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ARCHIVES AND RESEARCH : A STUDY IN INTERNATIONAL COOPERATION BETWEEN UNESCO AND ICA

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Although archives have been preserved for some five millennia, their general use for scholarly research and the recognition that their preservation and administration constitutes a separate professional discipline are relatively recent developments. The right of public access to archives had been proclaimed during the French Revolution, but in many parts of the world political and economic obstacles, as well as the lack of even the most general types of finding aids, still prevent effective scholarly utilization of archival resources. Specialized manuals on archives date from at least the seventeenth century, but until recent years such manuals were generally based on administrative traditions and record-keeping practices unique to a particular political entity, and rarely have such manuals been the result of research in archival theory and practice (1). It was not until the organization of Unesco in 1946, and of the International Council on Archives (ICA) four years later, that the instrumentalities were created that would be able to promote effectively in all parts of the world the scholarly use of archives — research in archives — and their administration on a professional basis — through archival research.

Basic to the success that has been achieved in promoting this dual objective has been Unesco's very close working relationship with the ICA, which, appropriately, it helped to establish. Unesco, faced from its inception with worldwide challenges in the fields of education, science, culture and communication, turned immediately to specialized and non-governmental international organizations for their support and active cooperation. Where such organizations did not exist at the international level, such as in the area of archives, Unesco assisted in their creation. Thus at the first session of the General Conference of Unesco in 1946, the delegation of the United States of America proposed a consultation to study and make proposals on the status of archives. The General Conference approved this proposal, and two years later Unesco convened in Paris a small international group of experts to advise it on archival problems and needs. The group, which included archivists from the Netherlands, Norway, the United Kingdom, France, Italy, Czechoslovakia, the United States of America, and Mexico, proposed the creation of an International Council on Archives, which, with the support of Unesco, was formally organized during the First International Congress on Archives which met in Paris in 1950. It is therefore understandable that the world-wide development of archives during the past four decades has been based largely upon the close and fruitful collaboration of these two organizations.

(1) On the antiquity of archives see particularly Ernst Posner, *Archives in the Ancient World*, Combridge, 1972, and on the evolution of archives administration, the writings listed in Frank B. Evans, comp., *The History of Archives Administration : A Select Bibliography (Documentation, Libraries and Archives : Bibliographies and Reference Works, 6)*, Paris, Unesco, 1979, and in the « Basic International Bibliography of Archive Administration », *Archivum*, XXV, 1978.

EARLY INTERNATIONAL ACTIVITIES

In promoting research in archives and archival research, Unesco and the ICA were able to build upon several earlier international efforts in these areas. An International Congress of Librarians and Archivists had met in Brussels in 1910 ; the archival representatives, most of whom came from Western Europe and represented the major archival traditions, had secured endorsement by the Congress of the principle of « respect des fonds » as the basis for all archival activity, and had made plans for periodic future international meetings of archivists. Within a few years, however, the outbreak of World War I ended this early professional movement.

Following World War I, and this time in conjunction with the historical profession, archivists participated in a newly-established International Institute for Intellectual Cooperation, which proved to be a predecessor of Unesco. This Institute organized a group of archival experts which compiled and published in 1934 the first volume (Europe) of a projected multi-volume international guide to archives. The group also began the preparation of an international archival glossary, but following the withdrawal of Germany from the League of Nations the group ceased its activities (2). As part of the preparations for the First International Congress on Archives in 1950, however, the early guide project was revived and resulted in compilation of a bibliography of guides to European archives published since 1934 and of guides to archives in other countries published since 1900. This was the first publication resulting from cooperation between Unesco and ICA. Rather curiously, it appeared not as a publication of either organization but as an article in the journal of the International Federation for Documentation, under the title, « Bibliographie sélective des guides d'archives : supplément au Guide internationale des archives, t. I, Europe (1934) » (3).

RESEARCH IN ARCHIVES

To summarize the work of Unesco and ICA in promoting research in archives — in the broadest sense of that phrase — would require a review of all archival activities of both organizations, for unless archives are first identified and brought into archival custody, adequately housed, and professionally administered, their effective utilization for scholarly research cannot be assured. For present purposes, however, consideration will be given primarily to those activities that directly promoted and facilitated access to archives for scholarly research. The first major activity of this type by Unesco with ICA support was the microfilming of older records and manuscripts to help ensure the preservation of their informational content.

(2) On the beginnings of international archival cooperation and the background of the Unesco-ICA relationship, see Oliver W. Homes, « Toward an International Archives Program and Council, 1945-1950 », *American Archivist* XXIX, 1976, pp. 287-299 ; and Robert-Henri Bautier, « Twenty years on international co-operation in archives work », *Unesco bulletin for libraries*, XIX, 1965, pp. 317-318. On the general history of ICA see Eckhart G. Franz, « Der Internationale Archivrat : Vergangenheit, Gegenwart, Zukunft », *Archivum* XXIX, 1982, pp. 155-173.

(3) Robert-Henri Bautier, comp., « Bibliographie sélective des guides d'archives : supplément au Guide internationale des archives, t. I, Europe (1934) », *Journal of documentation*, IX, 1953, pp. 1-45.

MICROFILMING OF ARCHIVES

At the request of several of Unesco's member states, in 1954 the eighth session of Unesco's General Conference authorized the creation of a mobile microfilming unit. Upon the request of a member state this would be placed at its disposal to assist in preserving deteriorating records and rare library materials. Unesco loaned not only the technical equipment, but provided the services of an expert in microphotography to do the filming and to direct practical training on site; the country requesting the services of the unit designated the materials to be microfilmed and provided the film and all necessary facilities. Eight Latin American and Caribbean countries participated in the initial project; they were, successively, Paraguay, Panama, El Salvador, Honduras, Dominican Republic, Barbados, Peru and Chile. A guide to the more than 2 million pages of materials filmed in these countries was published in 1963 by the Pan American Institute of Geography and History under a contract with Unesco. To make copies of the microfilm more readily available to research institutions and scholars, Unesco contracted with the Institute to maintain copies of the microfilms at its headquarters in Mexico City, and with the Centre for Scientific and Technical Documentation in that city to make purchase copies available at a reduced price. From the Latin American region the microfilm unit moved to the Arab states, and copies of the microfilms it made in the four states in that region that requested its services — Morocco, Libya, Syria, and Egypt — were eventually placed in the Cairo Institute for Manuscripts, with the Egyptian Centre for Scientific Documentation of the Council for Research assisting in making sale copies available.

The early success of this program prompted the twelfth session of Unesco's General Conference in 1962 to authorize the creation of a second mobile unit, which was active chiefly in five countries in South-East Asia; Cambodia, Singapore, India and Ceylon (Sri Lanka). Copies of the microfilms created by this unit were eventually deposited in and made available through the Oriental Library in Tokyo (4). By 1970, however, this program had largely run its course. There was few new requests received from member states. Administrative problems had developed regarding the mobile units and administrative costs for the program had greatly increased. More important, however, was the growing recognition that microfilming was, at best, an emergency measure for badly deteriorated and threatened archives and manuscripts; it should not be used to replace or to delay the creation of an adequate archival program (5).

