives

Préparations pour le Congrès du CIA en 1980

On s'attend à ce que plus de 800 représentants des institutions archivistiques du monde assistent au IX^{ème} Congrès international des Archives à Londres, du 15 au 19 septembre 1980. Ce Congrès se tiendra lors du 30^{ème} anniversaire de la fondation du CIA. Pour marquer l'occasion, le Comité du programme a décidé de passer outre aux discussions usuelles de sujets relatifs à l'acquisition, la conservation, l'aménagement, et la description des documents, afin de s'occuper plus particulièrement des objectifs visés par toutes ces activités archivistiques. Dans ce but, trois des sessions plénières seront consacrées à l'emploi des archives par le public. Une session traitera de l'usage académique, une autre de l'usage pratique et une autre encore traitera de l'usage public. Le Comité du programme a prévu une 4^{ème} session plénière pour une évaluation du CIA même. Après avoir revu en détail les accomplissements obtenus par l'organisation dans le passé et avoir examiné son statut actuel, il sera procédé en grandes lignes à un examen du chemin à prendre par le CIA d'ici à la fin du siècle.

Le Comité du programme a fait un effort particulier afin de s'assurer que les communications par écrit qui seront examinées à chaque session plénière, soient à propos et de substance. Chaque auteur a été sélectionné pour sa connaissance approfondie du sujet. Chacun est tenu de défendre son sujet au point de vue de son expérience personnelle plutôt que de simplement décrire différents points de vue recueillis en la matière par les archivistes de divers pays. Des quatre experts contribuant des communications par écrit à chaque session plénière, un seul soumettra des communications "keynote" qui traiteront du thème en termes généraux; les trois autres rédigeront des communications "spécialisées" sur des aspects spécifiques du sujet. Copies des communications seront envoyées aux délégués au Congrès assez longtemps d'avance pour leur permettre de préparer leurs réponses raisonnées avec soin.

D'après le Comité du programme, chaque session plénière sera menée de telle façon qu'elle encouragera des délibérations édifiantes entre participants. Au début de la session, les auteurs auront un peu de temps pour faire des ajoutés ou apporter des corrections aux communications, mais ils ne pourront pas lire celles-ci. En revanche, la plus grande partie de la session—environ 80 minutes—sera consacrée à des interventions de la part de ceux présents et à des échanges d'idées entre auteurs et délégués. Afin de permettre le plus d'interventions possibles de la part des délégués, le Comité du programme demande que ceux désirant prendre la parole en informent préalablement le président de la session. De plus chaque intervention sera limitée à trois minutes.

En plus des quatre sessions plénières, bon nombre d'autres manifestations se trouvent inscrites à l'agenda du Congrès. L'Assemblée générale se réunira, et les membres des sections, comités et branches régionales du CIA tiendront également des réunions. Une réception sera offerte en l'honneur des délégués. Pour eux des visites sont prévues au *Public Record Office* à Kew, à la *British Library*, et à d'autres dépôts d'archives à et aux environs de Londres. Le Comité du programme organise également une série d'activités pour les personnes accompagnant les délégués au Congrès.

Toutes les réunions du Congrès auront lieu à l'hôtel London Hilton, situé au centre de Park Lane et surplombant Hyde Park. Un grand nombre de chambres ont été réservées au Hilton pour ceux qui assistent au Congrès. Toutefois, vu que le Hilton n'est pas en mesure de loger tous les délégués, le Comité du programme a fait le nécessaire pour réserver des chambres à prix divers dans d'autres hôtels proches du Hilton. Un nombre limité de chambres à prix réduits sera mis à la disposition des étudiants.

Deux activités d'intérêt professionnel auront lieu immédiatement après la clôture du Congrès. La première—un "congrès sur la conservation"—à Cambridge, est organisée par la Société des Archivistes et par l'*Institute of Paper Conservation*. La seconde—un cours abrégé sur la gestion des archives—à Londres, est organisée par le *British Council*. Ce cours traite surtout du développement et de la mise à jour des connaissances administratives des archivistes "senior" des pays en voie de développement et ayant un grade en-dessous de celui de directeur.

Pour tous renseignements complémentaires relatifs au Congrès s'adresser au ICA IX Secretariat, c/o Conference Organising Division, Peter Peregrinus Ltd., 2 Savoy Hill, London WC2R OBP, England.

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Facts about the ICA

The International Council on Archives (ICA), established in 1950 as a worldwide organization for the archival profession, exists to promote the preservation and use of the archival resources of all nations. The ICA's membership is representative of 121 countries and consists of 141 national archival authorities and repositories, 405 other archival institutions, 25 national associations of archivists, and 180 individual archivists.

Direction of the ICA is the ultimate responsibility of the General Assembly, whose members, grouped into national delegations, meet once every four years to elect officers and to vote on major issues affecting the organization. During the period between sessions of the General Assembly, the Executive Committee determines policy for the ICA. The Executive Committee is composed of the president, two vice presidents, and 14 other members elected by the General Assembly, as well as of several ex-officio members. Decisions involving the implementation of policy are made by the elected officers of the ICA, collectively known as the Bureau. The Secretariat under an executive secretary conducts day-to-day business from ICA headquarters in Paris.

One way in which the ICA advances the aims of the archival profession throughout the world is by sponsoring international meetings of archivists. The ICA's quadrennial congress brings archivists of many nations together for the purpose of exchanging professional information both formally, in the discussion of scholarly papers presented at the plenary sessions, and informally, in conversation among colleagues. Archivists from over 100 countries are expected to attend the next ICA congress in London this coming September. Each year that a congress is not convened, the ICA holds an International Round Table Conference. Archivists in positions of professional leadership within their respective countries come to the conference to talk over common problems and, if possible, to arrive at mutually acceptable solutions. The Caribbean island of Guadeloupe was the site of the 1979 Round Table.

In addition to organizing international meetings of archivists, the ICA gives technical aid to the archival institutions of developing nations. Funds provided by UNESCO, other public bodies, and private foundations enable the ICA to send consultants to developing countries whose governments want either to establish a national archives or to improve the existing one. A consultant to a particular country, after having first made a nationwide survey of the state of records preservation, makes recommendations appropriate to the country's financial and professional means. The ICA also gives assistance to developing countries by setting up regional centers for the training of archivists from those countries, and by holding seminars in the application to archival records of such techniques as microfilming and automated data processing.

The ICA conducts research in archival theory and practice within UNESCO's program of helping developing nations to build information systems. Recent UNESCO research projects in which the ICA participated were the compilation of a multilingual glossary of archival terms and the construction of a model for the collection of certain archival statistics. Currently, the ICA's research projects for UNESCO include the

drafting of model multilateral agreements for the transfer of archival materials from repository to repository; a study of the applicability of automated data processing techniques to sources for the history of a given country which are located in the archives of another country; and a study of the possibility of creating an international microfilm fund.

Engaged in an active program of publication, the ICA issues three professional periodicals. *Archivum*, the ICA annual, prints the proceedings of the ICA congresses. Individual volumes of *Archivum* are usually dedicated to single subjects and have included a basic international bibliography on archival administration, a description of the world's great repositories, and a compilation of the archival legislation of various countries. The semiannual *International Journal of Archives* begins publication with this issue and will contain articles on a variety of matters of professional interest. The *ICA Bulletin*, also appearing twice a year, gives information on ICA activities. Besides issuing three periodicals, the ICA collaborates with UNESCO in producing handbooks on such archival operations as constructing repositories, working with microfilm, restoring documents, devising regulations on access to records, and educating new archivists. ICA and UNESCO are also working together on a series of volumes, entitled *Guide to the Sources for the History of Nations*, which are meant to facilitate research on countries whose historical sources are located, at least in part, in the archives of other countries.

The ICA makes use of regional branches, as well as of committees and sections, in order to encourage the formation and the efficient management of archives throughout the world. Each ICA regional branch encompasses several countries of a particular geographical area. Regional branches now exist for Latin America, the Caribbean, North Africa and the Middle East, East and Central Africa, West Africa, Southeast Asia, and South and West Asia. With the support of the central ICA organization, members of the regional branches devote their efforts to training archivists and to convincing government officials and the general public of the value of archives. The ICA's committees and sections look after special interests within the profession at large. Committees are concerned with archival development, professional education, automation, conservation, microfilming, sigillography (seals), business archives, and the archives of literature and art. One ICA section deals with professional associations of archivists, and another considers problems peculiar to archivists employed by international bodies. The ICA maintains liaison with related international organizations through joint committees. Projects involving the ICA, the International Federation of Documentation (FID), and the International Federation of Library Associations (IFLA) are undertaken through a joint committee, as are the cooperative ventures of the ICA and the International Records Management Federation (IRMF).

Through all of these activities—sponsoring international meetings of archivists, giving technical aid to developing countries, conducting research in archival theory and practice, publishing professional literature, and maintaining regional branches and committees—the ICA works to preserve the world's archival resources and to uphold international standards of archival administration.

Notice historique sur le CIA

Le Conseil international des Archives (CIA), établi en 1950 telle une organisation mondiale pour la profession archivistique, a pour objectif de promouvoir la conservation et l'utilisation des ressources archivistiques de toutes les nations. Les membres du CIA représentent 121 pays et comprennent 141 autorités archivistiques et archives nationales, 405 autres institutions archivistiques, 25 associations nationales d'archivistes, et 180 archivistes individuels.

La direction du CIA est la responsabilité ultime de l'Assemblée générale dont les membres, groupés en délégations nationales, se réunissent une fois tous les quatre ans pour élire des fonctionnaires et donner leurs votes sur les problèmes majeurs affectant l'organisation. Dans l'intervalle des sessions de l'Assemblée générale, le Comité exécutif fixe les statuts du CIA. Le Comité exécutif est composé d'un président, de deux vice-présidents, et de 14 autres membres élus par l'Assemblée générale, ainsi que de divers membres ex-officio. Les décisions touchant la mise en application des statuts sont prises par les fonctionnaires élus du CIA, collectivement connus sous le nom Bureau. La gestion des affaires courantes est assurée du quartier général du CIA à Paris par le Secrétariat qui est dirigé par un secrétaire exécutif.

Pour atteindre les objectifs de la profession archivistique à travers le monde, le CIA organise des réunions internationales d'archivistes. Le congrès quadriennal du CIA réunit des archivistes de plusieurs pays, leur offrant ainsi l'occasion d'échanger des informations professionnelles, à titre officiel lors des débats de savants ouvrages présentés aux séances plénières, ou d'une façon informelle en conversation avec leurs collègues. Des archivistes de plus de 100 pays sont attendus au congrès du CIA à Londres, en septembre prochain. Dans l'intervalle des congrès, le CIA tient annuellement une conférence de la Table Ronde. Les archivistes occupant des postes de direction professionnelle dans leurs pays respectifs assistent à la conférence pour y discuter de problèmes communs et, si possible, arriver à des solutions mutuellement acceptables. L'île caraïbe de La Guadeloupe était le lieu de la Table Ronde de 1979.

En sus de l'organisation de réunions internationales d'archivistes, le CIA offre une assistance technique aux institutions archivistiques des pays en voie de développement. Grâce à des fonds fournis par l'Unesco, par d'autres organismes publics et par des fondations privées, le CIA peut envoyer des experts-conseil dans les pays en voie de développement dont les gouvernements désirent soit créer des archives nationales, soit améliorer celles qui existent déjà. Après avoir fait une enquête à l'échelon national sur l'état de conservation des documents, l'expert-conseil désigné pour un pays en particulier formule des recommandations adaptées aux besoins financiers et professionnels de ce pays. Le CIA aide également les pays en voie de développement en mettant en place des centres régionaux pour la formation d'archivistes de ces pays, et en donnant des conférences sur des techniques applicables en matière de documents archivistiques telles le microfilmage et le traitement informatique.

Dans le cadre du programme d'assistance aux pays en voie de développement de l'Unesco pour la création de systèmes d'information, le CIA fait des recherches dans le domaine de la théorie et de la procédure archivistiques. Parmi les récents projets de recherche de l'Unesco auxquels le CIA a participé, se trouvent la compilation d'un glossaire multilingue de termes archivistiques et la construction d'un modèle pour la collecte de certaines statistiques archivistiques. Parmi les projets de recherche courants du CIA dans le cadre Unesco, on compte la rédaction d'accords multilatéraux types pour le transfert de dépôt à dépôt de matériaux archivistiques; une étude sur l'application de techniques comme le traitement informatique à des sources historiques d'un pays en particulier et se trouvant dans les archives d'un autre; et une étude sur les possibilités de création d'un fonds international de microfilms.

Le CIA qui s'est lancé dans un programme actif de publication, publie trois périodiques professionnels. *Archivum*, l'annuaire du CIA, contient les actes des congrès du CIA. Des volumes individuels de *Archivum* sont généralement consacrés à un seul sujet et contiennent une bibliographie internationale de base sur la gestion archivistique, une description des grands dépôts d'archives du monde, et une compilation de la législation archivistique de divers pays. La présente édition est la première des deux éditions publiées annuellement du *Journal international des Archives* et contient des articles sur une variété de sujets d'intérêt professionnel. Le *Bulletin du CIA* qui paraît aussi deux fois par an, décrit les activités du CIA. Outre ces trois périodiques, le CIA collabore avec l'Unesco à des ouvrages de référence traitant de la construction de dépôts d'archives, du travail avec les microfilms, de la restauration de documents, de la mise en oeuvre de règles d'accès aux archives, et de la formation de nouveaux archivistes. Le CIA et l'Unesco travaillent aussi conjointement à une série de volumes intitulés *Guide des sources de l'histoire des nations* (GNS) devant faciliter la recherche sur des pays dont les sources historiques se trouvent, au moins en partie, dans les archives d'autres pays.

Pour encourager la formation et l'administration efficace des archives à travers le monde, le CIA a recours aux branches régionales ainsi qu'aux comités et sections. Chaque branche régionale du CIA comprend plusieurs pays d'une région géographique en particulier. Il existe des branches régionales en Amérique latine, aux Caraïbes, en Afrique du Nord et au Moyen-Orient, en Afrique orientale et centrale, en Afrique occidentale, au Sud-Est asiatique, et en Asie du Sud et de l'Ouest. Avec l'appui de l'organisation centrale du CIA, les membres des branches régionales s'efforcent de former des archivistes et de convaincre les autorités officielles et le grand public de l'utilité des archives. Les comités et sections du CIA défendent les intérêts particuliers de la profession sur toute son étendue. Les comités s'occupent du développement archivistique, de la formation professionnelle, de l'informatique, de la conservation, du microfilmage, de la sigillographie (sceaux), des archives d'entreprises, et des archives littéraires et artistiques. Une section du CIA a affaire à des associations professionnelles d'archivistes, et une autre s'occupe des problèmes propres aux archivistes appartenant à des organismes internationaux. Grâce à des comités conjoints, le CIA assure la liaison avec les organisations internationales concernées. Les projets du CIA, de la Fédération internationale de la documentation (FID), et de la Fédération internationale des associations de bibliothèques (IFLA) sont entrepris par des comités conjoints et il en est de même des entreprises coopératives CIA/IRMF (Comité préparatoire conjoint sur la gestion des dossiers).

C'est grâce à la mise en oeuvre de tous ces programmes tels l'organisation de réunions internationales d'archivistes, l'assistance technique aux pays en voie de développement,

la recherche dans le domaine de la théorie et de la procédure archivistiques, la diffusion de documentation professionnelle, et l'appui à des branches et comités régionaux, que le CIA assure la préservation des ressources archivistiques mondiales et le maintien du niveau international de l'administration archivistique.

Constitution of the International Council on Archives

Constitution of the International Council on Archives as adopted at the Inaugural Meeting of the Provisional Council convened by UNESCO, 9–11 June 1948, and as amended by the Constituent Assembly on 20 August 1950 and by the General Assemblies on 16 August 1960, 1 September 1964, 3 September 1968, 25 August 1972, and 29 September 1976.