GUIDES TO SOURCES FOR THE HISTORY OF NATIONS.

A second major activity during this period was the development of a long-term project by Unesco and ICA for the preparation and publication of several

(4) For further details of this program see the article by the first director of the microfilm unit, J. Sevillano Colom, « The Unesco Microfilm Unit in Latin America », *Unesco bulletin for libraries*, XVI, 1962, pp. 182-186; and « Unesco and Archives », *Unesco chronicle*, XIV, 1968, pp. 1-2. In the later stages of this project, microfilming was also done in the Philippines, Nepal, Iraq, Algeria, Ethiopia and Sierre Leone.

(5) See « New Programme for Archives Preservation Continues the Work of Unesco's Mobile Microfilm Units, (Unesco) *Bibliography, Documentation, Terminology*, X, 1970, pp.48-49.

series of « Guides to the sources of the history of nations ». Such guides would not only directly promote scholarly research, but would be of particular value to former colonies in locating archival and other historical materials located in repositories in other countries but essential to the understanding and the writing of their own early history. With the dissolution of colonial empires following World War II, the number of independent countries has almost tripled, which accounts for the wide-spread support and timeliness of this project. The project was approved by Unesco's General Conference at its tenth session in 1958 and is still continuing (6). The first series of guides, on sources for the history of Latin America and the Caribbean, currently consists of twelve volumes. It includes guides, listed in order of date of publication, to sources in repositories in Belgium (1967) ; Denmark, Norway and Sweden, (one volume 1968) ; Netherlands (1968) ; Spain (2 volumes ; 1966 1969) ; Vatican (1970) ; German Democratic Republic (1971) ; Federal Republic of Germany (1972) ; British Isles (1973) ; United States of America (National Archives only, 1974) ; Italy (1976) ; and France (1984) (7).

The second series of guides, on sources relating to Africa south of the Sahara, currently consists of eleven volumes. It includes guides, listed in order of publication date, to sources in the Federal Republic of Germany (1970) ; Spain (1971) ; Denmark, Norway and Sweden (1 volume, 1971) ; France (2 volumes : 1971, 1976 ; separate index volume, 1976) ; Italy (2 volumes : 1971, 1972) ; United States of America (National Archives only, 1977) ; Netherlands (1978) ; and the

(6) On the early history of this project see Charles Kecskemeti, « Sources of National History », *Unesco bulletin for libraries*, XVIII, 1964, pp. 110-113, 117.

(7) The volumes referred to are :

Léone Liagre et Jean Baerten, *Guide des sources de l'histoire d'Amérique latine conservées en Belgique*. Bruxelles, Archives Générales du Royaume 1968, 132 p.

Magnus Morner, *Fuentes para la historia de Ibero-América, Escandinavia*. Stockholm, Kungl. Boktryckeriet P.A. Norstedt & Soner, 1968, 105 p.

M.P.H. Røssingh, *Guide to the Sources in the Netherlands for the History of Latin America*. The Hague, General State Archives. 1968, 232 p.

Archivo Histórico Nacional, *Guía de fuentes para la historia de Ibero-América conservadas en España*. Madrid, Dirección General de Archivos y Bibliotecas, vol. 1, 1966, 609 p. ; vol. 2, 1969, 780 p.

Lajos Pasztor, *Guida delle fonti per la storia dell'America Latina negli archivi della Santa sede e negli archivi ecclesiastici d'Italia*. Città del Vaticano, Archivio Vaticano, 1970, 665 p. (*Collectanea Archivi Vaticani*, 2).

Staatliche Archivverwaltung, *Übersicht über Quellen Zur Geschichte Lateinamerikas in Archiven der Deutschen Demokratischen Republik*. Potsdam, Staatliche Archivverwaltung, 1971, 122 p.

Renate Hauschild-Thiessen, und Elfriede Bachmann, *Führer durch die Quellen zur Geschichte Lateinamerikas in der Bundesrepublik Deutschland*. (*Veröffentlichungen aus dem Staatfarchiv der Freien Hansestadt Bremen*, 38), Bremen, Carl Schunemann Verlag, 1972, 437 p.

Peter Walne, *A Guide to the Manuscript Sources for the History of Latin America and the Caribbean in the British Isles*. London, Oxford University Press, 1973, 580 p.

George S. Ulbarri, and John P. Harrison, *Guide to Materials on Latin America in the National Archives of the United States*. Washington, National Archives and Records Service, 1974, 489 p.

Elio Lodolini, *Guida delle Fonti per la Storia dell'America Latina esistenti in Italia*. Roma, Direzione generale degli Archivi di Stato, 1976, 405 p.

Archives de France, *Guide des sources de l'histoire de l'Amérique latine et des Antilles dans les Archives françaises*. Paris, 1984, 711 p.

Vatican (1983) (8). The third and final series in this project will consist of guides to sources for the history of North Africa, Asia and Oceania. The ten volumes published to date describe sources in Belgium (1972); France, sources for Asia and Oceania (Archives, 1981; National Library, 1981); Denmark (1980); Finland, Norway and Sweden (1 volume, 1981); Netherlands (2 volumes; To 1976, and 1796-1949); Federal Republic of Germany (1984); and France, sources for the Near East and North Africa (Archives, 1985 ; National Library, 1985) (9).

All three series of guides are arranged by countries and the individual volumes describe the relevant holdings of one or a number of repositories within each country (except for the Scandinavian volumes). Because of the wide variations that exist among archival traditions, and particularly in descriptive practices, sometimes entire fonds or groups or collections are described only briefly in collective terms, while in other cases single file units and even individual documents are listed in detail. The third series had attracted the widest participation 17 countries. In addition to those that have already published volumes in this

8) The volumes referred to include :

Quellen zur Geschichte Afrikas südlich der Sahara in den Archiven der Bundesrepublik Deutschland, Zug, Inter Documentation Company AG, 1970, 126 p.

España : *Guía de Fuentes para la Historia de Africa Subsahariana*. Zug, Inter Documentation Company AG, 1971, 210 p.

Scandinavia Sources for Subsahara Africa in Denmark, Norway and Sweden. Zug, Inter Documentation Company AG, 1971, 101 p.

Sources de l'histoire de l'Afrique au Sud du Sahara dans les archives et bibliothèques françaises. I. Archives. Zug, Inter Documentation Company AG, 1971, 959 p.

Guida delle Fonti per la Storia dell'Africa a Sud del Sahara esistenti in Italia. Zug, Inter Documentation Company AG, vol. 1, 1972, 499 p.; vol. 2, 1972, 907 p.

Sources de l'Histoire de l'Afrique au Sud du Sahara dans les Archives et Bibliothèques françaises. II. Bibliothèques. Zug, Inter Documentation Company, 1976 932 p. *Index : Sources de l'Afrique au Sud Sahara dans les Archives et Bibliothèques françaises*. Zug, Inter Documentation Company, 1976, 178 p.

Aloha South, *Guide to Federal Archives relating to Africa. (The Archival and Biographic Series)*, Washington, Crossroads Press, 1977, 556 p.

Marius P. Roessingh and W. Visser, *Guide to the Sources of the History of Africa, South of the Sahara, in the Netherlands*. München, Verlag Doëumentation Saur KG, 1978, 241 p.

Lajos Pasztor, *Guida delle Fonti per la Storia dell'Africa a Sud del Sahara negli Archivi della Santa sede e negli Archivi Ecclesiastici d'Italia*. Zug, Inter Documentation Company, 1983, 537 p.

(9) Volumes in the third series published to date include :

Emile Vandewoude, et André Vanrie, *Guide des sources de l'histoire d'Afrique du Nord, de l'Asie et de l'Océanie conservées en Belgique*. Bruxelles, 1972, 622 p.

C. Rise Hansen, *The Danish National Archives : Guide to the Sources of the History of North Africa, Asia and Oceania in Denmark*. Copenhagen : Danish National Archives, 1980, 842 p.

Sources de l'histoire de l'Asie et de l'Océanie conservées dans les archives et bibliothèques françaises. 1ère partie : Les Archives. München, K.G. Saur verlag KG, 1981, 593 p. ; *2ème partie : Bibliothèque nationale*. München, KG. Saur Verlag KG, 1981, 315 p.

B. Federley, et. al., *Sources of the History of North Africa, Asia and Oceania in Finland, Norway and Sweden*. München, K.G. Saur Verlag KG, 1981, 233 p.

Marius P. Roessingh, *Sources of the History of Asia and Oceania in the Netherlands. Part. I : Sources up to 1976*. München, K.G. Saur Verlag K.G., 1982, 337 p.

Frits G. Jaquet, *Sources of the History of Asia and Oceania in the Netherlands. Part. II : The Sources 1976-1949*. München, K.G. Saur Verlag K.G., 1983, 547 p.

Ernst Ritter, *Quellen zur Geschichte Asiens und Ozeaniens in Archiven der Bundesrepublik Deutschland*. München, K.G. Saur Verlag KG, 1984, 386 p.

Sources de l'Histoire du Proche Orient et de l'Afrique du Nord dans les Archives et Bibliothèques françaises. 1ere partie : Archives. München, K. G. Saur Verlag KG, 1985 ; *2ème partie : Bibliothèque nationale*. München, K.G. Saur Verlag KG, 1985, 490 p

series, guides are also in preparation in Austria, Czechoslovakia, German Democratic Republic, Hungary, Italy, Portugal, Spain, Vatican, and Yugoslavia. The languages in which the individual volumes have been published are English, French, German, Italian and Spanish ; plans call for publication of documents in oriental languages in a separate volume. These important series of guides deserve to be more widely publicized and distributed, especially in the developing countries where they would be of particular value to scholars and students.

SPECIALIZED GUIDES.

Much less elaborate but also important has been the project to prepare a guide to the archives of international organizations. Originating with the ICA section of Archivists of International Organizations, which prepared the detailed plan for the project and compiled the initial draft of the first part, the guide will consist of three parts published in two volumes. The initial part was published by Unesco as *Guide to the archives of international organizations : Part I. The United Nations System* (1984) (10). Part 2, a guide to archives of international organizations and papers of their officials now in other repositories, and part 3, a guide to the archives of international intergovernmental organizations not part of the United Nations system and of international non-governmental organizations, have also been completed and are awaiting publication by Unesco as a single volume in its document series. An accomplishment equally noteworthy was the cooperative preparation and publication of a guide to the sources for the history of the architecture and construction of the capitals of Europe (11).

Of the preparing of guides to archival materials there is obviously no end, particularly of guides to archives relating to historical periods and events, geographic areas, and subjects. Representative of these types of guides are four recent publications resulting from Unesco and ICA cooperation; a guide to archives and manuscripts relating to Sri Lanka and located in major London repositories (12), a guide to archives relating to India and located in major repositories in France and Great Britain (13), a guide to records relating to science and technology and located in the National Archives of India (14), and a parallel

(10) Lowell H. Hattery, ed., *Guide to the archives of international organizations : Part I. The United Nations systems (Documentation, Libraries and Archives : Bibliographies and reference works, 6)*, Paris, Unesco, 1984, 289 p. On this project see also Raymond Manning, Gilberte Perotin and Sven Welander, *Preparation of a Guide to the Archives of International Organizations in the United Nations System and Other International Organizations, Preliminary Study*, Paris, Unesco, 1976 available also in French ; and Raymond Manning, Gilberte Perotin and Sven Welander, comps, and eds., *Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary version (PGI/79/WS/7)*, Paris, Unesco, 1979, 301 p.

(11) *The capitals of Europe/Les Capital en de l'Europe : Guide to the Sources for the History of their Architecture and Construction/Guide des sources de l'architecture et de l'urbanisme*, Corvina, 1980, 359 p.

(12) G.P.S.H. de Silva, *A Survey of Archives and Manuscripts Relating to Sri Lanka and Located in Major London Repositories (PGI/81/WS/4)*, Paris, Unesco, 1981, 100 p.

(13) P.S.M. Moideen, *A Survey of Archives Relating to India and Located in Major Repositories in France and Great Britain (PGI/82/WS/19)*, Paris, Unesco, 1983, 69 p.

(14) S.A.I. Tirmizi, *Guide to Records Relating to Science and Technology in the National Archives of India : A RAMP Study (PGI/82/WS/12)*, Paris, Unesco, 1982, 84 p.

guide to sources for the history of science and technology in the British Public Records office (15). While serving the broader purposes of scholarship, each of these guides was also intended to serve specific purposes. The guides to materials in select British and French repositories relating to Sri Lanka and India were intended to assist the National Archives of these two countries in identifying relevant documents as a necessarily preliminary to obtaining microfilm copies. These copies would both supplement original archival holdings and facilitate scholarly research. The latter two guides would be of value not only to historians of science and technology, but were intended to serve as models for other countries and to call the attention of information planners, particularly those involved in planning regional and international information systems in science and technology, to the unique and valuable information available in the archives of their own countries (16). This emphasis upon not only the historical value of archives but also their importance for public administration and for economic and social development has been one of the important features of the Unesco-ICA program (17).