NAME

1. The name of this organization is the International Council on Archives (abbreviation: ICA).

GENERAL OBJECTIVES

2. In accordance with the principles of the Charter of the United Nations, the general objectives of the International Council on Archives are as follows:

- a) To hold periodically an International Archives Congress;
- b) To establish, maintain and strengthen relations between archivists of all countries and between all institutions, professional bodies and other organizations, whether public or private, wheresoever located, which are concerned with the custody, organization or administration of archives;
- c) To promote all measures for the preservation, protection and defence against all manner of hazards of the archival heritage of mankind, and to further the progress of all aspects of the administration and techniques of the preservation of archives, by facilitating exchange of ideas and information on problems relating to archives;
- d) To encourage in all countries the development of archives and the professional training of archivists;
- e) To facilitate the more frequent use of archive repositories and the effective and impartial study of archival documents by making their contents more widely known and by encouraging greater ease of access to archive repositories;
- f) To promote, organize and co-ordinate, on an international scale, activities in the field of archive administration;
- g) To co-operate with other organizations and all international agencies, whether governmental or non-governmental, concerned with documentation that ensures the preservation of human experience, and with the use of that documentation for the benefit of mankind.

MEMBERSHIP OF THE COUNCIL, HONORS

3. The ICA includes five categories of members (see items *a*, *b*, *c*, *d*, and *e* below). Each member is entitled to participate in the activities of the ICA as provided in the

present constitution, and is also entitled to receive the review(s) published by the ICA, as well as other internal publications.

Membership of the ICA is divided into the following categories:

a) *Central Archives Directorates*

Central archives directorates and other archival institutions having authority over the whole of the State Archives of a country, as well as the central archives directorates and central archives of member states of federal countries, may become members of ICA in accordance with the procedure specified in Article 5 below. Each such member may send one delegate to the General Assembly (or as many as two delegates in the case of central archives directorates and equivalent institutions), all with the right to speak. Their voting rights are regulated by Article 17 below.

b) *National or International Regional Archives Associations*

Any association composed of individuals interested professionally in any aspect of the preservation of archives may become a member of ICA in accordance with the procedure defined in Article 5 below. Each such member may send one delegate to the General Assembly (or as many as two delegates in the case of national professional associations of archivists), all with the right to speak. The voting rights of delegates of national associations is regulated by Article 17 below.

In any country where there are several associations concerned with archives, it is the responsibility of those associations to establish procedures for collaboration and for co-ordination of their activities with respect to the ICA.

International regional archival associations, even if they are not themselves regional branches of the ICA (see Articles 10 and 11 below), may become members of the ICA in accordance with the procedure specified in Article 5 below. Their delegates (one delegate per association) are entitled to speak in the General Assembly.

c) *Institutional Members*

Any archival institution (archives of international organizations; central, regional and local State Archives; archives of regional and municipal authorities; religious and ecclesiastical archives; economic, private, notarial archives, archival training schools, etc.) may become a member of the ICA in accordance with the procedure specified in Article 5 below. Any institutional member of the ICA may send a delegate to the General Assembly with the right to speak.

d) *Individual Members*

Any present or past professional staff member of an archival institution or service, regardless of the field of specialization, may become a member of the ICA in accordance with the procedure specified in Article 5 below. Individual members are entitled to hold office in the ICA and to attend the General Assembly. In their capacity as individual members they have neither the right to vote nor to speak. They may, however, take the floor at the invitation of the President and may submit their proposals and communications in writing to the General Assembly through the Executive Secretary.

e) *Honorary Members*

Any professional archivist distinguished for eminent service to the archival profession may be elected an honorary member by the General Assembly. He thus becomes entitled to receive the publications of the ICA and to participate actively in the deliberations of the General Assembly. Following his election, he is exempt from the payment of dues.

Former Presidents and Vice-Presidents of the ICA, elected as honorary members, bear the respective titles of Honorary President and Honorary Vice-President. The General Assembly may not elect more than two honorary members for each year that has elapsed since the last meeting.

4. By authority delegated by the General Assembly, the Executive Committee has the power to confer an award (certificate or medal of honor) to persons outside the archival profession who have rendered outstanding service in any archival field. The Executive Committee may not confer this distinction upon more than eight individuals during the interval between two ordinary meetings of the General Assembly.

ADMISSIONS, RESIGNATIONS, DUES

5. The power to admit new members of the first four categories is delegated by the General Assembly to the Bureau of the ICA. Applications must be sent to the Executive Secretary of the ICA and examined at the first meeting of the Bureau held after their reception.

Applications not approved unanimously by the Bureau are referred to the next meeting of the Executive Committee which passes on them by majority vote. From the time of submission of their applications, candidates are considered to be provisional members who are entitled to all services provided by the ICA to its members.

6. Any member (central directorate, associational, institutional or individual) may resign if all dues have been paid, including those for the year in which the resignation is submitted.

7. The computation criteria and the scales of dues rates of category A members as well as the dues rates of members of the other categories are determined by the General Assembly at its ordinary meetings; these decisions remain in force until the next meeting, provided, however, that if the General Assembly should take no action in this respect at one of its meetings, the previous computation criteria and scales of dues rates remain unchanged. In the interval between General Assemblies, the Treasurer may modify the dues scales of category A members in accordance with the standards established by the General Assembly.

8. All dues are for a calendar year and are payable at the latest on 1 July of each year.

9. Central directorates, associational and institutional members as well as individual members cease automatically to be members of the ICA if their dues are two years in arrears, provided, however, that notice of the arrears has been sent to them at least three months before the date when membership in the Council will lapse, and provided also that membership will be automatically restored as soon as the arrears have been paid.

REGIONAL BRANCHES

10. Archivists of the major extra-European geographic areas, wishing to strengthen their collaboration, may group themselves into international associations forming regional branches of the ICA. For such an association to be recognized as a regional branch, the conditions are as follows:

- a) At least half of the member countries of the ICA forming part of the area must belong to the association and approve the establishment of the regional branch;
- b) Any national archival institution (archives directorate or association of archivists) joining the regional branch must become a member of the ICA within two years thereafter;

- c) The constitution, working programme and activities of the association forming the regional branch must not in any way be contradictory to the constitution and activities of the ICA. The board (Chairman or Secretary-General) of each regional branch must send a brief report on its activities to the Executive Secretary of the ICA three months before the date fixed for the General Assembly of the ICA;
- d) The General Assembly of the ICA must approve the establishment of the regional branch on the proposal of the Executive Committee and by a clear majority, after having taken note of the constitution and the list of member-countries of the said branch. The Executive Committee may provisionally agree to the founding of a regional branch; its decision must be ratified by the General Assembly.

11. These conditions set out in article 10 being met, the association may then be called a regional branch of the ICA. It represents the Council on international organizations having their headquarters in the area. For its part, the ICA represents its regional branches at UNESCO and at other international organizations having their headquarters in Europe.

The Chairman of any association forming a regional branch is *ex-officio* a member of the Executive Committee of the ICA from the time of his election until the expiration of his term of office as Chairman. He may be elected President, Vice-President, or member of the Executive Committee of the ICA. In his capacity as *ex-officio* member of the Executive Committee, he may be represented at its meetings by another member of the directing body of the regional branch.

Any regional branch, if it deems it necessary, may send to the General Assembly of the ICA, two delegates with the right to speak; the Executive Committee of the ICA may also send to the meetings of the regional branches, representatives with the right to speak there.

Any association recognized as a regional branch may terminate its activities or give up the title of regional branch following a decision taken in compliance with its own constitution; the decision must be communicated to the President of the ICA.

Any regional branch ceasing to fulfill the conditions set out in article 10 above may be deprived of the right to use this name by the General Assembly following due deliberation and a vote representing the majority of those cast.

THE INTERNATIONAL ARCHIVES CONGRESS

12. An International Archives Congress meets once every four years at a time and place determined by the Executive Committee. At least one year's notice of the intended time and place of this meeting must be given to all members. If, for any reason, it becomes necessary to postpone the meeting, it should be held as soon thereafter as may be deemed feasible by the Executive Committee, and members should be informed as soon as possible of any such postponement or change in date or place.

13. Each International Archives Congress includes:

- a) A meeting of the General Assembly;
- b) One meeting of the outgoing Executive Committee and one meeting of the Executive Committee newly elected by the General Assembly;
- c) Meetings of the Nominating Committee and the Resolutions Committee;
- d) A programme of professional lectures, papers, discussions and exhibitions, open to all professional archivists attending the Congress, and also to guests of the Executive Committee and the Congress Organizing Committee.

THE GENERAL ASSEMBLY

14. The plenipotentiary body of the ICA is the General Assembly comprising:

- a) Members of the Executive Committee;
- b) Delegates of central archives directorates, of associations of archivists, and of institutional members of the ICA;
- c) Individual members in attendance;
- d) Honorary members of the ICA.

The Executive Committee may invite any international organization, governmental or non-governmental, to send observers to the General Assembly. The right to speak and the right to vote are governed by Articles 3 and 17 of the Constitution. Delegates must be members of the association or serve on the staff of the institution they represent. They are appointed for a specific meeting of the General Assembly, their appointment being renewable.

15. Within the framework of each International Congress there is held an ordinary meeting of the General Assembly which is devoted to the consideration of business relating to the management and activities of the Council, to the election of the Executive Committee in accordance with Article 19 of the Constitution, as well as to questions of professional interest. By summons of the President, by a simple majority vote of the Category A and B members of the ICA, or by a petition signed by a simple majority of the Category A and B members, the General Assembly may hold extraordinary meetings in the interval between two Congresses.

For all meetings of the General Assembly a draft agenda is prepared by the Bureau of the ICA which takes into consideration—in addition to the directives of the Executive Committee—all proposals submitted to it by the membership, the International Archival Round Table Conference and the regional branches as well as the commissions, committees, working groups, and sections of the Council. The draft agenda is circulated to all Council members at least one month before the opening date of the meeting.

16. Prior to their consideration by the General Assembly, draft resolutions and recommendations are drawn up by a Resolutions Committee consisting of not less than eleven members representing the full range of the professional interests of the international archival community. The president and the members of this Committee are appointed by the President of the ICA at the opening of the meeting of the General Assembly after consultation with the Executive Committee. Resolutions and recommendations on professional matters shall have authority insofar as they express a united body of professional opinion within the countries represented in the ICA, but without otherwise binding its members.

17. Only national delegations have the right to vote at the General Assembly, each country having at its disposal a minimum of two votes. Normally these votes are cast, respectively, by the representatives of the nation's central archival directorate or analogous authority (Category A member) and the national association of archivists (Category B member). Should a country have no such association (or an association that does not hold ICA membership), it is represented solely by the central archival authority which, in that case, is entitled to a double vote. Similarly, should a country have no central archival authority (or one that does not belong to the ICA), the national association of archivists alone assumes the national representation and controls both votes. The number of votes allotted to the national delegation of a federal country or equivalent may rise to three provided that one or more of the central archival authorities

(archives directorates or central archives) of member states of the federation are Category A members of the ICA. The third vote is exercised collectively by these authorities, which appoint one of their delegates to cast it. Under no circumstances can the General Assembly arbitrate any disputes between central archival directorates, associations of archivists, and archival authorities of member states of federal countries regarding the distribution of votes allowed to a national delegation; this distribution must be arranged between the interested parties.

THE EXECUTIVE COMMITTEE

18. In the interval between meetings of the General Assembly, the government of the ICA and the administration of its business are vested in an Executive Committee composed of a President, two Vice-Presidents, and fourteen members, all elected by the General Assembly, and the Secretary General, the Deputy Secretary General, the Treasurer, and the Executive Secretary, who are *ex-officio* members. The Chairman of each regional branch, if he does not already hold any one of the above offices when elected Chairman, becomes *ex-officio* a member of the Executive Committee in accordance with Article 11 of the Constitution. The Executive Secretary does not have the right to vote at the meetings of the Executive Committee. At the invitation of the President or the ICA Bureau, observers may attend all or part of these meetings, but are not entitled to vote.

19. The names of candidates for the elected posts on the Executive Committee are submitted for the General Assembly's consideration by the Nominating Committee referred to in Articles 13 and 30 of the Constitution.

The President, the two Vice-Presidents, and the fourteen elected members must be nationals of seventeen different countries. Moreover, the two Vice-Presidents must originate in two different continents, one of them located in the developing regions of the world as defined by UNESCO.

The President, the two Vice-Presidents and the fourteen members are elected for a term of four years by the General Assembly at its ordinary meeting and are not eligible for immediate reelection to the same posts. The fourteen elected members fall into two groups of seven each, the first group taking office immediately following the General Assembly and the second group taking office immediately after the regular meeting of the Executive Committee held in the second calendar year after the General Assembly. If a vice-presidential post becomes vacant before expiration of the term, the Executive Committee is authorized to co-opt a new incumbent from among the elected members to serve out the remainder of the term. If the seat of an elected member becomes vacant before expiration of the term, the Executive Committee is authorized to co-opt a new incumbent to serve out the remainder of the term.

Regardless of the provisions of Article 3/d, elected members of the Executive Committee must be professional archivists in active service. Their membership terminates immediately upon resignation or retirement from such service.

20. The Executive Committee meets on the summons of the President at least twice during each International Archives Congress, once before and once after the ordinary meeting of the General Assembly, and once in each full year during the interval between two Congresses. The President may convene extraordinary meetings at any time and he must do so whenever at least half of the Committee's members request it. Decisions taken at meetings of the Executive Committee are valid if at least two-thirds of its elected members are present. The Executive Committee adopts its own internal regulations.

THE BUREAU OF THE ICA

21. The Bureau of the Council is composed of the President, the two Vice-Presidents, the Secretary General, the Deputy Secretary General, the Treasurer, and the Executive Secretary. It meets at least once between two meetings of the Executive Committee and may be convened by the President at any time. It is responsible for managing the current business of the ICA and prepares the work of the Executive Committee.

22. The President presides over all meetings of the General Assembly, the Executive Committee, and the Bureau, and performs all other duties as directed by the General Assembly, the Executive Committee, or the Bureau.

23. Should the President be absent or unable to carry out his duties, or should the office of the President become vacant in mid-term, the Presidency is assumed by one of the Vice-Presidents selected by majority vote of the Executive Committee; should the services of the latter similarly become unavailable, the office reverts to the other Vice-President; and should both Vice-Presidents be absent or unable to perform these duties, the Presidency is assumed by an elected member of the Executive Committee chosen by a majority vote of that Committee.

24. The Secretary General, the Deputy Secretary General, the Treasurer, and the Executive Secretary are chosen by the Executive Committee at its first meeting following the ordinary meeting of the General Assembly during which the new President and Vice-Presidents of the Council and members of the Executive Committee were elected, and they remain in office until their successors have been chosen, according to the same procedure, at the next International Congress. Should one of these positions fall vacant before the expiration of its term, the Executive Committee is authorized to co-opt a successor to serve out the balance of the term. These officers may be nationals of countries already represented on the Executive Committee and they are eligible for reelection. They must be individual members of the ICA.

25. The Secretary General and the Deputy Secretary General, one of whom must reside in the Western Hemisphere and the other in the Eastern Hemisphere, perform functions assigned to them by the General Assembly, the Executive Committee, and the Bureau for purposes of carrying out the programme of the ICA.

26. The Treasurer has responsibility for all funds belonging to the ICA. He prepares budgetary proposals for submission to the Executive Committee, keeps account of all receipts and expenditures and balances in these funds, and reports on his management of them to the Executive Committee and to the General Assembly at each of their ordinary and extraordinary meetings. He is empowered to sign all contracts involving financial commitments, which have been approved in principle by the Executive Committee or the Bureau.

The Executive Committee periodically submits the accounts of the ICA to audit by an expert accountant.

27. Under the supervision of the President, the Executive Secretary records the minutes of the General Assembly, the Executive Committee, and the Bureau, keeps the membership roster up to date, directs the Secretariat of the ICA, and performs all duties assigned to him by the General Assembly, the Executive Committee, the Bureau, and the President. He is empowered to sign contracts with UNESCO, which have been approved in principle by the Executive Committee or the Bureau. He also maintains liaison between the directing and subordinate bodies of the ICA.

28. The President may be authorized by the Executive Committee to appoint officials for a limited time-period to carry out specific tasks. At the invitation of the President

they may attend meetings of the General Assembly, the Executive Committee, and the Bureau without any right to vote.