LIBERALIZATION OF ACCESS

Paralleling these efforts to promote the scholarly use of archives has been a continuing concern with liberalizing access to archives. Indeed, these related problems are joined in the ICA Constitution, which declares that one of the general objectives of the organization is «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 » (18). Concern with problems of access is a theme that runs through the proceedings of the Congresses of the ICA, which were held at three year intervals between 1950 and 1956, and at four year intervals after that date. Since Unesco shares this concern with problems of access, it is appropriate that a significant percentage of the annual subvention which Unesco provides to ICA has been used to support publication of the ICA journal *Archivum*, which publi-

(15) Michael Jubb, *Guide to the Records Relating to Science and Technology in the Public Record Office : A RAMP Study (PGI/84/WVS/9)*, Paris, Unesco, 1984, 321 p.

(16) The multiple purposes the three guides are intended to serve are indicated in the Unesco-written preface to each.

(17) See particularly Robert Marquant, 'l'Archives and economic and social development, *Unesco bulletin for libraries*, XVI, 1962, pp. 234-238 ; Guy Duboscq, 'The importance of modern archives for the developing countries', *ibid.*, XVII, 1963, pp. 259-263 ; Jean-Jacques Valette, *Le Role des archives dans l'administration et dans la politique de planification dans les pays en voie de developement (COM/WS/281)*, Paris, Unesco, 1972, 79 p. ; F.R.J. Verhoeven, *The Role of Archives in the Public Administration and National Planning Policy of Developing countries, with Particular Reference to South-East Asia (COM/WS/284)*, Paris, Unesco, 1972, 73 p. ; F.I. Doljih, « The Importance of Archives for Science and Technology », *Unesco Bulletin Libraries*, XXIX, 1975, pp. 331-335 ; Guy Duboscq, « The Educational Role of Archives », *ibid.*, XXI, 1970, pp. 205-210 ; Eric de Grolier, *The Organization of Information Systems for Government and Public Administration (Documentation, Libraries and Archives : Studies and Research, No. 8)* Paris, Unesco, 1979, 163 p. available also in French ; Morris Rieger, « The Function of Archives in Public Administration », *Unesco Bulletin for Libraries*, XXVII, 1973, pp. 40-42 ; and James B. Rhoads, *The Role of Archives and Records Management in National Information Systems : A RAMP Study (PCI/93/21)*, Paris, Unesco, 1983, 56 p.

(18) International Congress on Archives, *Directory 1985*, Bruxelles, 1985, 53 p.

shes the proceedings of ICA Congresses (19). To help focus attention on problems of access an Extraordinary ICA Congress was held in Washington, D.C. in 1966, with « Archives for scholarship » as its central theme (20). Following this Congress a major and largely successful effort was made in many countries to reduce the « closed period » for archives from 100 to 75 or 60 years to 30 or even to 20 years ; the international standard is now about 30 years. Other proposals by the Extraordinary Congress to liberalize access, such as adoption of an international reader's identification card, and the use of microfilm as a publication medium for entire series or classes of archives, have not to date gained widespread acceptance (21).

Problems of access have also been central to the activities of the International Round Table on Archives, which began as a parallel organization to ICA but has now been incorporated into ICA. Because of the large attendance at the ICA congresses from their inception, it was felt that this forum did not provide adequate opportunity for the heads of national archival agencies to discuss thoroughly the problems they confronted, and to coordinate their plans and programs. A decision was then made to convene periodic conferences of a limited number of agency heads, presidents of national archival associations, and selected experts. The results was creation of an International Round Table on Archives, which has met annually since 1954 in the years between ICA Congresses. To help enable heads of archival services in developing countries to participate in the Round Table Conferences, ICA proposed to Unesco that part of its subvention be used to cover their travel and related costs, a proposal which Unesco fully endorsed. As in the case of the Congresses the problems of scholarly use of and access to archives have been a major theme of reports prepared for and discussions of the Round Tables, whose proceedings have also been published. Especially relevant in this respect are the proceedings of the Fifth Round Table Conference (Lisbon, 1959), on archives in the service of historical research ; the Tenth (Copenhagen, 1967), on problems in liberalization of access ; the Twentieth (Oslo, 1981), on orienting users of archives ; and the Twenty-third (Austin, 1985), on the right of privacy and access to archives. The basic working document for the Austin Round Table was a 1983 study of « Obstacles to the Access, Use and Transfer of Information from Archives » prepared for Unesco by ICA (22). Currently in progress is a study on access to the records of international organizations.

(19) For the proceedings of the 1st (Paris, 1950) Congress, see *Archivum*, I, 1951 ; the 2nd (The Hague, 1953) Congress, *ibid.*, III, 1953 ; the 3rd (Florence, 1956) Congress, *ibid.*, VI 1958, the 4th (Stockholm, 1960) Congress, *ibid.*, X, 1962 ; the 5th (Brussels, 1964) Congress, *ibid.*, XIV, 1968 ; the 6th (Madrid, 1968) Congress, *ibid.*, XVII, 1970 ; the 7th (Moscow, 1972) Congress, *ibid.*, XXIV, 1976 ; the 8th (Washington, 1976) Congress, *ibid.*, XXVI, 1979 ; and the 9th (London, 1980) Congress, *ibid.*, XXXIX, 1982.

(20) The proceedings of this congress are printed in *Archivum*, XVI, 1969.

(21) See especially Charles Kecskeméti, *La libéralisation en matière d'accès aux archives et la politique de micro-filmage*, Paris, International Congress on Archives, 1968 ; and Alfred Wagner, « The policy of access to archives : from restriction to liberalization », *Unesco bulletin for libraries*, XXIV, 1970, pp. 73-6, 116.

(22) A complete listing of the published proceedings of Round Table Conferences is given in International Council on Archives, *Directory 1985*, Bruxelles, 1985, pp. 78-80. The study used at the Austin Round Table was Michel Duchéin, *Obstacles to the Access, Use and Transfer of Information from Archives : A RAMP Study* (PGI/83/WS/20), Paris, Unesco, 1983, 80 p. Available also in French and Spanish.

ARCHIVAL DIRECTORIES

Supporting the above activities in promoting access to and the scholarly use of archives has been the publication by ICA of a number of international and regional directories of archival repositories. The first of the international directories appeared in *Archivum* in 1956 (23). This was supplemented in 1969 with a volume providing more detailed information on major archival repositories (24), and these two publications were superseded in 1975 with a greatly expanded international directory (25). An updated edition of this directory is currently in progress. To these ICA publications has been added a directory of information services, including archival agencies, in Africa, published in 1977 by Unesco (26). Also intended to promote archival research, and to build upon the foundation established by the 1954 bibliography of guides is a project, currently in progress by ICA under contract with Unesco, to prepare and publish an updated international bibliography of directories and guides to archival repositories. Since most archival directories and guides are published by archival agencies rather than by commercial publishers, they are not widely reviewed or widely known. This project is intended to assist in overcoming that obstacle to the wider understanding and use of archives.