THE INTERNATIONAL ARCHIVAL ROUND TABLE CONFERENCE

29. In the interval between International Archives Congresses there are held, once annually at most, International Archival Round Table Conferences attended by: (1) national delegations of no more than two members each from the various member countries of ICA (to which, however, may be added a third delegate in the case of federal countries or equivalent, provided that at least one of the central archives authorities of the member states of each concerned federation is a Category A member of ICA); (2) the members of the Executive Committee who do not represent the national archives directorate or the national archival association of their countries, or state archives authorities of member states of federal countries; (3) the archives directors of international organizations which are Category C members of ICA; and (4) such specialists and observers as are invited by the President of the Round Table. In place of a regular conference, a special conference bringing together highly qualified experts may be held at most once during the interval between two international congresses; it may present any proposal or project to the Round Table.

The Round Table—which makes its own internal rules, decides its own working programme, and takes responsibility for the administrative and financial management of its affairs—studies questions of a theoretical and practical nature relating to archives and assures the regular publication of the results of its deliberations in its proceedings.

With respect to questions of organization and procedure, the right to vote at the conference is reserved to the national delegations, each of which casts one vote, and to the representatives of international organizations who cast a single collective vote. Save for observers, all the participants have the right to vote on all other subjects.

The conduct of the business of the Round Table and the formulation of its working programme are the responsibilities of its Bureau consisting of a President, a Secretary, the Executive Secretary of the ICA (in an *ex-officio* capacity), and a representative of the host country of the next conference. In planning the working program the Bureau is assisted by a group of at least three counselors. The President, the Secretary, and the counselors, who must be nationals of different countries, are elected for a term of four years by the national delegations—each of which possesses one vote—at the regular conference preceding each International Archives Congress. While the President and the counselors are limited to a single term, the Secretary is eligible for reelection. The President and the Secretary must be individual members of ICA; they have the right to speak at the General Assembly. The President or the Secretary reports on the Round Table activities to each ordinary meeting of the Executive Committee; a similar written report is submitted to the ordinary meetings of the General Assembly.

The Round Table may present any suggestion or resolution to the General Assembly and to the Executive Committee, with the exception, however, of amendments to the Constitution and nominations for office in the directing or subordinate bodies of ICA.

COMMISSIONS, COMMITTEES, AND WORKING GROUPS

30. The *Nominating Committee* is composed of five members, each from a different country, at least two of them developing countries. They are appointed by the President,

with the consent of the Executive Committee, at the last meeting of that Committee held before the General Assembly during which the elections will take place. One member, who serves as Chairman, is chosen from among the elected members of the Executive Committee. None of the remaining members of the Nominating Committee may also be a member of the Executive Committee. The Nominating Committee proposes candidates for President, two Vice-Presidents, and the fourteen members of the Executive Committee. It meets during each International Congress before the session of the General Assembly at which the elections will occur. The Chairman of the Committee presents the latter's nominations to the General Assembly. Nominations by petition must be submitted to the Executive Secretary at least three weeks before the meeting of the Nominating Committee and signed by a minimum of fifteen members from at least two different countries. If such a nomination is not approved by the Nominating Committee, the election for the office involved is held by secret ballot.

31. As soon as possible after each International Archives Congress, the President appoints from among the members of the Executive Committee a *Programme Committee* responsible for collaborating with the national archivist of the host country in establishing the programme of the next Congress. Soon after his invitation to hold that Congress in his country has been formally accepted by the Council, the said national archivist appoints an *Organizing Committee*, on which he serves as Chairman, to co-ordinate preparations for the Congress.

32. *Ad hoc committees*, charged with carrying out specific tasks, may be set up by the President on his own initiative or by resolution of the Executive Committee. The members of these committees are appointed by the President of the ICA who also designates their Chairmen; the latter are responsible to and report to the Executive Committee. The conclusions and reports of such committees are presented in writing and are freely available to all members of the Council on request. The terms of office of such committees expire, even if their mission has not been completed, upon the election of a new President.

33. *Standing commissions, committees, and working groups* (hereinafter referred to briefly as commissions) are established by the Executive Committee on its own initiative or in response to directives from the General Assembly. These commissions are given specific terms of reference which they must not exceed without authorization from the Executive Committee or the General Assembly. The Chairman of each commission is appointed by the President of the ICA for a term of four years which may be renewed for a single additional term. Its members are appointed by the President after consultation with the Executive Committee, the Chairman of the commission, and any other persons of his choice. Each commission may designate a Vice-Chairman and a Secretary from among its own membership. The Chairman and secretaries of the commissions must be attached to an archives directorate, an archives association, or an archival institution which is an ICA member, or must be themselves individual members of the Council. The Chairman of each commission submits a written report on its activities to the Executive Secretary two months in advance of each ordinary meeting of the Executive Committee; he makes a similar report to the ordinary meetings of the General Assembly. The terms of reference of a commission established by the Executive Committee on its own initiative may be modified or cancelled by a decision of the Executive Committee or the General Assembly; but the terms of reference of a commission established by the Executive Committee in response to directives of the General Assembly may only be modified or cancelled in accordance with a decision of the Assembly.

SECTIONS

34. With the approval of both the Executive Committee and the General Assembly, sections may be established within the framework of ICA by Council members (institutions, associations, and/or individual members) sharing particular professional interests or concerned with professional activities of a similar nature. The organizational structure and the sphere of activity of each section, as well as any modification thereof, must be approved by the Executive Committee. The sectional chairmen and secretaries are appointed by the President of the ICA upon nomination by the sections for a term of four years which is renewable for a single additional term. Each section may elect from within itself other members of its directing body. The chairmen and secretaries as well as the other members of the directing bodies of the sections must be attached to an archives directorate, an archives association, or an archival institution which is an ICA member, or must be themselves individual members of the Council. The chairman of the section submits a written report on its activities to the Executive Secretariat two months in advance of each ordinary meeting of the Executive Committee; he makes a similar report to the ordinary meetings of the General Assembly. The sections must each take full responsibility for their own operating budgets.

PUBLICATIONS OF THE ICA

35. ICA publishes an international journal on archives, *Archivum*, which appears at least once a year and regularly includes the proceedings of the International Congresses. Definition of the review's general policy, execution of its workplan and its management are the responsibility of an Editor-in-Chief who is responsible to the Executive Committee, and acts in accordance with the Council's Publication Programme. The Editor-in-Chief is appointed by the President of ICA after consultation with the Executive Committee, for a term of four years starting at the end of each International Archives Congress, and is eligible for reappointment. The Editor-in-Chief is authorized to nominate for appointment by the President of ICA such editorial assistants and advisers as may be required for the publication of the journal. The Editor-in-Chief sends a written report to the Executive Secretary on the activities of the editorial staff two months in advance of each ordinary meeting of the Executive Committee; he makes a similar report to the ordinary meeting of the General Assembly.

36. The Executive Committee may take the initiative to develop, publish, or support any publications of archival concern or of interest to the archival profession. Such publications are not to be considered internal publications of the ICA.

ARCHIVES

37. The minutes, accounts, correspondence, and all archival documents of the Council and its subordinate bodies, including commissions, committees, and working groups, are preserved by the responsible officials, who hand them over promptly to their successors in office. During their term in office these officials are authorized to dispose of any records of no permanent value, according to the procedure established by the Executive Committee. In connection with records transfers to successor officials, a complete inventory in three copies is drawn up, of which one copy serves as a receipt, another is attached to the transferred archives, and the third is transmitted to the Executive Secretary. Records that are not needed for the conduct of the current affairs

of the Council are passed on to the Executive Secretary, who has custody of the archives of the Council, provided, however, that the General Assembly may authorize the transfer of any part of the archives to a repository of its choice to insure their permanent preservation.

AMENDMENTS

38. The present Constitution can be amended only at ordinary meetings of the General Assembly. All proposed amendments must be submitted in writing to the Executive Secretary who will circulate copies of them to all members at least sixty days prior to the meeting at which they will be put to the vote of the Assembly. Any amendment is adopted by a two-thirds majority vote of the General Assembly.

IMPLEMENTATION OF THE CONSTITUTION

39. To carry out the provisions of this Constitution, the Executive Committee is empowered to promulgate rules and regulations (by-laws) which remain in force until amended or repealed by the said Committee. The Executive Secretary codifies the body of by-laws within a coherent and logical framework conforming to the structure of the Constitution, and from time to time publishes the code of by-laws currently in effect for the information of the officials and members of the Council.

40. The General Assembly delegates to the Executive Committee the power to adjudicate by majority vote any disputes that may arise with respect to the interpretation and implementation of this Constitution.

Statuts du Conseil international des Archives

Statuts du Conseil international des Archives adoptés lors de la session inaugurale du Conseil provisoire réuni par l'Unesco du 9 au 11 juin 1948, amendés par l'Assemblée constituante du 20 août 1950 et par les assemblées générales du 16 août 1960, du 1er septembre 1964, du 3 septembre 1968, du 25 août 1972 et du 29 septembre 1976.

TITRE

1. Cette organisation s'intitule: Conseil international des Archives (abréviation: CIA).

OBJECTIFS GENERAUX

2. En accord avec les principes de la Charte des Nations Unies, le CIA poursuit les objectifs généraux suivants:

- a) Réunir périodiquement un Congrès international des Archives;
- b) Etablir, entretenir et resserrer des rapports entre archivistes de tous pays et entre toutes institutions et organismes professionnels et autres, publics ou privés, où qu'en soit situé le siège, dont les activités ont trait à la conservation, à l'organisation ou à l'administration des archives;
- c) Favoriser toutes mesures tendant à la conservation, à la protection et à la défense contre les risques de toutes sortes du patrimoine de l'humanité en matières d'archives, et contribuer au progrès de tous les aspects de la technique et de l'administration des archives, en facilitant les échanges de vues et de renseignements touchant les problèmes relatifs aux archives;
- d) Favoriser dans tous les pays le développement des archives et la formation professionnelle des archivistes;
- e) Faciliter une utilisation plus fréquente des archives et l'étude efficace et impartiale des documents qu'elles conservent, en en faisant mieux connaître le contenu et en s'efforçant de rendre l'accès aux archives plus aisé;
- f) Favoriser, organiser et coordonner, sur le plan international, toutes activités ayant trait à l'administration des archives;
- g) Coopérer avec d'autres organismes et toute organisation internationale, gouvernementale ou non gouvernementale, s'occupant de la documentation qui assure la conservation de l'expérience humaine, et de l'utilisation de cette documentation au profit de l'humanité.

LES MEMBRES DU CONSEIL, DISTINCTIONS

3. Le CIA comprend des membres répartis en cinq catégories (voir ci-dessous points, a, b, c, d et e). Tout membre est en droit de participer aux activités du CIA prévues dans

les présents statuts et de recevoir la (ou les) revue(s) publiée(s) par le CIA, ainsi que les autres publications intérieures.

Les membres du CIA sont répartis dans les catégories suivantes:

a) *Directions centrales d'archives*

Les directions centrales d'archives et les autres institutions archivistiques ayant autorité sur l'ensemble des archives d'Etat d'un pays, ainsi que les directions centrales d'archives et les archives centrales d'Etats membres de pays fédéraux, peuvent devenir membres du CIA selon la procédure définie par l'article 5 ci-dessous. Chacun de ces membres peut envoyer à l'assemblée générale un délégué et chaque direction centrale d'archives ou institution assimilée éventuellement deux délégués, ayant tous droit de délibération. Leur droit de vote est réglé par l'article 17 ci-dessous.

b) *Associations nationales ou internationales régionales d'archivistes*

Toute association qui groupe des individus portant un intérêt professionnel à un aspect quelconque de la conservation des archives, peut devenir membre du CIA, selon la procédure définie par l'article 5 ci-dessous. Chacun de ces membres peut envoyer à l'assemblée générale un délégué et toute association nationale professionnelle d'archivistes éventuellement deux délégués, ayant tous droit de délibération. Le droit de vote des délégués d'associations nationales est réglé par l'article 17 ci-dessous.

Dans tout pays où il existe plusieurs associations s'occupant d'archives, il incombe à ces associations de trouver la forme de leur collaboration et de la coordination de leurs activités à l'égard du CIA.

Les associations internationales régionales d'archivistes, au cas où elles ne constitueraient pas par elles-mêmes une branche régionale du CIA (voir art. 10 et 11 ci-dessous), peuvent devenir membres de celui-ci selon la procédure définie par l'article 5 ci-dessous. Leurs délégués (1 délégué par association) ont seulement droit de délibération à l'assemblée générale.

c) *Institutions membres*

Toute institution archivistique (archives d'organisations internationales, archives centrales, régionales et locales de l'Etat, archives des autorités régionales et municipales, archives religieuses et ecclésiastiques, économiques, privées, notariales, écoles de formation d'archivistes, etc.) peut devenir membre du CIA selon la procédure définie par l'article 5 ci-dessous. Toute institution membre du CIA peut envoyer un délégué, ayant droit de délibération, à l'assemblée générale.

d) *Membres individuels*

Tout présent ou ancien membre du personnel professionnel d'une institution ou d'un service d'archives, quelle que soit sa spécialisation, peut devenir membre du CIA selon la procédure définie par l'article 5 ci-dessous. Les membres individuels ont le droit de remplir des fonctions au sein du CIA et d'assister à l'assemblée générale. En leur qualité de membres individuels, ils n'y ont ni droit de vote, ni droit de délibération. Ils peuvent cependant y prendre la parole sur l'invitation du président en exercice et soumettre à l'assemblée générale, par l'entremise du secrétaire exécutif, leurs propositions ou communications rédigées par écrit.

e) *Membres d'honneur*

Tout archiviste professionnel qui s'est distingué par des services éminents, rendus à la profession d'archiviste, peut être élu membre d'honneur par l'assemblée générale. Il

acquiert ainsi le droit de recevoir les publications du CIA et de prendre une part active aux délibérations de l'assemblée générale. Après son élection, il est exempté des cotisations. Les anciens présidents et vice-présidents du CIA, élus membres d'honneur, portent respectivement le titre de président d'honneur, et de vice-président d'honneur. L'assemblée générale ne peut élire que deux membres d'honneur pour chacune des années écoulées depuis la réunion précédente.

4. Par délégation de l'assemblée générale, le Comité exécutif a le pouvoir de remettre une distinction honorifique (diplôme ou médaille) à des personnalités n'étant pas archivistes de profession, qui ont rendu des services éminents dans l'un ou l'autre domaine des archives. Le Comité exécutif ne peut décerner ces distinctions qu'à huit personnalités entre deux sessions ordinaires de l'assemblée générale.

ADMISSIONS, DEMISSIONS, COTISATIONS

5. Le pouvoir d'admettre de nouveaux membres des quatre premières catégories est délégué par l'assemblée générale au Bureau du CIA. Les candidatures doivent être adressées au secrétaire exécutif du CIA et examinées à la première réunion du Bureau qui se tient après leur réception.

Les candidatures qui n'acquiescent pas l'unanimité du Bureau sont examinées à la prochaine réunion du Comité exécutif qui se prononce à la majorité des suffrages. Dès le dépôt de leur candidature, les nouveaux adhérents sont considérés comme des membres à titre provisoire qui ont droit à tous les services dus par le CIA à ses membres.

6. Chaque membre (direction centrale, association, institution, ou membre individuel) peut donner sa démission, si toutes ses cotisations ont été réglées, y compris celle de l'année en cours au moment où il présente sa démission.

7. Les critères et barèmes du calcul des taux des cotisations des membres de catégorie A et les taux des cotisations des membres des autres catégories sont fixés par l'assemblée générale, lors de ses sessions ordinaires; toute décision reste en vigueur jusqu'à la session suivante, sous réserve, toutefois, qu'au cas où l'assemblée générale ne prendrait aucune mesure à cet égard à l'une de ses sessions, les critères et barèmes du calcul et les taux des cotisations existants resteraient inchangés. Dans l'intervalle des assemblées générales, le trésorier peut modifier les taux des cotisations des membres de catégorie A conformément aux normes établies par l'assemblée générale.

8. Toutes les cotisations s'entendent pour une année civile et sont payables au plus tard au 1^{er} juillet de chaque année.

9. Les directions centrales, associations et institutions membres, de même que les membres individuels, cessent automatiquement de faire partie du CIA, lorsqu'ils n'ont pas payé leur cotisation pendant deux années accomplies, sous réserve toutefois que notification de ce retard leur ait été signifiée au moins trois mois avant la date où ils cesseront de faire partie du Conseil, et sous réserve également qu'ils en feront partie de nouveau automatiquement dès qu'ils auront payé les cotisations arriérées.