ARCHIVAL RESEARCH

Underlying and supporting these efforts to promote wider and more effective use of archives is a broad-based program aimed at developing the professional administration of archives in all parts of the world. As with activities to encourage and facilitate research in archives, a full discussion of Unesco and ICA activities intended to contribute to the development of the theory and practice of archival administration would encompass all archival activities of Unesco and all activities of ICA. This would include the many activities of ICA organs, including its professional and technical committees, sections, and working groups, including those of its regional branches. For Unesco a summary would include not only the pilot and demonstration projects it has established and supported, but also the hundreds of consultant missions it has organized; the grants it has made for scholarships, advanced studies, the purchase of specialized and technical equipment; and the funds it has made available for organizing and conducting national, regional and international seminars, workshops and similar professional training activities.

In recounting Unesco-ICA efforts to promote research in archives, attention was given only on those activities directly related to this objective. Similarly, in tracing Unesco-ICA contributions to archival research, the emphasis will be placed on those activities directly intended to promote the development of the archival profession.

(23) « International Directory on Archives », *Archivum*, V, 1956, 253 p.

(24) « The Great Archive Repositories of the World, » *ibid.*, 1969, 374 p.

(25) « International Directory on Archives (as of January, 1975) », *ibid.*, XXII-XXIII, 1975 480 p.

(26) Dominique Zidouemba and Eric de Grolier, *Directory of documentation, libraries and archives services in Africa/Répertoire des services de documentation, de bibliothèques et d'archives d'Afrique*, 2nd ed. (*Documentation, libraries and archives : bibliographies and reference works*, No. 5). Paris, Unesco, 1977, 311 p.

BIBLIOGRAPHY AND TERMINOLOGY

Basic to the development of any profession are the fields of bibliography and terminology, especially in an international context. Recognizing the importance of these two areas, ICA shortly after its establishment began the publication of periodic international bibliographies and created a Committee on Terminology. The first bibliography covered the period 1948-1952 and was published as part of *Archivum* in 1953. Annual or biennial supplements for the years 1953-1957 appeared in several of the following issues, and in 1964 a single volume of *Archivum* was devoted exclusively to a bibliography for the 1958-1959 period (27). At this point, and primarily because of lack of the necessary resources, ICA was forced to abandon its efforts to provide comprehensive current listings. It did not entirely abandon the field, however, and most valuable has been the 1978 volume of *Archivum*, which constitutes a retrospective «Basic International Bibliography of Archives Administration» (28).

Unesco's major contributions in the bibliographic area have been its publication in 1979 of a *History of Archives Administration : A Select Bibliography* (29), and of a listing in 1983 of writings on archives which it has published or that were published with its assistance (30). ICA under contract with Unesco also prepared a study of the extent to which archival and records management journals were included in the major indexing and abstracting services (31); the findings of this study have since been instrumental in obtaining coverage of such journal by one of the major library and information science services.

In the terminology field, the ICA committee produced a *Lexicon of Archival Terminology* which was published in 1964 (32). Reflecting archival theory and practice in the 1950's, this lexicon, which consisted of terms defined in French with equivalent terms in English and a number of other western European languages, was soon outdated by both the development of records management and of technological developments, particularly in preservation and restoration, reprographics, and automation. With initial assistance from Unesco, a new ICA committee began work in 1977 and in 1984 ICA published a *Dictionary of Archival Terminology/Dictionnaire de terminologie Archivistique*. In this work some 500 basic terms which have come into common use throughout the archival profession are defined in both English and French, with equivalent terms in Dutch, German, Spanish, Italian and Russian (33).

(27) See *Archivum*, II, 1953; *ibid.*, III, 1953; *ibid.*, IV, 1955; *ibid.*, VI, 1958; *ibid.*, VII, 1958; *ibid.*, IX, 1961; and *ibid.*, X, n°. 1, 1964.

(28) *Ibid.*, XXV, 1978.

(29) Frank B. Evans, *History of Archives Administration : A Select Bibliography (Documentation, Libraries and Archives : Bibliographies and Reference Works, No. 6)* Paris, Unesco, 1979, 255 p.

(30) Frank B. Evans, *Writings on Archives Published by and with the assistance of Unesco : A RAMP Study PGI/83/WS/5*, Paris, Unesco, 1983, 33 p.

(31) Brenda White, *Archives Journals : A Study of their coverage by Primary and secondary sources (RAMP Studies and Guide-lines) (PGI/81/WS/10)*, Paris, Unesco, 1981, p. Available also in French.

(32) ICA, *Lexicon of Archival Terminology*, Amsterdam, Elsevier 1964.

(33) Frank B. Evans, Francois-J. Himley and Peter Walne comps, *Directionary of Archival Terminology/de Terminologie Archivistique*, ed. *Terminologie Archivistique*, ed. by Peter Walne CICA Hanolkook Sesris, N° 3). Munchen, kg. Saw verby KG., 1984. 226 p.

STUDIES IN ARCHIVAL THEORY AND PRACTICE

Complementing these bibliographic and terminological tools and also aimed at helping to bridge the language barriers between archivists, are a wide variety of general and special publications and studies, ranging from broad archival management topics to detailed comparative studies of particular functions and activities. Unesco and ICA have worked closely in planning, preparing and publishing these works initially on an ad hoc basis, and, after 1979, as part of Unesco's long-term Records and Archives Management Programme (RAMP). For this program almost all studies have been published in English, French and Spanish (34). For convenience, these works will be grouped under a series of topics or subjects, all relating to the overall objective of archival research to promote the world-wide development of the archival profession.

Planning and Management

Because of its orientation toward the special needs of developing countries, Unesco has always placed a high priority on planning for development. In the area of information services, this has resulted in a number of conferences and consultations with the dual objective of promoting planning at the international, regional, and national levels both within and between the various information fields (i.e., librarianship, information science, documentation, and archives). The working documents and final reports resulting from these meetings constitute a valuable resource for study not only of the planning process, but also of the considerations involved in creating adequate archival and related information infrastructures (35).

(34) On the origins, objectives and contents of the RAMP programme, see Unesco, General Information Programme, Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 15-16 May 1979, Paris, working Document (PGI/79/ES/1), Paris, Unesco, 1979, 19 p., and *Final Report* (PGI/79/WS/II), Paris, Unesco, 1979, 36 p., available also in French; Unesco, Division of the General Information Programme, Second Expert Consultation on RAMP (RAMP II) Berlin (West) 9-11 June 1982, working Document Paris, Unesco, 1982, 31 p., and *Final Report* (PGI) 82/WSW/X3), Paris Unesco; 1982, 54 p., available also in French and Spanish. The place of this programme in Unesco's overall programme is indicated in Frank B. Evans, « Unesco and Archives Development », « *Unesco Journal of Information Science Librarianship and Archives administration* (hereafter UJISLAA), IS 1982 pp. 159-176. to which The Present study serves as an update.

(35) Particularly useful are Unesco, Collective Consultation to Define Guidelines for Unesco's policy on Archives Development, Unesco House, 21-15 May 1970 Final Report (COM/WS/148) Paris, Unesco, 1970, 6 p.; Unesco Department of Documentation, Libraries and Paris, Unesco, 1972, 30 p.; Unesco, Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures, Paris, 23-27 September 1972, Working Document (COM/74/NATIS/4) Paris, Unesco, 1974, 58 p.; and *Final Report* (COM/MD/30), Paris, Unesco, 1974, 60 p.; and *Archivum*, Special Vol. No 1. « Proceedings of the General Conference on the planning of Archival Development in the Third World Daéar, 28-31 January, 1975, « München, 1976, 117 p. On one of the most basic planning areas see Peter Havard-Williams and Echart G. Franz, *NATIS : Planning Information Manpower* (COM/74/NATIS/REF. 5), Paris Unesco 1976, 70 p.; Michael Cook South-East Asia : Establishment of Regional Training Facilities for Archivists in South East Asia. (2952/RMO. RD/DBA), Paris, Unesco, 1973, 43 p.; and Michael Cook. *Professional training needs for archivists in the Caribbean Region* (FMR/PGI/TSU/81197), Paris, Unesco, 1981, 24 p.

These working documents and reports also established the foundations for a number of valuable studies. Included are a study on a general policy for planning national information infrastructures (36); a study on the organization of information systems for government and public administration (37); one on the role of archives and records management in national information systems (38); a study on the development of records management services within United Nations agencies (39); and a status report on private archives (40), an area to which both Unesco and the ICA have been able to give relatively little attention because of limited resources and the necessary priority given to government archives. Because of the central role played by the user in modern information systems and services, a particularly useful study has been prepared on the concept of the user in relation to archival services (41), and a recently published study documents the status and needs of archival and records management systems and services in Africa (42).

Archival and Records Management Legislation and Regulations

The legal definitions assigned to records and archives, the powers and duties assigned to an archival agency, and the organizational placement of an archival agency with a government are critical factors in its activities and effectiveness. While recognizing the distinctive features of each national situation, Unesco and ICA have nevertheless promoted studies to permit all countries to benefit from each other's experience, and to promote universal acceptance of certain essential requirements in these areas. An early effort was the publication in 1972 of a draft model law on archives (43), which, while too ambitious for most developing countries, helped to create a greater awareness of archives, public and private, as an essential part of the cultural heritage of each nation. Of more general applicability was the archival component of a 1977 study on establishing a legislative framework for national information systems (44). ICA in the meantime

(36) H. d'Olier and Bruno Delmas, *Planning National Infra-structures for Documentation, Libraries and Archives : Outline of a General Policy (Documentation, Libraries and Archives : Studies and Research, No. 4)*. Paris, Unesco, 1975, 328 p. Available also in French.

(37) Eric de Grolier, *The Organization of Information Services for Government and Public Administration (Documentation, Libraries and Archives : Studies and Research, No. 8)*. Paris Unesco, 1979, 218 p. Available also in French.

(38) James B. Rhoads, *The Role of Archives and Records Management in National Information Systems: A RAMP Study (PGI/83/WS/21)*, Paris, Unesco, 1983, 56 p. Available in French and Spanish.

(39) Marie C. Stark, *Development of Records Management and Archives Services within United Nations Agencies (PGI/83/WS/26)*, Paris, Unesco, 1983, 315 p.

(40) Rosemary E. Seton, *The Preservation and Administration of Private Archives : A RAMP Study (PGI/84/WS/6)*. Paris, Unesco, 1984, 68 p. Available also in French and Spanish.

(41) Hugh A. Taylor, *Archival Services and the Concept of the User : A RAMP Study (PGI/84/WS/5)*, Paris, Unesco, 1984, 101 p. Available also in French and Spanish.

(42) Evert Van Laar, *The Status of Archives and Records Management Systems and Services in African Member States : A RAMP Study (PGI/85/WS/3)*, Paris, Unesco, 1985, 78 p. French and Spanish versions in preparation.

(43) Salvatore Carbone, and Raoul Gueze, *Draft Model Law on Archives : Description and Text (Documentation, Libraries and Archives : Studies and Research No 1)*. Paris, Unesco, 1972, 203 p. Available also in French.

(44) Philip Sewal, A. W. Mabbs and E.M. Broome, *National Information Systems : Establishing a Legislative Framework for the Implementation of NATIS (CC-76/NATIS/8)*, Paris, Unesco, 1977.

had undertaken the publication in *Archivum* of current archival legislation on a world-wide basis (45). These texts, in turn, were the primary materials used in a comparative study, with guidelines regarding essential elements, on archival and records management legislation and regulations. This important study is currently a waiting publication by Unesco.

Statistical Model for Archival and Records Management Systems and Services

In promoting archival research and particularly comparative studies, one of the major problems encountered by Unesco and ICA was the lack of uniformity in reporting on archival and records management programs. For comparisons to be valid and useful agreement had first to be reached on the definition of functions and activities, then on the work units applicable to each, and finally on the units of measurement. A plan was developed for a statistical model, and Unesco funded the meeting of the ICA Working Group in 1977 which prepared the first draft of the model, as well as a meeting of experts in 1979 which studied and extensively revised the draft after it had been field-tested (46) in a pilot survey by the Unesco Office of statistics in co-operation with ICA. The final and simplified draft of the model was published by Unesco, and is currently being used by its Office of Statistics in co-operation with ICA in conducting a worldwide survey. It is intended that selected statistics from the model will be published in Unesco's annual statistical publication, which to date has not included archival statistics. The statistical model is also intended for operational use as well as in specialized repository, national and regional studies, since it permits the recording and aggregation of a wide range of data at a number of different levels.

Technical Guidelines and Standards

Archival systems and services are only part of a larger information universe that includes other traditional repository-oriented systems, such as libraries and documentation centers. That universe now also includes data bases and newer mission and discipline-oriented systems and services. Effective and efficient utilization of all such systems and services requires, to the maximum extent possible, acceptance of international technical guidelines and standards. A 1982 study revealed the very limited extent to which international guidelines and standards had been developed in the information field that were applicable to archi-

(45) « Archival Legislation. Vol. I-Europe, Part I : Allemagne-Islande », *Archivum*, XVII' 1971 ; « Archival Legislation. Vol. I. Europe, Part II : Italie-Yougoslavie », *ibid.*, XIX' 1972 ; « Archival Legislation, vol. II. Africa-Asia » *ibid.*, XX, 1972 ; « Archival Legislation' Vol. III. America-Oceania », *ibid.*, XXI 1973 ; Archival Legislation, 1970-1980 », *ibid.*, XXVIII, 1982.