BRANCHES REGIONALES

10. Les archivistes des grandes régions extra-européennes, désireux de renforcer leur collaboration, peuvent se grouper en associations internationales formant branches régionales du CIA. Pour qu'une telle association puisse être agréée comme branche régionale, il faut:

a) Qu'au moins la moitié des pays membres du CIA faisant partie de la région adhèrent à l'association et approuvent la création de la branche régionale;

- b) Que toute institution archivistique nationale (direction d'archives ou association d'archivistes) qui adhère à la branche régionale devienne membre du CIA dans un délai de deux ans;
- c) Que les statuts, le programme de travail et l'action de l'association formant branche régionale ne soient contraires en rien aux statuts et à l'action du CIA. Le bureau (président ou secrétaire général) de chaque branche régionale doit faire parvenir un bref rapport d'activité au secrétaire exécutif du CIA trois mois avant la date fixée pour l'assemblée générale du CIA;
- d) Que l'assemblée générale approuve, sur proposition du Comité exécutif, à la majorité simple, la création de la branche régionale, après avoir pris connaissance des statuts et de la liste des pays membres de ladite branche. A titre provisoire, le Comité exécutif peut donner son agrément à la création de branches régionales; sa décision doit être ratifiée par l'assemblée générale.

11. Les conditions énumérées dans l'article 10 remplies, l'association peut porter le titre de branche régionale du CIA. Elle représente le Conseil auprès des organisations internationales ayant leur siège dans la région. De son côté, le CIA assure la représentation de ses branches régionales auprès de l'Unesco et des autres organisations internationales ayant leur siège en Europe.

Le président de toute association formant branche régionale est membre d'office du Comité exécutif du CIA à partir de son élection jusqu'à la fin de son mandat présidentiel. Il peut être élu président, vice-président ou membre du Comité exécutif du CIA. En sa qualité de membre *ex officio* du Comité exécutif, il peut se faire représenter aux réunions du Comité exécutif par un autre membre de l'organisme directeur de la branche régionale.

Toute branche régionale peut, si elle l'estime nécessaire, envoyer deux délégués à l'assemblée générale du CIA avec droit de délibération; de même le Comité exécutif du CIA peut déléguer ses représentants aux assises des branches régionales; ils peuvent y prendre la parole.

Toute association agréée comme branche régionale peut mettre fin à ses activités ou cesser de porter le titre de branche régionale du CIA sur décision prise conformément à ses propres statuts; la décision doit être communiquée au président du CIA.

Toute branche régionale cessant de remplir les conditions énumérées dans l'article 10 peut être privée du droit de porter ce titre par l'assemblée générale du CIA après délibération et vote réunissant la majorité des suffrages exprimés.

LE CONGRES INTERNATIONAL DES ARCHIVES

12. Un Congrès international des Archives se réunit une fois tous les quatre ans aux date et lieu fixés par le Comité exécutif. Tous les membres doivent être prévenus au moins un an à l'avance des date et lieu prévus pour cette réunion. Si, pour une raison quelconque, il devenait nécessaire d'ajourner cette réunion, elle devrait avoir lieu aussitôt que le Comité exécutif le jugerait possible, et les membres seraient prévenus de cet ajournement ou de ce changement de date ou de lieu aussi rapidement que possible.

13. Chaque Congrès international des Archives comporte:

- a) Une session de l'assemblée générale;
- b) Une séance du Comité exécutif sortant et une séance du Comité exécutif issu des votes de l'assemblée générale;

- c) Des séances du Comité des Candidatures et du Comité des Résolutions;
- d) Un programme de conférences, de communications, de discussions et d'expositions d'ordre professionnel ouvertes à tous les archivistes professionnels participant au Congrès et, éventuellement, aux invités du Comité exécutif et du Comité d'organisation du Congrès.

L'ASSEMBLEE GENERALE

14. L'organisme directeur du CIA est l'assemblée générale qui comprend:

- a) Les membres du Comité exécutif;
- b) Les délégués des directions centrales d'archives, des associations d'archivistes, et des institutions membres du CIA;
- c) Les membres individuels présents;
- d) Les membres d'honneur du CIA.

Le Comité exécutif peut inviter toute organisation internationale, gouvernementale ou non gouvernementale, à envoyer des observateurs à l'assemblée générale. Le droit de délibération et le droit de vote sont régis par les articles 3 et 17 des statuts. Les délégués doivent être adhérents de l'association ou employés de l'institution qu'ils sont chargés de représenter. Ils sont nommés pour une session déterminée de l'assemblée générale, leur mandat étant renouvelable.

15. Dans le cadre de chaque Congrès international se tient une session ordinaire de l'assemblée générale consacrée à l'examen de problèmes relatifs à la direction et aux activités du Conseil, aux élections du Comité exécutif conformément à l'article 19 des statuts, ainsi qu'à des questions d'ordre professionnel. Sur convocation du président, sur décision de la majorité simple des membres des catégories A et B du CIA, ou sur pétition signée par la majorité simple des membres des catégories A et B, l'assemblée générale peut tenir des sessions extraordinaires dans l'intervalle entre deux Congrès.

Pour toute session de l'assemblée générale, un projet d'ordre du jour est préparé par le Bureau du CIA qui prend en considération, outre les directives du Comité exécutif, toute proposition qui lui est faite par les membres du CIA, la Conférence internationale de la Table Ronde des Archives, les branches régionales ainsi que les commissions, comités, groupes de travail et sections du Conseil. Le projet d'ordre du jour est adressé à tous les membres du Conseil, au moins un mois avant la date d'ouverture de la session.

16. Les projets des résolutions et des recommandations devant être adoptées par l'assemblée générale, sont rédigés par un Comité des Résolutions composé d'au moins onze membres représentant l'ensemble des intérêts professionnels de la communauté archivistique internationale. Le président et les membres de ce comité sont nommés, à l'ouverture de la session de l'assemblée générale, par le président du CIA après consultation du Comité exécutif. Les résolutions et recommandations en matière professionnelle font autorité en tant qu'elles expriment l'opinion concertée des archivistes de l'ensemble des pays représentés au CIA mais sans lier autrement les membres.

17. Le droit de vote à l'assemblée générale est réservé aux représentations nationales, chacune d'entre elles détenant au moins deux voix. Normalement, la représentation nationale est assurée concurremment par la direction centrale d'archives ou institution assimilée (membre de catégorie A) et l'association nationale d'archivistes (membre de catégorie B), chacune envoyant un délégué avec droit de vote. Au cas où il n'existe pas d'association nationale d'archivistes dans un pays ou, bien qu'existant, elle n'est pas membre du CIA, les deux voix réservées à chaque représentation nationale sont dévo-

lues à la direction centrale d'archives, membre de catégorie A. De même, au cas où il n'existe pas d'autorité archivistique centrale dans un pays où, bien qu'existant, elle n'est pas membre du CIA, les deux voix réservées à chaque représentation nationale sont dévolues à l'association nationale d'archivistes, membre de catégorie B. Le nombre de voix allouées à la représentation nationale d'un pays fédéral ou assimilé, peut être porté à trois, à condition qu'au moins une des autorités archivistiques centrales (directions d'archives ou archives centrales) des États membres de la fédération soit membre du CIA dans la catégorie A. La troisième voix appartient collectivement à ces autorités, qui attribuent le droit de vote à un de leurs délégués. En aucun cas, l'assemblée générale ne peut arbitrer des litiges éventuels entre directions centrales d'archives, associations d'archivistes, et autorités archivistiques d'états membres de pays fédéraux au sujet du partage des voix réservées à chaque représentation nationale, ce partage devant être réglé entre les parties intéressées.

LE COMITE EXECUTIF DU CIA

18. Dans l'intervalle des sessions de l'assemblée générale, la direction du CIA et la gestion des affaires sont confiées à un Comité exécutif composé d'un président, de deux vice-présidents et de quatorze membres, tous élus par l'assemblée générale, du secrétaire général, du secrétaire général adjoint, du trésorier et du secrétaire exécutif qui en sont membres *ex officio*. Le président de toute branche régionale, s'il n'assume pas déjà l'une quelconque de ces fonctions lors de son élection comme président, devient membre *ex officio* du Comité exécutif conformément à l'article 11 des statuts. Le secrétaire exécutif n'a pas droit de vote aux sessions du Comité exécutif. A l'invitation du président ou du bureau du CIA, des observateurs peuvent assister à ces sessions, en tout ou en partie, mais n'y ont pas droit de vote.

19. Les noms des candidats aux postes électifs du Comité exécutif sont soumis à l'assemblée générale par le Comité des Candidatures, dont il est question aux articles 13 et 30 des statuts.

Le président, les deux vice-présidents et les quatorze membres élus doivent être originaires de dix-sept pays différents. De plus, les deux vice-présidents doivent être originaires de deux continents différents, l'un d'entre eux résidant dans les régions en voie de développement telles qu'elles ont été définies par l'Unesco.

Le président, les deux vice-présidents et les quatorze membres sont élus par l'assemblée générale à sa session ordinaire pour un mandat de quatre ans et ne sont pas immédiatement rééligibles aux mêmes fonctions. Les quatorze membres élus sont répartis en deux groupes égaux dont le premier entre en fonctions immédiatement après l'assemblée générale et le second immédiatement après la session ordinaire du Comité exécutif tenue dans le courant de la seconde année suivant l'assemblée générale. Si un poste de vice-président devient vacant avant l'expiration, le Comité exécutif est habilité à coopter parmi les membres élus un nouveau titulaire pour terminer le mandat en cours. Si un poste de membre élu devient vacant avant l'expiration, le Comité exécutif est habilité à coopter un nouveau titulaire pour terminer le mandat en cours.

Nonobstant les prescriptions de l'article 3/d, les membres électifs du Comité exécutif doivent être des archivistes professionnels en activité. Leur mandat prend fin au moment de la démission de leurs fonctions ou de leur admission à la retraite.

20. Le Comité exécutif se réunit, sur convocation du président, deux fois au moins au cours de chaque Congrès international des Archives, une fois avant et une fois après la session ordinaire de l'assemblée générale, et une fois au cours de chacune des années

complètes écoulées dans l'intervalle entre deux congrès. Le président peut convoquer des sessions extraordinaires à n'importe quel moment et il doit en convoquer une chaque fois que la moitié au moins des membres du Comité le demandent. Les décisions du Comité exécutif sont valables si les deux tiers au moins de ses membres élus sont présents à la réunion. Le Comité exécutif établit son règlement d'ordre intérieur.

LE BUREAU DU CIA

21. Le Bureau du Conseil est composé du président, des deux vice-présidents, du secrétaire général, du secrétaire général adjoint, du trésorier et du secrétaire exécutif. Il se réunit au moins une fois entre deux sessions du Comité exécutif et peut être convoqué par le président à n'importe quel moment. Il assure la gestion des affaires courantes du CIA et prépare le travail de Comité exécutif.

22. Le président préside toutes les sessions de l'assemblée générale, du Comité exécutif et du Bureau et il remplit toutes autres fonctions dont pourrait le charger l'assemblée générale, le Comité exécutif ou le Bureau.

23. Si le président est absent ou dans l'impossibilité de s'acquitter de ses fonctions, ou si son poste devient vacant avant l'expiration, la présidence est assumée par l'un des vice-présidents choisi à la majorité des voix par le Comité exécutif; si ce dernier est dans l'impossibilité de s'acquitter de ses fonctions, la présidence est assumée par l'autre vice-président; et si les deux vice-présidents sont également absents ou dans l'impossibilité d'exercer cette fonction, la présidence est assumée par un membre élu du Comité exécutif choisi à la majorité des voix.

24. Le secrétaire général, le secrétaire général adjoint, le trésorier et le secrétaire exécutif sont choisis par le Comité exécutif lors de la première réunion tenue par lui après la session ordinaire de l'assemblée générale au cours de laquelle ont été élus de nouveaux président et vice-présidents du Conseil et membres du Comité exécutif, et ils restent en fonctions jusqu'à ce que leurs successeurs aient été choisis dans les mêmes conditions, au cours du Congrès international suivant. Toutefois, si un de leurs postes devient vacant avant l'expiration, le Comité exécutif est habilité à choisir un nouveau titulaire pour terminer le mandat en cours. Ces fonctionnaires peuvent être originaires de pays déjà représentés au sein du Comité exécutif et leur mandat est renouvelable. Ils doivent être membres individuels du CIA.

25. Le secrétaire général et le secrétaire général adjoint, qui doivent résider, l'un dans l'hémisphère occidental, l'autre dans l'hémisphère oriental, remplissent les fonctions que leur assignent l'assemblée générale, le Comité exécutif et le Bureau pour réaliser le programme du CIA.

26. Le trésorier a la responsabilité de tous les fonds appartenant au CIA. Il prépare les propositions budgétaires à soumettre au Comité exécutif, tient une comptabilité de toutes les recettes, de tous les paiements et des bilans des fonds et rend compte de sa gestion au Comité exécutif et à l'assemblée générale au cours de toutes leurs sessions, ordinaires et extraordinaires. Il est habilité à signer tous contrats impliquant des incidences financières, dont le principe a été approuvé par le Comité exécutif ou le Bureau.

Le Comité exécutif fait soumettre périodiquement la comptabilité du CIA à la vérification par un expert comptable.

27. Sous la surveillance du président, le secrétaire exécutif tient les procès-verbaux de l'assemblée générale, du Comité exécutif et du Bureau, tient à jour la liste des membres, dirige le secrétariat du CIA et exécute toute mission que lui confie l'assemblée générale, le Comité exécutif, le Bureau et le président. Il peut signer des contrats avec l'Unesco,

dont le principe a été approuvé par le Comité exécutif ou le Bureau. Il assure également la liaison entre les organismes directeurs et subordonnés du CIA.

28. Le président peut être habilité par le Comité exécutif à nommer pour une période limitée des fonctionnaires chargés de missions déterminées. Sur l'invitation du président, ils peuvent assister aux assemblées générales et aux réunions du Comité exécutif et du Bureau, mais n'y ont pas droit de vote.

LA CONFERENCE INTERNATIONALE DE LA TABLE RONDE DES ARCHIVES

29. Dans l'intervalle des Congrès internationaux des Archives se tient, au maximum annuellement, la Conférence internationale de la Table Ronde des Archives, qui réunit: (1) au maximum deux délégués nationaux de chaque pays membre du CIA, (auxquels peut être ajouté toutefois un troisième délégué dans le cas des pays fédéraux ou assimilés, à condition qu'au moins une des autorités archivistiques centrales des états membres de la fédération soit membre du CIA dans la catégorie A); (2) les membres du Comité exécutif qui ne représentent pas la direction nationale d'archives de leur pays, l'association nationale d'archivistes de leur pays ou les autorités des Archives d'Etat d'états membres de pays fédéraux; (3) les chefs des services d'archives des organisations internationales membres du CIA dans la catégorie C; et (4), sur invitation du président de la Table Ronde, des spécialistes et des observateurs. Au lieu d'une conférence régulière, une conférence spéciale réunissant des experts hautement qualifiés peut être tenue, au maximum une fois dans l'intervalle séparant deux Congrès internationaux; elle peut présenter tout vœu ou projet à la Table Ronde.

La Table Ronde, qui établit son règlement interne, décide de son programme de travail et assure la gestion administrative et financière de ses affaires, met à l'étude des questions d'ordre théorique et pratique relatives aux archives et assure la publication des actes de ses Conférences.

Dans les questions d'organisation et de procédure, le droit de vote à la Conférence est réservé aux représentations nationales, chacune d'entre elles détenant une voix, et collectivement aux représentants d'organisations internationales. Les observateurs exceptés, tous les participants ont droit de vote sur tous les autres sujets.

La gestion des affaires de la Table Ronde et l'établissement de son programme de travail sont confiés à un Bureau composé d'un président, d'un secrétaire, du secrétaire exécutif du CIA qui en est membre *ex officio*, et d'un représentant du pays hôte de la prochaine conférence. Pour établir le programme de travail, le Bureau est assisté d'au moins trois conseillers. Le président, le secrétaire et les conseillers, qui doivent tous être ressortissants de pays différents, sont élus pour un mandat de quatre ans par les délégations nationales, chacune d'entre elles détenant une voix, lors de la Conférence régulière précédant chaque Congrès international des Archives. Le président et les conseillers ne sont pas immédiatement rééligibles; le secrétaire est rééligible. Le président et le secrétaire doivent être membres individuels du CIA et ont droit de délibération à l'assemblée générale du CIA. Le président ou le secrétaire fait rapport sur l'activité de la Table Ronde à chaque session ordinaire du Comité exécutif; un rapport semblable écrit est présenté à chaque session ordinaire de l'assemblée générale.