(46) Eric Ketelaar, *Towards International Standardization of Statistics on Archival Institutions and Records Centres, Report (PGI/78/WS/16)*, Paris, Unesco, 1978, 35 p. ; Unesco, Office of Statistics, *International Pilot Survey on Archival Institutions and Records Centres Statistics, 1978 (STC/Q/788)*, Paris, Unesco, 1978, 10 p., available also in French ; and *Results of the International Pilot Survey on Archival Institutions and Records Centres Statistics, 1978-1979 (ST/79/WS/16)*, Paris, Unesco, 1979, 33 p. ; Unesco, General Information Programme, *Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3)*, Paris, Unesco, 1982, available also in French ; and Frank B. Evans and Eric Ketelaar, *A Guide for Surveying Archival and Records Management Systems and Services : A RAMP Study (PGI/83/WS/6)*, Paris Unesco, 1983, 30 ., available also in French and Spanish.

val and records management systems and services. Most of the international guidelines and standards concerned published information, chiefly in the fields of science and technology, and the major areas of applicability were in the areas of reprographics and automation (47). The next step was to study the applicability of national guidelines and standards, and the needs for harmonization at that level. As a first step in this direction, ICA under contract with Unesco is currently compiling a directory of the relevant national standards.

Buildings and Equipment

The uniqueness of archives imposes specialized requirements for their housing and maintenance, while the rapid development of technology has led to significant progress in the planning and construction of purpose-built repositories. Unesco earlier helped to publicize the features of newly constructed repositories (48) and in 1966, ICA with financial assistance from Unesco, published what has since become, in a revised and updated version, the standard work on archival buildings and equipment (49). This general work has now been supplemented by a technical study of the specialized requirements for archival buildings in tropical countries (50).

Records Management and Records Scheduling

The concept of the life cycle of records, through current, semicurrent, and noncurrent phases, and of the extension of archival activities to embrace this life cycle, originated in the U.S.A. chiefly during World War II and as a direct consequence of the rapid expansion of governmental functions during the Great Depression of the 1930's and during the war years. Involved in this extension of traditional archival activities was the inventorying of all records of all agencies, by series or class, while the records were still being created and used to conduct current business, and the drawing up of schedules governing the retention and ultimate disposition of all agency records. Each series or class was to be « appraised » for potential archival value, and the entire schedule, which was to be submitted to the archival authorities for approval, would be mandatory once approval had been obtained. No government records could be destroyed without the prior approval of the archival authorities.

These new developments, which represented significant departures from traditional European archival practices, were publicized to its Member States

(47) James B. Rhoads, *The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management : A RAMP Study (PGI/82/WVS/4)*, Paris, Unesco, 1982, 95 p., available also in French and Spanish. See also Rhoads, « Standardization for Archives », *UJISLAA*, III, 1981, pp. 165-169.

(48) Luis Sanchez Belda, « Construction of Archives Buildings in the Last Ten Years », *Unesco Bulletin for Libraries*, XVIII, 1964, pp. 20-26.

(49) Michel Duchein, *Les Batiments et equipements d'archives*, Paris, Conseil International des Archives, 1966, 95 p. Available also in a revised version in English.

(50) Lionel Bell, et Bernard Faye, *La Conception des batiments d'archives en pays tropical (Documentation, bibliothèques et archives : études et recherches, No. 9)*, Paris, Unesco, 1979, 190 p. Available also in Spanish. In also Bernard Faye, « The design of archives buildings » *UJISLAA*, IV, 1982, pp. 88-93.

by Unesco through its journal (51), and ICA assisted Unesco in preparing two studies on how intermediate storage facilities for semi-current records awaiting their ultimate disposition would be established and managed by countries which followed the English and French administrative systems and recordkeeping practices (52). Then in 1978 Unesco's General Conference instructed the Secretariat to pay particular attention to promoting the development of archives services not only as a factor in the preservation and presentation of cultural heritage and of national identity, but particularly as a tool for administrative efficiency. This endorsement of modern records management, which is directly intended to contribute to administrative economy and efficiency, provided the expanded foundation for Unesco's Records and Archives Management Program — RAMP — initiated in 1979 with the full support of ICA (53). The theory and practice of surveying and scheduling agency records, one of the basic elements in modern records management, is the subject of a recently published RAMP study (54).

Archival Appraisal

The problems of appraising voluminous modern records, particularly « particular instance papers » or « case files », and records in a variety of physical types and forms, have been given a high priority under the RAMP program. Unesco has published in the past five years ICA-prepared studies on the use of sampling techniques in the selective retention of modern records (55), on the archival appraisal of photographs, (56) moving images (motion pictures) (57), and machine-readable records (58) ; and on identifying and appraising case files containing scientific and technological information in developing countries (59). Awaiting publication by Unesco is a study on appraisal of the records of international intergovernmental organizations, and currently in progress are companion studies on the archival appraisal of sound recordings and of cartographic and architectural records. Almost all of the above studies are based upon an

(51) See Frank B. Evans, « Modern Concepts of Archives Administration and Records Management », *Unesco Bulletin for Libraries*, XXIV, 1970, pp. 242-247 ; and Morris Rieger, « Modern Records Retirement and Appraisal Practice », *UJISLAA*, I, 1979, pp. 200-209.

(52) Alfred W. Mabbs, *The Organization of Intermediate Records Storage (Documentation, Libraries and Archives : Studies and Research*, No 5), Paris, Unesco, 1974, 75 p. ; and Guy Duboscq, *Organisation du prearchivage (Documentation, Bibliothèques et Archives : études et recherches*, No 5), Paris, Unesco, 1974, 78 p.

(53) Frank B. Evans, « Unesco and Archival Development », *UJISLAA*, IX, 1982, pp. 164-167.

(54) Derek Charman, *Records Surveys and Schedules : A RAMP Study with Guidelines (PGI/84/WS/26)*, Paris, Unesco, 1984, 112 p. French and Spanish versions in preparation.

(55) Felix Hull, *The Use of Sampling Techniques in the Retention of Records : A RAMP Study with Guidelines (PGI/81/WS/26)*, Paris, Unesco, 1981, 64 p. Available also in French and Spanish.

(56) William H. Leary, *The Archival Appraisal of Photographs : A RAMP Study with Guidelines (PGI/85/WS/10)*, Paris, Unesco, 1985, 118 p. French and Spanish versions in preparation.

(57) Sam Kula, *The Archival Appraisal of Moving Images : A RAMP Study with Guidelines (PCI/83/WS/18)*, Paris, Unesco, 1983, 130 p. Available also in French and Spanish.

(58) Harold Naugler, *The Archival Appraisal of Machine-readable Records : A RAMP Study with Guidelines (PGI/84/WS/27)*, Paris, Unesco, 1984, 161 p. French and Spanish version in preparation.

(59) K.D.G. Winalaratne, *Scientific and Technological Information in Transactional Files in Government records and Archives : A RAMP Study (PGI/84/WS/7)*, Paris, Unesco, 1984, 84 p.

analysis of policies and practices in a number of countries with successful programs in each of the specialized areas, and the studies conclude with guidelines of recommended policies and practices.