La Table Ronde peut présenter tout vœu ou projet à l'assemblée générale et au Comité exécutif, à l'exception cependant des amendements aux statuts et des candidatures aux fonctions des organismes directeurs ou subordonnés du CIA.

COMMISSIONS, COMITES ET GROUPES DE TRAVAIL

30. Le *Comité des Candidatures* est composé de cinq membres, ressortissants de cinq pays différents, dont deux au moins en voie de développement. Ils sont nommés par le président, avec l'assentiment du Comité exécutif, lors de la dernière réunion du Comité exécutif tenue avant l'assemblée générale qui procédera aux élections. L'un des membres, qui fait fonction de président, est choisi parmi les membres élus du Comité exécutif. Aucun des autres membres ne peut faire partie du Comité exécutif. Le Comité des Candidatures propose des candidatures en vue de l'élection du président, des deux vice-présidents et des quatorze membres du Comité exécutif. Le Comité des Candidatures se réunit dans le cadre de chaque Congrès international avant la séance de l'assemblée générale qui procède aux élections. Le président du Comité présente les propositions de celui-ci à l'assemblée générale. Les candidatures sur requête doivent être soumises au secrétaire exécutif trois semaines au moins avant la réunion du Comité des Candidatures et signées par un minimum de quinze membres originaires d'au moins deux pays différents. Si une candidature de ce genre n'est pas approuvée par le Comité des Candidatures, l'élection à la fonction en question a lieu au scrutin secret.

31. Aussitôt que possible après chaque Congrès international des Archives, le président désigne parmi les membres du Comité exécutif un *Comité du programme*, chargé de collaborer avec le directeur des Archives d'Etat du pays invitant à l'établissement du programme du prochain congrès. Le Conseil ayant accepté officiellement son invitation à organiser ce congrès dans son pays, ledit directeur nomme dès que possible un *Comité d'organisation* chargé de coordonner, sous sa présidence, la préparation du Congrès.

32. Des *Comités ad hoc*, chargés de mener à bien des tâches déterminées, peuvent être institués par le président de sa propre initiative ou sur résolution du Comité exécutif. Les membres de ces comités sont nommés par le président du CIA qui désigne également leurs présidents; ces présidents sont responsables devant le Comité exécutif et chargés de lui présenter des rapports. Les conclusions et rapports de ces comités sont présentés par écrit et sont mis à la disposition de tous les membres du Conseil sur leur demande. Le mandat de ces comités vient à expiration, même si leur mission n'est pas achevée, au moment de l'élection d'un nouveau président.

33. Des *commissions, comités et groupes de travail permanents* (brièvement appelés commissions ci-après) sont créés par le Comité exécutif de sa propre initiative ou en application des instructions de l'assemblée générale. Ces commissions reçoivent des mandats bien déterminés, qu'ils ne doivent pas dépasser sans autorisation du Comité exécutif ou de l'assemblée générale. Le président de chaque commission est nommé par le président du CIA pour un mandat de quatre ans, une fois renouvelable. Les membres des commissions sont nommés par le président du CIA après consultation du Comité exécutif, du président de la commission, et de toute autre personne de son choix. Chaque commission peut désigner en son sein un vice-président et un secrétaire. Les présidents et secrétaires des commissions doivent appartenir à une direction d'archives, une association d'archivistes ou une institution d'archives, membres du CIA, ou être membres individuels du Conseil. Le président de chaque commission adresse au secrétaire exécutif un rapport écrit sur l'activité de la commission deux mois avant chaque session ordinaire du Comité exécutif: il présente un rapport semblable à la session ordinaire de l'assemblée générale. Le mandat d'une commission créée par le Comité exécutif de sa propre initiative peut être amendé ou annulé sur décision du Comité exécutif ou de l'assemblée générale; mais le mandat d'une commission créée par le Comité exécutif en

application des instructions de l'assemblée générale ne peut être amendé ou annulé que sur décision de ladite assemblée.

SECTIONS

34. Avec l'assentiment du Comité exécutif et de l'assemblée générale, des institutions, associations et membres individuels du CIA, partageant des intérêts professionnels particuliers ou ayant des activités professionnelles similaires, peuvent créer des sections dans le cadre du CIA. La structure et le programme des activités de toute section, de même que tout amendement à la structure et au programme, doivent être approuvés par le Comité exécutif. Les présidents et secrétaires des sections sont nommés par le président du CIA sur proposition des sections pour un mandat de quatre ans, une fois renouvelable. Chaque section peut élire en son sein d'autres membres de l'organisme directeur de la section. Les présidents, secrétaires et autres membres des organismes directeurs des sections doivent appartenir à une direction d'archives, une association d'archivistes ou une institution d'archives, membres du CIA, ou être membres individuels du Conseil. Le président de chaque section adresse au secrétaire exécutif un rapport écrit sur l'activité de la section deux mois avant chaque session ordinaire du Comité exécutif; il présente un rapport semblable à la session ordinaire de l'assemblée générale. Les sections doivent assurer elles-mêmes leur budget de fonctionnement.

LES PUBLICATIONS DU CIA

35. Le CIA publie une revue internationale des Archives, *Archivum*, qui paraît au moins une fois par an et contient régulièrement les actes des Congrès internationaux. La définition de la politique générale de la revue, l'exécution de son plan de travail et sa gestion sont confiés à un rédacteur en chef, qui est responsable devant le Comité exécutif et agit en accord avec le programme de publication du Conseil. Le rédacteur en chef est nommé par le président du CIA, après consultation du Comité exécutif, pour un mandat de quatre ans à partir de la clôture de chaque Congrès international des Archives et son mandat est renouvelable. Le rédacteur en chef est autorisé à présenter à la nomination du président du CIA les assistants de rédaction et les conseillers requis pour la publication de la revue. Le rédacteur en chef adresse au secrétaire exécutif un rapport écrit sur les activités de la rédaction deux mois avant chaque session ordinaire du Comité exécutif; il présente un rapport semblable à la session ordinaire de l'assemblée générale.

36. Le Comité exécutif peut prendre toute initiative pour élaborer, éditer ou patronner toute publication intéressant les archives ou la profession d'archiviste. Ces publications ne sont pas à considérer comme des publications intérieures.

ARCHIVES

37. Les procès-verbaux, la comptabilité, la correspondance et tous les documents d'archives du Conseil et de ses organismes subordonnés, y compris les commissions, comités et groupes de travail, sont conservés par les fonctionnaires responsables qui les transmettent sans délai à ceux qui leur succèdent dans leurs charges. Pendant leurs fonctions, ces fonctionnaires sont autorisés à éliminer tout document sans valeur permanente selon la procédure établie par le Comité exécutif. Lors de transferts d'archives aux successeurs, un inventaire complet en trois exemplaires en est dressé, dont un exemplaire sert de décharge, un autre est joint aux archives transférées et le troisième est remis au secrétaire exécutif. Les archives qui ne sont pas nécessaires à l'expédition des

affaires courantes du Conseil sont remises au secrétaire exécutif, qui assume la garde des archives du Conseil, sous réserve, toutefois, que l'assemblée générale puisse autoriser le transfert de ces archives, en tout ou en partie, à un dépositaire choisi par elle pour en assurer la conservation à titre permanent.

AMENDEMENTS

38. Les présents statuts ne peuvent être amendés qu'au cours de la session ordinaire de l'assemblée générale. Toutes propositions d'amendements doivent être soumises par écrit au secrétaire exécutif qui en distribuera copie à tous les membres, soixante jours au moins avant la séance au cours de laquelle elles seront soumises au vote de l'assemblée. Tout amendement est adopté par un vote de l'assemblée générale à la majorité des deux tiers.

APPLICATION DES STATUTS

39. En vue d'appliquer les dispositions des présents statuts, le Comité exécutif est habilité à promulguer des règles et règlements qui restent en vigueur jusqu'à leur amendement ou annulation par ledit Comité. Le secrétaire exécutif codifie l'ensemble de ces règles et règlements selon un plan cohérent et logique, correspondant à la structure de ces statuts, et publie de temps à autre, à l'intention de la direction et des membres du Conseil, le code des règles et règlements en vigueur.

40. L'assemblée générale délègue au Comité exécutif le pouvoir de trancher à la majorité des voix toute contestation qui pourrait surgir relative à l'interprétation et l'application des présents statuts.

Contributors/Collaborateurs

James E. O'Neill, Editor-in-Chief of the *International Journal of Archives (IJA)*, has been Deputy Archivist of the United States for the past eight years. He earned undergraduate and graduate degrees from the University of Detroit and a doctorate in history from the University of Chicago. Dr. O'Neill taught history at the University of Notre Dame and at Loyola University (Chicago). His government service began at the Library of Congress, where from 1963 to 1965 he worked as a Specialist in European Manuscripts and a Specialist in American History. Dr. O'Neill joined the National Archives and Records Service in 1969 as Director of the Franklin D. Roosevelt Library in Hyde Park, New York. He was named Deputy Archivist of the United States in 1972. In addition to having written several articles for historical and archival journals, Dr. O'Neill edited the 1956-65 supplement to the Library of Congress's *Guide to the Study of the United States of America* (1976), co-authored *Episodes in American History* (1973), and co-edited *World War II: An Account of Its Documents* (1976). He is a member of the Department of the Army History Advisory Committee and of the Advisory Committee for the Historical Office of the United States Senate. A Fellow of the Society of American Archivists, Dr. O'Neill served as chairman of that organization's Reference and Access Policies Committee and of its American Bicentennial Committee. He is a member of the Publications Committee and of the Committee on Archival Development of the ICA.

James E. O'Neill, Rédacteur en chef du *Journal international des Archives (JIA)*, a été Archiviste adjoint des Etats-Unis pendant les huit dernières années. Il a obtenu ses diplômes universitaires de l'Université de Detroit et son doctorat en histoire de l'Université de Chicago. Le Dr. O'Neill a donné des cours d'histoire à l'Université de Notre Dame et à l'Université Loyola (Chicago). Son emploi au gouvernement fédéral a commencé en 1963 à la Bibliothèque du Congrès, où il a passé deux années comme Spécialiste des manuscrits européens et Spécialiste de l'histoire américaine. Le Dr. O'Neill est entré aux Archives nationales des Etats-Unis en 1969 en qualité de Directeur de la Bibliothèque Franklin D. Roosevelt à Hyde Park, New York. Il a été nommé Archiviste adjoint des Etats-Unis en 1972. En plus d'avoir soumis plusieurs articles aux revues d'histoire et d'archivistique, le Dr. O'Neill a été rédacteur du supplément pour les années 1956-65 du *Guide to the Study of the United States of America* (Bibliothèque du Congrès, 1976), co-auteur de *Episodes in American History* (1973), et co-rédacteur de *World War II: An Account of Its Documents* (1976). Il est membre des Conseils consultatifs des Sections historiques du Département de l'Armée et du Sénat des Etats-Unis. Elu Fellow de la Société d'archivistes américains, le Dr. O'Neill a dirigé le Comité des références et de politique d'accès, ainsi que le Comité du bicentenaire américain, de ladite société. Il sert les intérêts du CIA comme membre du Comité des publications et du Comité pour le développement des archives.

Jean Favier has been Director General of the Archives of France since 1975. He studied at the Ecole Nationale des Chartes and at the Sorbonne, and he was a member of the Ecole Française de Rome. Mr. Favier began his archival career at the Archives Nationales under the guidance of Charles Braibant. He subsequently held chairs in higher

education at the Universities of Rennes, Rouen, and Paris. As Titular Professor at the University of Paris-Sorbonne, he directed its Historical Institute from 1970 to 1975. He is likewise in charge of studies in administrative and financial history at the Ecole Pratique des Hautes Etudes. A specialist in the history of the later Middle Ages, Mr. Favier has written several monographs on aspects of social and economic life in that period, particularly Parisian life. His most recent historical work deals with Philip the Fair. Author of *Les Archives*, in the "Que Sais-je?" series, he has also produced several articles on contemporary problems of archival administration and on changing needs and procedures. He serves on the Executive Committee of the ICA.

Jean Favier est Directeur général des Archives de France depuis 1975. Il a fait ses études à l'Ecole nationale des Chartes et à la Sorbonne, et a été membre de l'Ecole française de Rome. M. Favier a commencé sa carrière comme conservateur aux Archives nationales, sous la conduite de Charles Braibant. Ensuite, il a occupé plusieurs chaires dans l'enseignement supérieur aux Universités de Rennes, de Rouen, et de Paris. Professeur titulaire à l'Université de Paris-Sorbonne, il a dirigé l'Institut d'histoire de cette université de 1970 à 1975. M. Favier est également Directeur d'études d'histoire administrative et financière à l'Ecole pratique des hautes études. Spécialiste de l'histoire de la fin du Moyen Age, il a écrit de nombreux ouvrages sur la société et l'économie, tout particulièrement sur l'histoire parisienne. Son dernier livre est une histoire sur Philippe le Bel. Auteur du petit livre *Les Archives*, de la collection "Que Sais-je?", il a produit aussi plusieurs articles sur les problèmes contemporains de l'archivistique et sur la mutation des besoins et des techniques. Il est membre du Comité exécutif du CIA.

Sergei L. Tikhvinskii, Director of the Historical-Diplomatic Department of the Ministry of Foreign Affairs of the Soviet Union since 1975, studied at the University of Leningrad, the Moscow Oriental Institute, and the Institute of History of the USSR Academy of Sciences in Moscow. In 1953 he earned the doctorate in history from the Oriental Institute, USSR Academy of Sciences, in Moscow.

Professor Tikhvinskii has successfully combined the careers of diplomat and scholar. As a member of the diplomatic corps, he has served in China, Japan, and Great Britain. His present rank is that of Ambassador Extraordinary and Plenipotentiary. Professor Tikhvinskii is also a recognized scholar of the history of China and of Russo-Chinese relations over the centuries. He has held the Chair of Oriental History at the Moscow Institute of International Relations since 1957.

Professor Tikhvinskii has held a number of national and international positions connected with the historical and archival professions. He has been an officer in the History Section of the USSR Academy of Sciences and on the National Committee of Historians of the Soviet Union. He served from 1968 to 1974 on the Executive Board of UNESCO. He participated in the ICA's Eighth International Congress in 1976, as well as in the ICA Round Table conferences in 1977 and 1978.

Professor Tikhvinskii has over 200 scholarly publications to his credit, many of them dealing with Russia's and the Soviet Union's relations with Far Eastern nations.

Sergei L. Tikhvinskii, Directeur du Service historique-diplomatique du Ministère des Affaires étrangères de l'Union soviétique depuis 1975, a fait ses études à l'Université de Leningrad, à l'Institut oriental de Moscou, et à l'Institut d'histoire de l'Académie des sciences de l'URSS à Moscou. En 1953 il a obtenu son doctorat en histoire de l'Institut oriental, Académie des sciences de l'URSS à Moscou.

Le Professeur Tikhvinskii a combiné avec succès les carrières de diplomate et de savant. Comme membre du corps diplomatique, il a été en poste en Chine, au Japon, et en Grande-Bretagne. A présent il a le rang d'Ambassadeur extraordinaire et plénipotentiaire. Le Professeur Tikhvinskii est aussi considéré comme un érudit en l'histoire de la Chine et en relations russo-chinoises à travers les siècles. Depuis 1957 il occupe la Chaire d'histoire orientale à l'Institut des relations internationales de Moscou.

Le Professeur Tikhvinskii a eu un nombre de postes en rapport avec ses carrières dans le domaine archivistique et celui de l'histoire, tant sur le plan national qu'international. Il a occupé des fonctions à la Section d'histoire de l'Académie des sciences de l'URSS et au Comité national des historiens de l'Union soviétique. Il a été membre du Conseil d'administration de l'Unesco de 1968 à 1974. Il a participé aux travaux du 8e Congrès international des Archives en 1976 et aux conférences de la Table Ronde du même Congrès en 1977 et 1978.

On lui doit plus de 200 publications d'érudition dont un grand nombre traitent des relations de la Russie et de l'Union soviétique avec les nations de l'Extrême-Orient.

Michael G. Cook has been University Archivist and Lecturer in Archival Studies at the University of Liverpool since 1968. In addition to having earned the M.A. degree at Oxford University, he took a year's training in archival administration there at the Bodleian Library. Mr. Cook served successively during the period 1958-68 as Assistant Archivist in the Devon Records Office and as City Archivist of Newcastle upon Tyne. He directed the National Archives of Tanzania from 1964 to 1966 and supervised the Regional Training Centre for Archivists in English-speaking Africa, located at the University of Ghana, between 1975 and 1977. In 1973, Mr. Cook toured various countries of Southeast Asia as a UNESCO expert on archival training. He is a former member of the Council of the Society of Archivists and a present member of the Society's Training Committee. Mr. Cook's professional publications include *Archives Administration: A Manual for Smaller and Intermediate Organisations and for Local Government* (Kent: Dawson, 1977) and several educational projects involving the use of archives.

Michael G. Cook a été Archiviste d'université et Conférencier en matière d'archivistique à l'Université de Liverpool depuis 1968. Après avoir été reçu Maître ès Arts (M.A.) de l'Université d'Oxford, il y a fait un stage d'un an dans l'administration des archives à la Bibliothèque Bodlei. De 1958 à 1968 il a travaillé successivement comme Archiviste adjoint au Devon Records Office et comme Archiviste de la ville de Newcastle upon Tyne. Il était Directeur des Archives nationales de la Tanzanie de 1964 à 1966, et il a supervisé le Centre régional de formation d'archivistes en Afrique de langue anglaise, situé à l'Université du Ghana, de 1975 à 1977. En 1973, M. Cook a visité différents pays de l'Asie du Sud-Est comme archiviste expert de l'Unesco pour la formation archivistique. Il est ancien membre du Conseil de la Société des archivistes et membre actuel du Comité de formation d'archivistes de ladite société. Ses publications professionnelles comprennent *Archives Administration: A Manual for Smaller and Intermediate Organisations and for Local Government* (Kent: Dawson, 1977) et plusieurs projets d'enseignement sur l'utilisation des archives.

Klaus Oldenhage holds an administrative position in the National Archives of the Federal Republic of Germany (Bundesarchiv). In 1967, he received the doctorate in history

from Bonn University. Dr. Oldenhage underwent archival training at the Archivschule Marburg from 1968 to 1970 before joining the staff of the Bundesarchiv in 1970. For two years, he was in charge of the records of the Ministries of the Interior and of Justice, their subordinate units, and the federal courts. He became a member of the first division staff of the Bundesarchiv in 1973, participated in several projects dealing with problems of archival management, and is now Deputy Director of that division. In addition to having contributed a number of articles on archival administration to scholarly journals, Dr. Oldenhage was an editor of the third revised edition of the guide to the holdings of the Bundesarchiv. He recently served as a leader of the team of German archivists that is presently working at the U.S. National Archives and Records Service on a program to microfilm for the Bundesarchiv selected records of the Office of Military Government for Germany, United States (OMGUS).

Klaus Oldenhage occupe un poste de direction aux Archives de la République fédérale d'Allemagne (Bundesarchiv). Il a obtenu le doctorat en histoire de l'Université de Bonn en 1967. Le Dr. Oldenhage a suivi des cours de formation d'archivistes à l'Ecole d'archivistique à Marburg de 1968 à 1970 avant d'entrer au Bundesarchiv en 1970. Pendant deux ans il était le responsable des documents appartenant aux Ministères de l'Intérieur et de la Justice, de leurs sous-divisions, et des cours fédéraux. Il est devenu membre de la première division du staff du Bundesarchiv en 1973, a collaboré à plusieurs projets relatifs aux problèmes de gestion des archives, et est à présent le Directeur adjoint de cette division. Le Dr. Oldenhage a non seulement contribué un nombre d'articles traitant de l'administration des archives aux revues d'érudition, mais il était aussi membre de la rédaction de la troisième édition révisée du guide des fonds du Bundesarchiv. Récemment il a dirigé, aux Archives nationales des Etats-Unis, une équipe d'archivistes allemands qui s'occupent présentement d'un programme de microfilmage pour le Bundesarchiv de documents sélectionnés appartenant à l'Office of Military Government for Germany, United States (OMGUS).

Joshua C. Enwere is Deputy Head of the Archives and Records Management Division of the National Archives of Nigeria in Ibadan. He received a B.A. degree with honors in history from the University of London. Mr. Enwere became an archivist in 1961 and since then has served successively as archivist in charge of the Kaduna Branch of the National Archives; archivist responsible for research and publications at the Ibadan Branch; and archivist at the Enugu Branch. In addition to holding his present position as division head, Mr. Enwere is Chairman of the Records Appraisal Committee of the National Archives. He belongs to the Historical Association of Nigeria and has published two articles on the role played by the National Archives in the development of Nigeria as an independent state.

Joshua C. Enwere est Chef adjoint de la Division de l'administration d'archives et de la gestion de documents des Archives nationales du Nigéria à Ibadan. Il a obtenu sa Licence ès Lettres (B.A.) avec honneurs en histoire de l'Université de Londres. M. Enwere est devenu archiviste en 1961 et depuis lors a servi successivement comme archiviste responsable de la branche de Kaduna des Archives nationales; archiviste responsable de la recherche et des publications à la branche d'Ibadan; et archiviste à la branche de Enugu. En plus de son poste actuel comme Chef de division, M. Enwere est Président du Comité d'évaluation des documents des Archives nationales. Il est membre

de l'Association historique du Nigéria et a publié deux articles sur le rôle joué par les Archives nationales dans le développement du Nigéria comme état indépendant.

Christopher Hurley is a senior archivist with the Australian Capital Territory (Canberra) Branch of the Australian Archives. After a period of employment at the National Library of Australia, he joined the Australian Archives in 1971, when it was still known as the Commonwealth Archives Office. Mr. Hurley holds a B.A. degree from the University of Sydney and a Diploma in Archives Studies from the University of London. He assisted Dr. W. Kaye Lamb, the former Dominion Archivist of Canada, in drawing up a report to the Australian government in 1973 on the state of archival services in Australia. Mr. Hurley then helped to draft the archives bill for his country, and he has closely followed its progress through parliamentary committees. Mr. Hurley is the author of "Personal Papers and the Treatment of Archival Principles," *Archives and Manuscripts* (February 1977).

Christopher Hurley est un archiviste de longue expérience employé aux Archives australiennes, à la branche territoriale de la capitale australienne (Canberra). Après avoir travaillé à la Bibliothèque nationale d'Australie, il a été engagé par les Archives australiennes en 1971, connues à ce moment-là sous le nom de Bureau des Archives du Commonwealth. M. Hurley a obtenu une Licence ès Lettres (B.A.) de l'Université de Sydney et un Diplôme en archivistique de l'Université de Londres. Il a collaboré avec le Dr. W. Kaye Lamb, l'ancien Archiviste du Dominion du Canada, à la rédaction d'un rapport au gouvernement australien en 1973 sur l'état des services d'archives en Australie. M. Hurley a ensuite collaboré à la rédaction du projet de loi d'archives pour son pays et a suivi de près son progrès dans les comités du Parlement. Il est l'auteur de "Personal Papers and the Treatment of Archival Principles," *Archives and Manuscripts* (février 1977).

Abstracts/Résumés/ Resúmenes/Zusammenfassungen

Jean Favier, "Les Archives et les nouvelles tendances de l'histoire"

The archivist customarily appraises records and makes them available to the historian on the assumption that the historian consults a document for the unique information that it contains; that the author of a document and the historian using it have a common area of interest clearly revealed in the document; and that a certain amount of time will elapse between the occurrence of an event and the opening to the historian of records relating to that event. Historical research has changed so radically during the past generation, however, that these assumptions are being called into question. Quantitative research methods require the preservation of whole series of records, with each document deriving its value not from the unique information that it holds, but from its similarity in content to the other documents of the series. The use of psychological research techniques to discover the "unconscious" meaning of texts, and the application of methods to elicit information from documents on the life of semi-literate and illiterate people, mean that records can no longer be appraised solely on the basis of the explicit information that they contain. Finally, documents scheduled for eventual destruction are being consulted as sources for the history of events of the very recent past. The historical interpretations will survive, but there will be no way of verifying these interpretations from the source materials. The archivist must re-examine his criteria for appraising and for granting access in the light of these new trends in historical research.

Ordinairement l'archiviste fait une évaluation des documents et les tient à la disposition de l'historien en présumant que ce dernier consulte le document pour son caractère d'information unique; que l'auteur du document et l'historien qui s'en sert partagent un intérêt commun qui y est clairement reflété; et que quelque temps s'écoulera après l'événement avant que les documents chauds d'actualité ne soient mis à la disposition de l'historien. Le fait que la recherche historique a subi des changements tellement radicaux lors de la génération passée permet de mettre de telles suppositions en doute. La méthode de la recherche quantitative exige la préservation de séries complètes de documents, la valeur de chaque document dérivant non pas de son caractère unique, mais de la similarité de sa teneur et celle d'autres documents de la série. L'emploi de techniques psychologiques dans la recherche pour découvrir le sens "caché" des textes, et l'application de méthodes tendant à mettre en lumière des données sur la vie de peuples semi et totalement illettrés, prouvent que les documents ne peuvent plus être évalués uniquement sur la base de l'information explicite qu'ils contiennent. Finalement, les documents figurant au calendrier d'élimination éventuelle sont consultés comme des sources pour le cours des événements d'un passé très proche. Les interprétations historiques survivront, mais il sera impossible de les vérifier à la source, faute de celle-ci. Il

importe que l'archiviste réexamine ses critères d'évaluation et d'accès à la lumière des nouvelles tendances de la recherche historique.

Usualmente el archivista evalúa documentos y los hace disponibles al historiador suponiendo que el historiador consulta un documento por la información particular que este contiene; que el autor de un documento y el historiador que lo está usando tienen una área de interés común claramente establecida en el documento; y que cierta cantidad de tiempo va a transcurrir entre el acontecimiento y la apertura al historiador de los documentos relacionados a tal incidente. Investigaciones históricas han cambiado tan radicalmente durante la última generación, que se empieza a dudar de estas suposiciones. Métodos de investigaciones cuantitativas exigen la conservación de series de documentos enteras, en la cual cada documento deriva su valor no por la información particular que éste contiene, sino por su similitud en contenido a los otros documentos en la serie. El uso de técnicas de investigación psicológicas para descubrir el significado "inconsciente" de los textos, y la aplicación de métodos para extraer información de documentos sobre la vida de los medio-analfabetos y analfabetos, significa que documentos ya no pueden ser únicamente evaluados en base a la información explícita que éstos contienen. Finalmente, documentos programados a ser destruidos están siendo consultados como fuentes de acontecimientos históricos recientes. Las interpretaciones históricas van a sobrevivir, pero no habrá manera de verificar estas interpretaciones sin los documentos originales. Los archivistas deben de re-examinar su criterio de evaluación y acceso en luz de estas nuevas tendencias de investigaciones históricas.

Normalerweise bewertet der Archivar Akten und unterbreitet sie dem Historiker in der Annahme, dass dieser sie wegen der Einmaligkeit der Information, die sie enthalten benutzt und dass der Urheber der Akten und der benützende Historiker ein gemeinsames Interessengebiet haben welches klar aus den Akten hervorgeht. Er weiss auch, dass eine gewisse Zeitspanne verfließen muss zwischen dem Geschehen des Ereignisses und der Freigabe der Akten an die Historiker, die sich mit dem Ereignis befassen. Während der vergangenen Generation hat sich die historische Forschung jedoch so radikal geändert, dass diese Annahme in Frage gestellt werden kann. Quantitative Forschungsmethoden benötigen die Erhaltung ganzer Aktenserien, worin die Akten ihren Wert nicht von der Einmaligkeit der Information, die sie enthalten, herleiten, sondern von der Ähnlichkeit ihrer Inhalte. Der Gebrauch psychologischer Forschungstechniken für die Entdeckung unbewusster Bedeutungen des Textes und die Anwendung von Methoden, die Information über das Leben halbliterarischer und analphabetischer Völker aus den Akten hervorholen sollen bedeutet, dass die Akten nicht mehr allein auf der Grundlage der spezifischen Information, die sie enthalten, bewertet werden können. Akten, die eventuell zerstört werden sollen, werden als Quellen für die Geschichte von Ereignissen der sehr nahen Vergangenheit gebraucht. Die historischen Auslegungen werden bleiben, aber es wird keine Möglichkeit geben, diese an Hand jener Quellen zu überprüfen. Der Archivar muss seine Kriterien der Bewertung und Benutzungsfreigabe im Lichte dieser neuen Tendenzen der historischen Forschung neu untersuchen.

Sergei L. Tikhvinskii, "A Joint Soviet-American Publication of Historical Documents"

The first effort of Soviet and American scholars and archivists to compile a source collection will come to fruition this year with the publication of a volume of documents

relating to the beginnings of Russian-American relations during the period 1765-1815. The project is sponsored by each country's department of foreign affairs and national archival administration, as well as by a prominent institute of scholarly research in each country. Two groups of editors, one Soviet and the other American, spent three years choosing pertinent documents from among the archives and manuscript collections of their respective countries. At a series of meetings held between 1977 and 1979, a joint editorial board reviewed each document recommended by the two editorial groups and approved the final selection. The work deals with the establishment of diplomatic, social, commercial, scientific, and cultural relations between Russia and the United States in the eighteenth and early nineteenth centuries. It consists of 560 documents of both public and private origin, arranged chronologically. Explanatory notes place the documents in their historical context, footnotes provide reference information, and several indexes help the reader to use the collection efficiently. Besides the textual materials, the collection contains drawings of cities involved in early commercial contacts, maps of North American sites made by Russian seafarers, and facsimiles of some of the most interesting manuscripts. A Russian-language edition is expected to appear in the Soviet Union at the same time as the English-language version is published in the United States.

Le premier effort de savants et archivistes soviétiques et américains vers la compilation d'une collection de sources portera ses fruits cette année avec la publication d'un volume de documents relatifs aux débuts des relations russo-américaines pendant la période 1765-1815. Ce projet est lancé par le Ministère des Affaires étrangères et par l'Administration des Archives nationales de chacun de ces deux pays, ainsi que par un institut célèbre de recherche savante dans chaque pays. Deux équipes d'éditeurs, l'une soviétique et l'autre américaine, ont passé trois ans à sélectionner les documents pertinents parmi les archives et collections de manuscrits de leurs pays respectifs. Lors d'une série de réunions tenues entre 1977 et 1979, un conseil de rédaction conjoint a revu chaque document recommandé par les deux équipes et a approuvé la sélection finale. L'ouvrage traite de la création de relations diplomatiques, commerciales, scientifiques, culturelles et de celles au niveau social entre la Russie et les Etats-Unis, au dix-huitième siècle et au début du dix-neuvième. Il contient 560 documents de sources publiques et privées, rangés chronologiquement. Des notices explicatives mettent les documents dans leur contexte historique, des renvois donnent les références, et divers index aident le lecteur à se servir efficacement de la collection. En plus des textes littéraires, la collection contient des dessins des villes ayant joué un rôle au début des premiers contacts commerciaux, des plans de sites nord-américains dessinés par des navigateurs russes, et des fac-similés de quelques-uns des plus importants manuscrits. Une édition en langue russe sortira de presse en Union Soviétique au moment même où la version anglaise sera publiée aux Etats-Unis.

El primer esfuerzo de eruditos y archivistas Soviéticos y Americanos para compilar una fuente de colecciones va a dar frutos este año con la publicación de un volumen de documentos relacionados al principio de las relaciones Ruso-Americanas durante el período 1765-1815. Este proyecto está patrocinado por los departamentos de relaciones exteriores y las administraciones nacionales de archivos de cada país, tanto como por un instituto prominente de investigaciones escolásticas en cada país. Dos grupos de editores, uno Soviético y el otro Americano, pasaron tres años escogiendo documentos pertinentes de sus archivos y colecciones de manuscritos en sus respectivos países. En una serie de conferencias llevadas a cabo entre 1977 y 1979, una junta editorial mixta

revisó cada documento recomendado por los dos grupos editoriales y aprobó la selección final. Esta publicación trata con el establecimiento de relaciones diplomáticas, sociales, comerciales, científicas y culturales entre Russia y los Estados Unidos en el siglo dieciocho y a principios del siglo diecinueve. La obra consiste de 560 documentos de origen público y privado, ordenados cronológicamente. Notas explicativas ponen los documentos en su contexto histórico, notas al pie de las páginas dan referencia sobre otras fuentes de información, y varios índices le ayudan al lector a usar la colección eficientemente. Además de materiales textuales, la colección contiene dibujos de ciudades en sus primeros contactos comerciales, mapas de locales norteamericanos hechos por marineros rusos, y reproducciones de algunos de los manuscritos más importantes. La edición en el lenguaje ruso se espera que aparezca en la Union Soviética al mismo tiempo que la versión en inglés esté siendo publicada en los Estados Unidos.

Das erste Bestreben sovietrussischer und amerikanischer Gelehrter und Archivare, eine Quellensammlung zusammenzustellen wurde mit der Veröffentlichung eines Aktenbandes über die Anfänge russisch-amerikanischer Beziehungen von 1765-1815 in diesem Jahre von Erfolg gekrönt. Das Projekt wurde von den Aussenministerien und von je einem bedeutenden Forschungsinstitut in den beiden Ländern gefördert. Zwei Redaktionsgruppen, eine sovietische und eine amerikanische, benötigten drei Jahre, um geeignete Akten in den Archiven und Manuskriptsammlungen in ihren jeweiligen Ländern auszuwählen. Auf einer Serie von Sitzungen zwischen 1977 und 1979 überprüfte ein gemeinsamer Redaktionsausschuss jede Akte, die von einer der beiden Redaktionsgruppen vorgeschlagen worden war und genehmigte die endgültige Auswahl. Das Werk befasst sich mit der Aufnahme diplomatischer, sozialer, kommerzieller, wissenschaftlicher und kultureller Beziehungen zwischen Russland und den Vereinigten Staaten im achtzehnten und frühem neunzehnten Jahrhundert. Es enthält 560 Akten öffentlichen und privaten Ursprungs, die chronologisch geordnet sind. Erklärende Bemerkungen setzen die Akten in ihren historischen Rahmen, Anmerkungen verschaffen Beleginformation, und verschiedene Indexe helfen dem Leser, die Sammlung erfolgreich zu benutzen. Ausser textlichen Materialien enthält die Sammlung Zeichnungen der Städte, die an frühen Handelsbeziehungen teilnahmen, Karten nordamerikanischer Plätze, die von russischen Matrosen gezeichnet wurden und Faksimilien einiger der interessantesten Manuskripte. Man erwartet, dass eine russische Ausgabe in der Sowietunion zur gleichen Zeit veröffentlicht wird wie die englischsprachige Version in den Vereinigten Staaten.

Michael G. Cook, "Teaching with Archives"

Many British archivists have taken on as a new professional responsibility the promotion of archives as educational resources for pupils under university age. They have developed a number of "teaching with archives" programs intended to awaken the interest of children and youths in archival materials and to introduce them to basic methods of archival research. These programs include the research project carried out at the repository itself in an educational searchroom furnished with special finding aids and display equipment; the exhibit of source materials taken to the school; the research project in which a body of records is transported to the school and worked on in the classroom; and the source collection, issued as a bound volume, a filmstrip, a set of slides, or a kit. British archivists experienced in this field recommend that interested professionals

organize an educational office within their repository to conduct the program. After having determined the age range of the pupils whom they want to work with, they should choose a subject of research related to something that the pupils are currently studying in school. They should select from their holdings documents which have strong visual appeal as well as relevance, and they should supplement the documents with non-archival materials. British archivists believe that their "teaching with archives" programs can be adapted to any repository whose staff members want to instill an appreciation of archival sources in children and youths.

Beaucoup d'archivistes britanniques ont pris en charge une nouvelle responsabilité professionnelle qui consiste à encourager l'utilisation d'archives dans l'enseignement aux élèves n'ayant pas atteint l'âge de l'enseignement supérieur. Ils ont formé des cours intitulés "l'enseignement par les archives" pour éveiller l'intérêt des enfants et adolescents pour les matériaux archivistiques et les familiariser avec les méthodes de base de la recherche archivistique. Ces programmes englobent le projet de recherche étudié dans une salle de recherche spécialement équipée d'instruments pour la découverte et de matériel d'exposition; une exposition de matériaux de base emmenés à l'école; le projet de recherche contenant un recueil de documents, emporté à l'école pour être étudié en classe; et la collection de sources en un volume relié, une pellicule de film, un jeu de diapositives, ou un ensemble d'instruments ("kit"). Des archivistes britanniques ayant acquis une certaine expérience dans ce domaine, recommandent que les professionnels intéressés aménagent une salle d'instruction dans leur dépôt d'archives aux fins d'y donner ce programme. Après avoir fixé l'âge des élèves avec lesquels ils désirent travailler, ils feraient choix d'un sujet de recherche directement en rapport avec celui que les élèves étudient en même temps à l'école. Parmi leurs collections, ils devraient sélectionner les documents ayant un grand attrait visuel et de l'applicabilité et les compléter par des matériaux non archivistiques. Les archivistes britanniques ont la conviction que leurs programmes "L'enseignement par les archives" peuvent être introduits dans tout dépôt d'archives dont les membres du personnel sont désireux d'inculquer une appréciation des ressources archivistiques aux enfants et adolescents.

Muchos archivistas británicos han tomado una nueva responsabilidad profesional al promover a los archivos como un recurso educacional para estudiantes que no han empezado su universidad. Ellos han desarrollado un número de programas de "enseñanza con archivos" tratando de despertar el interés en niños y jóvenes sobre materiales históricos y para introducirlos a los métodos básicos de investigación de archivos. Estos programas incluyen investigaciones llevadas a cabo en un repositorio en una aula educacional amueblada con guías especiales y exhibiciones; exposiciones de materiales originales llevados a las escuelas; investigaciones en la cual una colección de documentos es transportada a la escuela y ocupada en un aula; y una colección original emitida como volumen encuadernado, película, serie de transparencias o una combinación de éstas. Archivistas británicos con experiencia en este campo recomiendan que los profesionales interesados organicen una oficina educacional en su repositorio para manejar su programa. Después de haber determinado las diferentes edades de los estudiantes con los que se va a trabajar, ellos deben escoger un tema de investigación relacionado con algo que los estudiantes están estudiando en la escuela. Ellos deben seleccionar de sus colecciones, documentos que tengan una fuerte atracción visual tanto como pertinencia, y deben suplementar estos documentos con materiales no archivísticos. Archivistas británicos creen que sus programas de "enseñanza con archivos" pueden ser adaptados a

cualquier repositorio donde sus empleados quieran infundir a los niños y jóvenes un aprecio a la archivología.

Für viele britische Archivare ist die Erschliessung von Archiven für den Unterricht an Oberschulen zu einer neuen Berufsaufgabe geworden. Sie haben eine Reihe von "Mit den Archiven lernen"-Programme entwickelt, die bei Kindern und Jugendlichen Interesse für das in den Archiven aufbewahrte Material wecken und Grundzüge der Archivbenutzung vermitteln sollen. Diese Programme umfassen beispielsweise Forschungsprojekte, die in den Archiven selbst, und zwar in einem mit eigenen Findmitteln und Forschungshilfen ausgestateten Benutzerraum für Unterrichtszwecke durchgeführt werden; sodann schulinterne Ausstellungen von Quellenmaterial; Forschungsprojekte, bei denen Archivalien in die Schule gebracht und in den Klassenzimmern bearbeitet werden; ferner die Herausgabe von Quellensammlungen in gedruckter Form, als Film, als Diaserie oder als gemischtes Lehrmittelangebot. Britische Archivare, die bereits einschlägige Erfahrungen gesammelt haben, empfehlen die Einrichtung eigener Schulabteilungen innerhalb der jeweiligen Archivverwaltungen, um die Durchführung der Programme durch interessierte Archivare zu ermöglichen. Sobald feststeht, mit welchen Schuljahren gearbeitet werden wird, sollte ein Forschungsprojekt gewählt werden, das in Beziehung zum jeweiligen Lehrstoff steht. Es empfiehlt sich, aus den Archivbeständen vor allem solche Archivalien auszuwählen, die sowohl optisch ansprechend als auch historisch von Bedeutung sind. Die Archivalien sollten durch nichtarchivisches Material ergänzt werden. Die britischen Archivare glauben, dass ihr "Mit den Archiven lernen"-Programm von jeder Archivverwaltung übernommen werden kann, deren Mitglieder die Absicht haben, bei Kindern und Jugendlichen Verständnis für archivalische Quellen zu wecken.

Klaus Oldenhage, "Public Archives Administration and Training in the Federal Republic of Germany"

The turbulent political history of the German people is reflected in the varied provenance of their public records and in the wide dispersion of those records in archives throughout East and West Germany. The Bundesarchiv functions in West Germany as the repository for records of the central administration dating from 1949, when the Federal Republic was founded. Other holdings of the Bundesarchiv include some government records of the nineteenth and the first half of the twentieth centuries, and the private papers of individuals prominent in German affairs. Among its many activities, the Bundesarchiv sponsors a publications program and cooperates with the territorial state archives in solving problems of mutual concern. Staff members of the Bundesarchiv are planning for the construction of a new main repository in Koblenz. They are also working for the passage of a law recognizing the Bundesarchiv as a permanent institution of the central government.

The training of a public archivist in the Federal Republic consists of obtaining a university degree, serving a brief internship in a repository, and enrolling in an intensive program at the Archivists' School in Marburg (or, for Bavarian archivists, at a similar school in Munich). The Marburg program features courses in archival skills, palaeography, medieval law, and public administration. Some German archivists are urging

that as much emphasis be given in professional training to the care of modern archival records as to medieval documents. Even the management of current records has been suggested as a pertinent subject for archival training.

L'histoire politique turbulente du peuple allemand est reflétée dans les provenances variées de leurs documents publics et la grande dispersion de ceux-ci dans les archives à travers l'Allemagne de l'Est et de l'Ouest. En Allemagne de l'Ouest, les Archives fédérales (Bundesarchiv) font fonction de dépôts pour les documents de l'administration centrale à partir de 1949, quand la République fédérale fut fondée. Les autres possessions des Archives fédérales contiennent quelques documents de l'Etat du dix-neuvième siècle et de la première moitié du vingtième siècle, et les documents privés de personnes en vue dans les affaires allemandes. Parmi leurs activités diverses, les Archives fédérales ont lancé un programme de publications et coopèrent avec les archives territoriales de l'Etat à la solution de problèmes de préoccupation commune. La construction à Coblenz d'un nouveau dépôt principal d'archives est à l'étude au sein du personnel des Archives fédérales. Ils s'efforcent également à faire passer une loi instituant les Archives fédérales comme organe permanent du gouvernement central.

Pour être reconnu comme archiviste en matière d'archives publiques dans la République fédérale, il faut avoir un diplôme universitaire; avoir fait un stage de courte durée dans un entrepôt d'archives et avoir suivi un cours accéléré à l'Ecole d'Archivistique à Marburg (ou, dans le cas des archivistes bavarois, dans une école similaire à Munich). Le programme à Marburg comprend des cours d'archivistique, de paléographie, en lois médiévales et d'administration dans le domaine public. Certains archivistes allemands insistent pour que l'on attache tout autant d'importance à l'entretien des documents archivistiques modernes que médiévaux. On suggère même que la gestion de documents courants soit intégrée comme sujet pertinent dans la formation archivistique.

La turbulenta historia política del pueblo alemán es reflejada en la variada procedencia de sus documentos públicos, y en la ancha dispersión de estos documentos en archivos a través de Alemania Oriental y Occidental. El "Bundesarchiv" funciona en Alemania Occidental como el repositorio de documentos de la administración central desde 1949, cuando la República Federal fue fundada. En las colecciones del Bundesarchiv se encuentran algunos documentos del gobierno del siglo diecinueve y de la primera mitad del siglo veinte, y archivos particulares de individuos prominentes en asuntos alemanes. Entre muchas de sus actividades, el Bundesarchiv patrocina un programa de publicaciones y coopera con los archivos de los estados territoriales solucionando problemas de interés mutuo. Empleados del Bundesarchiv están planeando la construcción de un nuevo repositorio principal en Koblenz. Ellos también están tratando de pasar una ley que reconozca el Bundesarchiv como una institución permanente del gobierno central.

El entrenamiento de un archivista público en la República Federal consiste en obtener un título universitario, en servir un breve internado en un repositorio, y en matricularse en un programa intensivo en la Escuela de Archivistas de Marburg. Los archivistas de Bavaria se matriculan en una escuela similar en Munich. El programa en Marburg ofrece cursos en archivología, paleografía, ley medieval, y administración pública. Algunos archivistas alemanes están pidiendo que se le dé más énfasis al entrenamiento profesional para el cuidado de documentos modernos, igual al que se le da a los documentos medievales. Otros sugieren que la administración de documentos activos es un tema pertinente de entrenamiento en archivología.

Die zahlreichen Brüche in der politischen Geschichte des deutschen Volkes schlagen sich in einer Vielzahl von staatlichen Aktenprovenienzen und ihrer Verstreung über beide deutschen Staaten nieder. In Westdeutschland fungiert das Bundesarchiv als Aufbewahrungsstelle für das ab 1949 entstandene Schriftgut der Bundesregierung, da die Bundesrepublik am 1. September 1949 gegründet wurde. Die Bestände des Bundesarchivs schliessen ausserdem Akten des Deutschen Reiches aus dem neunzehnten und der ersten Hälfte des zwanzigsten Jahrhunderts und private Nachlässe von prominenten Persönlichkeiten ein. Innerhalb der grossen Bandbreite seiner allgemeinen Tätigkeiten fördert das Bundesarchiv ein Publikationsprogramm und arbeitet ständig eng mit den staatlichen Archiven in den deutschen Bundesländern zusammen, um beide Seiten gemeinsam betreffende Probleme zu lösen. Ein Mitarbeiter-Stab des Bundesarchivs betreibt die Planung für ein neues Archivgebäude. Ein ähnlicher Kreis ist mit der Ausarbeitung eines Gesetzes beauftragt, in dem das Bundesarchiv als ständige Einrichtung der Bundesregierung anerkannt wird, und setzt sich für die Verabschiedung dieses Gesetzes ein.

Ausbildung der Archivare in der Bundesrepublik besteht aus dem Erreichen eines Universitätsabschlusses, Absolvierung eines kurzen Praktikums in einem der Archive und dem Besuch der Archivschule in Marburg (bzw. einer ähnlichen Schule in Bayern). Das umfangreiche Programm der Marburger Archivschule enthält Fächer wie Archivkunde, Paleographie, mittelalterliches Recht und öffentliche Verwaltung. Einige deutsche Archivare drängen darauf, dass auf die gründliche Ausbildung in Fragen der Aufbewahrung und Aufbereitung neueren und neuesten Archivgutes genau so viel Wert gelegt werden sollte, wie es bei mittelalterlichen Urkunden der Fall ist. Ausserdem wurde vorgeschlagen, die gegenwärtige Registratur bei den aktenbildenden Stellen permanent als Fach für die Ausbildung in der Archivschule aufzunehmen.

Joshua C. Enwere, "The Acquisition of Records: The Nigerian Experience"

Records of archival value are deteriorating in the storerooms of Nigeria's federal and state government agencies, and they should be transferred as quickly as possible to the Nigerian National Archives for preservation. Accessioning has proved to be a difficult process, however, mainly because the National Archives has no explicit legal authority to acquire the records. In order to overcome the proprietary attitude of many officials toward the records of their agencies, teams of archivists visit government offices throughout the country and try to persuade the office heads to send non-current records to the National Archives. Each office director is assured that he will give administrative continuity to his office by having its records kept in the Archives, and that he will provide for future growth by freeing the office space and employee time currently being used to store and care for the records. Archival legislation now in preparation will facilitate accessioning by requiring government agencies to deposit their non-current records in the Nigerian National Archives. In addition to collecting federal and state government records, the National Archives acquires private papers of historical significance by donation and purchase. The most important of these private materials are Arabic manuscripts dated between the fifteenth and the nineteenth centuries, which the National Archives has obtained from certain Muslim families of northern Nigeria.

Des documents de valeur archivale se détériorent dans les dépôts du gouvernement fédéral du Nigéria et parastataux et devraient être versés le plus vite possible aux Archives nationales du Nigéria en vue de leur préservation. Toutefois, l'accession est un processus difficile, principalement parce que les Archives nationales n'ont légalement aucun droit d'acquérir des documents. Pour surmonter cette attitude de "propriété" adoptée par beaucoup de fonctionnaires lorsqu'il s'agit des documents de leurs agences, des équipes d'archivistes se rendent auprès des diverses agences de l'Etat à travers le pays afin d'inciter ceux en charge de verser les documents non courants aux Archives nationales. Ils insistent auprès de chaque détenteur d'un poste de direction qu'en agissant de la sorte, il assure la continuité administrative de ses services; contribue à l'expansion future en désencombrant les locaux et limite de beaucoup les heures de travail que son personnel passe présentement à l'emménagement et à l'entretien des documents. La législation à l'étude en matière d'archives facilitera l'accession, car elle obligera les agences de l'Etat à verser leurs documents non courants dans les Archives nationales du Nigéria. En plus du collectage de documents en provenance du gouvernement fédéral et parastataux, les Archives nationales font l'acquisition par des dons et achats de documents privés d'importance historique. Parmi les plus importants documents privés, on trouve des manuscrits arabes remontant à la période allant du quinzième au dix-neuvième siècles, offerts aux Archives nationales par certaines familles musulmanes du Nigéria du Nord.

Documentos de valor histórico se están deteriorando en las bodegas de las agencias federales y estatales del gobierno de Nigeria, y para conservarlos éstos deben ser trasladados lo más pronto posible a los Archivos nacionales de Nigeria. La adquisición de éstos a resultado ser un proceso difícil, principalmente porque los Archivos nacionales no tienen la autoridad legal explícita para adquirir los documentos. A fin de vencer la actitud posesiva de muchos oficiales hacia los documentos de sus agencias, equipos de archivistas visitan oficinas gubernamentales a través del país y tratan de persuadir a los directores de las oficinas a que manden los documentos que ya no usan a los Archivos nacionales. Cada director es asegurado que él dará continuidad administrativa a su oficina si sus documentos son guardados en los Archivos, y que el proveera espacio para su futuro crecimiento y se ahorrará tiempo que actualmente usa en cuidar y mantener esos documentos. Se está preparando legislación de archivos para facilitar la adquisición de documentos que requiere a las agencias gubernamentales que depositen sus documentos inactivos en los Archivos nacionales de Nigeria. Además de coleccionar documentos federales y estatales del gobierno, los Archivos nacionales adquieren documentos privados de significado histórico por medio de donación o compra. Los materiales privados más importantes son unos manuscritos árabes fechados entre los siglos quince y diecinueve, que los Archivos nacionales ha obtenido de ciertas familias musulmanes del norte de Nigeria.

Akten von historischem Wert sind in den Registraturen der nigerianischen Bundes- und Landesbehörden gefährdet. Um sie zu erhalten, sollten sie so schnell wie möglich in das Nationalarchiv überführt werden. Der Zugang ist sehr schwierig, weil das Nationalarchiv keine rechtliche Handhabe für die Übernahme der Akten besitzt. Um die Besitzansprüche vieler Beamter gegenüber den Akten ihrer Behörden zu überwinden, besuchen Archivare die Regierungsbehörden im ganzen Land. Sie versuchen die Büroleiter zu überreden, die nicht mehr für den laufenden Geschäftsverkehr benötigten

Akten dem Nationalarchiv zu übergeben. Jeder Büroleiter wird von der Notwendigkeit überzeugt, dem Archiv eine dauernde Erlaubnis für die Übernahme der Akten seiner Behörde zu geben, sodass dadurch für den künftigen Zuwachs viel Platz gewonnen wird und die Angestellten nicht mehr so viel Zeit für die Lagerung und Betreuung der Akten verschwenden. Das vorbereitete Archivgesetz wird die Übernahme dadurch erleichtern, dass von den Behörden die Überführung der nicht mehr für den Geschäftsverkehr benötigten Akten in das Nationalarchiv verlangt werden kann. Neben der Übernahme von Akten der Bundes- und Landesbehörden bemüht sich das Nationalarchiv darum, wertvolle Nachlässe von Privatpersonen zu erhalten oder zu kaufen. Die wichtigsten dieser Schriftstücke sind arabische Manuskripte aus dem fünfzehnten und neunzehnten Jahrhundert, welche das Nationalarchiv von verschiedenen muslimischen Familien aus dem Norden Nigerias erhielt.

Christopher Hurley, "New Archives Legislation for Australia"

The Australian Parliament is considering a bill which will give the national archival organization, presently functioning by administrative order, a firm basis in law. The archives bill proposes the establishment of a comprehensive system for preserving the Commonwealth's most valuable records and for making them readily available to the public. As a step toward accomplishing the goal of preservation, the bill provides the Australian Archives with the authority to accession the records of Commonwealth agencies at the latest when the records have reached 25 years of age. In order to ensure that all official records among the private papers of former government administrators end up in the custody of the Australian Archives, the bill encourages the Archives to acquire collections of non-public records that contain Commonwealth agency records or that relate closely in subject matter to such materials. The archives bill attempts to fulfill the second goal of making records readily available to the public by declaring that all Commonwealth agency records will be open at 30 years of age unless they fall under one or more of nine exemption categories. Individual archivists will decide according to the exemption criteria whether to withhold certain records for a period of time. An administrative appeals court will review the archivists' decisions and by its judgments will ultimately define the limits of public access. Although the archives bill has experienced delays in the legislative process, supporters of the measure are determined to have it brought to a vote of Parliament in the near future.

Le Parlement australien a à l'étude un projet de loi sur les archives qui donnera une ferme base légale à l'organisation des Archives nationales, fonctionnant jusqu'à présent sous la tutelle du gouvernement. Le projet propose l'établissement d'un système d'ensemble pour la préservation des plus importants documents du Commonwealth et leur accès au public. Pour atteindre le but de la préservation, le projet donne aux Archives australiennes le droit d'acquérir les documents des agences du Commonwealth au plus tard lorsqu'ils sont vieux de 25 ans. Afin de s'assurer que les Archives australiennes aient la garde de tous les dossiers officiels faisant partie des documents privés d'anciens administrateurs de l'Etat, le projet encourage les Archives à acquérir des collections de documents non publics qui contiennent des documents venant des agences du Commonwealth ou y étant étroitement liés. Le projet de loi sur les archives s'efforce

d'atteindre le second but: celui de rendre les documents accessibles au public en déclarant que tous les documents des agences du Commonwealth le seront lorsque vieux de 30 ans, à moins de tomber dans une ou plusieurs des neuf catégories d'interdiction. D'après les critères d'interdiction, des archivistes particuliers décideront si certains documents doivent être retenus pendant une période spécifiée. Une cour d'appel de l'Etat réexaminera les décisions prises par les archivistes et, d'après son jugement, déterminera ultérieurement les limites d'accès public. Bien que le projet de loi sur les archives ait subi quelque retard au cours de la procédure légale, ceux en faveur sont décidés de le proposer au Parlement.

El Parlamento australiano está considerando una ley que le dará a la organización de los Archivos nacionales, que actualmente funciona bajo una orden administrativa, una base legal firme. La ley de archivos propone el establecimiento de un sistema comprensivo para conservar los documentos más valiosos del Commonwealth, y para hacerlos fácilmente disponibles al público. Como un paso hacia realizar el objetivo de conservación, la ley le provee a los Archivos australianos con la autoridad para adquirir los documentos de las agencias del Commonwealth a más tardar cuando alcancen 25 años de edad. Para asegurarse que todos los documentos oficiales en las colecciones de documentos privados de antiguos administradores gubernamentales terminen en la custodia de los Archivos australianos, la ley le da estímulo a los Archivos para que adquiera colecciones de documentos privados que contienen documentos del Commonwealth o que se relacionen íntimamente en sustancia a tales temas. La ley de archivos tratará de cumplir con el segundo objetivo, de hacer los documentos fácilmente disponibles al público, al declarar que todos los documentos de las agencias del Commonwealth sean abiertos después de 30 años de edad, a menos de que caigan en una o más de las nueve categorías de excepción. Individualmente, los archivistas decidirán de acuerdo a la criteria de excepción si retener ciertos documentos por un período de tiempo. Una corte administrativa de apelación revisará las decisiones de los archivistas y definirá finalmente los límites de acceso público. Aunque la ley de archivos a sufrido retrasos en el proceso legislativo, partidarios de esa medida están determinados a traerla a voto en el Parlamento en un futuro próximo.

Das australische Parlament ist mit einer Gesetzesvorlage beschäftigt, die der nationalen Archivorganisation, die gegenwärtig aufgrund eines Ministerialerlasses tätig ist, eine stabile Gesetzesgrundlage geben soll. Das Archivgesetz schlägt die Schaffung eines umfassenden Systems vor, dass der Erhaltung der wertvollsten Akten dient und den Zugang für die Öffentlichkeit erleichtert. Als ein Schritt auf das Ziel der Aktenhaltung hin, soll das Gesetz dem Australischen Archiv die Befugnis geben, die Akten der Commonwealth-Dienststellen spätestens dann zu übernehmen, wenn sie 25 Jahre alt sind. Um sicherzustellen, dass alle amtlichen Unterlagen in den Nachlässen früherer Regierungsbeamter ins Gewahrsam des Australischen Archivs kommen, regt das Gesetz an, Sammlungen von nichtöffentlichen Schriftmaterialien, die Akten von Commonwealth-Behörden enthalten oder die in einem sachlichen Zusammenhang zu diesen stehen, zu erwerben. Das zweite Ziel, die Akten umgehend der Öffentlichkeit zur Verfügung zu stellen, versucht das Archivgesetz dadurch zu erreichen, indem es erklärt, dass alle 30 Jahre alten Akten der Commonwealth-Behörden für die Benutzung frei sind, es sei denn, sie fallen unter eine oder mehrere der neuen Ausnahmekategorien. Der einzelne Archivar wird gemäss der Ausnahmekategorien entscheiden, ob gewisse

Archivalien zeitweilig für die Benutzung gesperrt sind. Ein Verwaltungs-Berufungsgericht wird die Entscheidungen der Archivare nachprüfen und durch seine Urteile als letzte Instanz die Grenzen des Zugangs kennzeichnen. Obwohl die Archivgesetzvorlage im Gesetzgebungsprozess Verzögerungen erfahren musste, sind die Verfechter der Massnahme entschlossen, sie bald dem Parlament zur Abstimmung vorzulegen.



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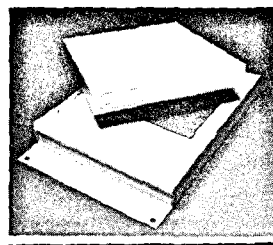
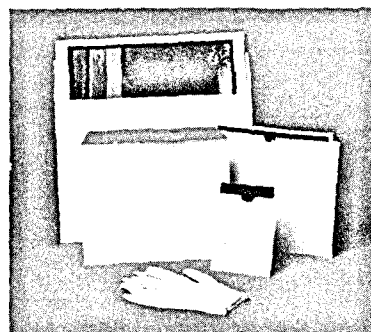
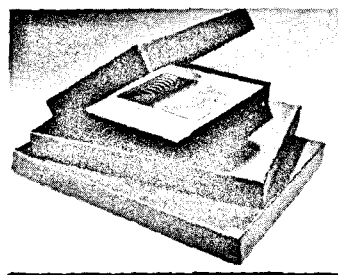
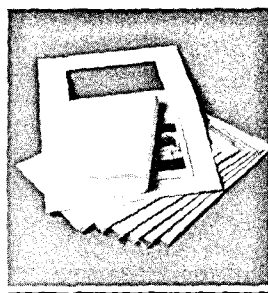
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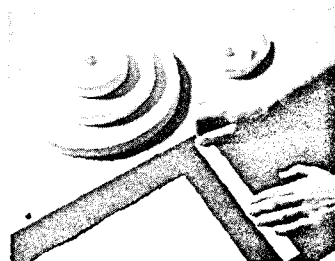
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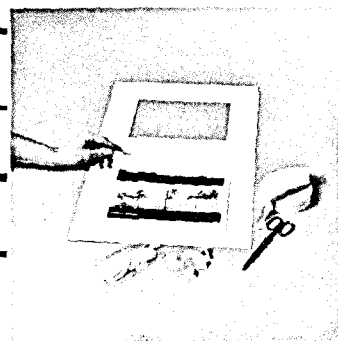
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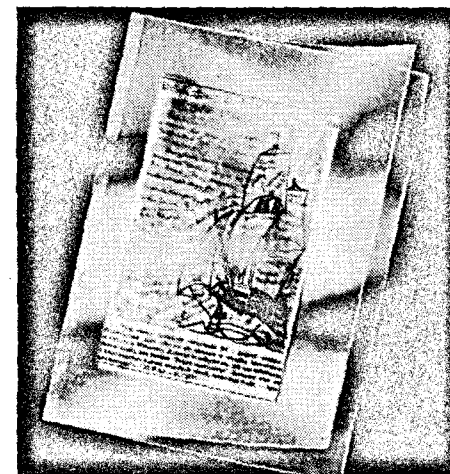
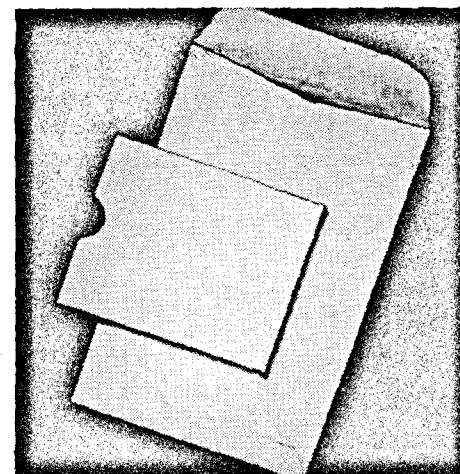
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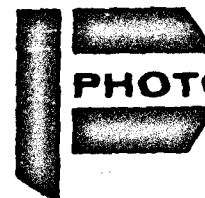
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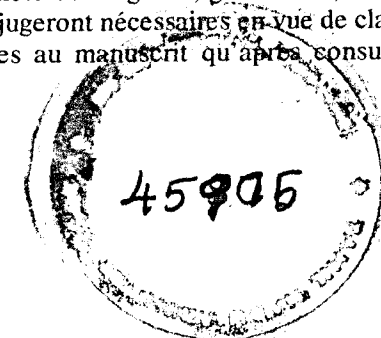
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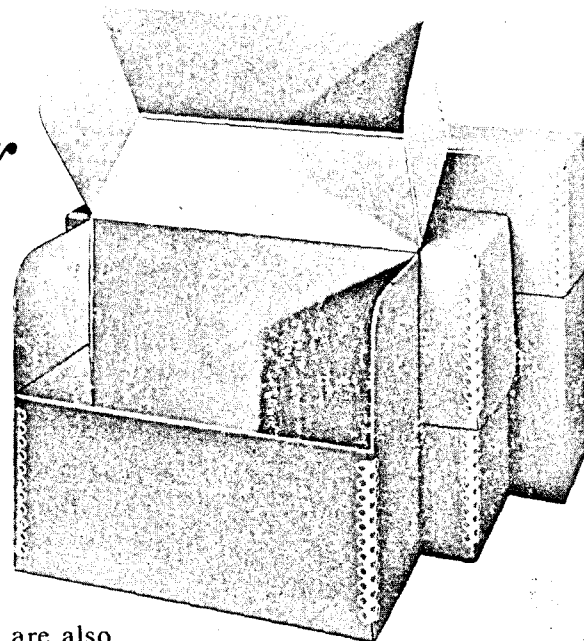
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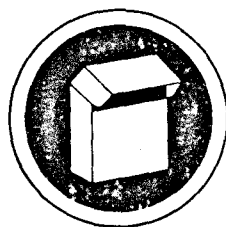
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