Preservation and Restoration

The preservation and restoration of archives have always been major problems. With the introduction of wood-pulp paper in the last half of the nineteenth century, the development of new recording media, and the increase of atmospheric pollution in industrialized and urbanized centers, the problems of preservation and restoration of unique and fragile archival materials have become increasingly critical.

Unesco and ICA have a long history of successful cooperation in dealing with the general and technical problems in this area. Unesco's concern from its inception has been with the conservation of all cultural property, and in dealing with the problems of paper-based materials archivists have long had the support of librarians. In addition to the consideration of preservation problems by ICA Congresses and Round Tables (60), studies prepared by ICA and published by or with the assistance of Unesco include a basic manual on traditional conservation principles and practices (61), a work on basic standards and methods applicable to developing countries (62), and a world-wide survey of existing facilities (63). Recent RAMP publications provide detailed technical information and evaluate new materials and methods involved in preserving and restoring paper (64) and photographic materials (65) in archives and libraries. A study on planning, equipping and staffing a document preservation and restoration service is now in progress.

Micrographics

The multiple archival applications of micrographics accounts for the longstanding and continuing Unesco and ICA interest in this technology. A 1973

(60) See, for example, *Archivum* II, 1953 ; *ibid.*, III, 1953 ; *ibid.*, VIII, 1958 ; the proceeding for the 1969 (Bucharest) Round Table ; and Unesco, *The conservation of cultural property with special reference to tropical conditions (Museums and Monuments, 11)* Paris, Unesco, 1968, 341 p. ; Lola Hasznos, « Modern Methods for the Protection of Archival and Library Material. Care and Restoration of Badly Damaged Documents », *Unesco Bulletin for Libraries*, XXIV, 1970, pp. 302-204 ; and Françoise Flieder et Michel Duchein, *Livres et documents d'archives : sauvegarde et conservation (Protection du patrimoine culturel: cahiers techniques Musées et Documents, No. 6)*, Paris, Unesco 1983, p. 90.

(61) Yash P. Kathpalia, *Conservation and Restoration of Archive Materials*. (Documentation, Libraries and Archives : Studies and Research, No 5), Paris, Unesco 1973, 231 p. See also Kathpalia, « Conservation and Preservation of Archives », *UJISLAA*, IV, 1982, pp. 94-100.

(62) John Davies, *A Study on the basic Standards and Methods in Preservation and Restoration Workshops Applicable to Developing Countries*, Brussels, International Council on Archives, 1973, 89 p.

(63) Yash P. Kathpalia, *Conservation and Restoration of Archives : A Survey of Facilities* (PGI/78/MS/14), Paris, Unesco, 1978, 94 p.

(64) Carmen Crespo, y Vicentas Vinas, *La preservacion y restauracion de documentos y libros en papel : un Estudio del RAMP con directrices* (PGI/84/WS/25).

(65) Klaus B. Hendriks *The Preservation and Restoration of Photographic Materials in Archive and Libraries : A RAMP Study with Guidelines* (Pgi/84/WS/1), Paris, Unesco, 1984. 121 p. Available also in French and Spanish.

ICA study (66) on a reprographic laboratory for developing countries has now been superseded by a recent RAMP study on planning, equipping and staffing a document reprographic service (67), and a succession of studies have attempted to keep pace with changes in laws, regulations, and judicial decisions regarding the legal status of the microform copies of original records (68). At the same time Unesco and ICA have continued to promote utilization of micrographics, and to seek solutions to the problems of preserving microforms (69).

Other Archival Functions and Activities

As a long-term program to promote archival development, the RAMP program projected a wide-range of studies and other publications relating to all archival functions and activities. The very limited resources that have been available to Unesco and ICA to implement the program have determined that from the outset priorities would have to be assigned. Thus, to date, relatively few studies have been initiated in the areas of archival arrangement (classification) and description (finding aides or « instruments de travail »), or on the implications of automation for archival systems and services. One study has been published which provides guidelines for the preparation of general guides to the holdings of national archival repositories (70); awaiting publication is a study on oral tradition, oral history and archives; and a study is currently underway on electronic records management in international agencies. Other work in progress include a study on the educational uses of archives, and one of the feasibility of expanding the planned ARKISYST data base (for architectural information) to include archival material.

Education and Training

Faced from the outset with very limited resources, both Unesco and ICA in their joint efforts to promote archival development have understandably given highest priority to archival education and training, for lacking personnel with the necessary qualifications little of lasting value can be accomplished. The

(66) Albert H. Leisinger, *A Study of the Basic standards for Equipping, Maintaining and Operating Reprographic Laboratory in Archives of Developing Countries*, Brussels, International Council on Archives, 1973, 101 p.

(67) James A. Keene, and Michael Roper, *Planning Equipping and Staffing a Document Reprographic Service - A RAMP Study with Guidelines* (PGI / 84 /1WS/8), Paris, Unesco, 1984. 110 p. French and Spanish version in preparation.

(68) Jenő Basco, Ivan Borsa and György Scholtény, *Legal Questions of the Application of Microfilm* (COM/75/WS/30), Paris Unesco 1975, 47 p. ; Unesco «Legal Validity of Microfilms : Some Recommendations », *Unesco bulletin for Libraries*, XXXX, 1976, pp. 71-77 ; and Georges Weill, *The Admissibility of Microforms as Evidence : A RAMP Study* (PGI/81/WS/25) Paris Unesco, 1981, 84 p. Available also in French and Spanish.

(69) See, for example, *Archivum*, III, 1953; *ibid.*, XVI, 1969 ; *ibid.*, XVII, 1970; the proceedings of the 1967 (Copenhagen), and 1982 (Kuala Lumpur) Round Tables ; and Sven Haverling, « Technical Aspects of the Preservation of Archival (Security) Microfilm », *Unesco bulletin for Libraries*, XXIX, 1975, pp. 68-74, 79.

(70) Françoise Hildesheimer, *Guidelines for the Preparation of General Guides to National Archives : A RAMP Study* (PGI/83/WS/9), Paris, Unesco, 1983, 79 p. Available also in French and Spanish. See also Michael Roper, « New Information Technology and Archives », *UJISLAA*, IV, 1982, pp. 107-113.

establishment of regional archival training centers in Dakar and in Accra, for French and English-speaking Africans, respectively; the individual courses and seminars conducted in all parts of the world; and the efforts to establish regional technical training centers in restoration and reprography (71), all lie outside the scope of this study, but within the limited focus of archival research to promote education and training the results of joint activity has been highly successful. The important work done in the fields of bibliography and terminology, has already been noted. To help provide instructional material for archival training, material that specifically addresses the needs of developing countries, Unesco assisted ICA in preparing and publishing manuals intended for tropical countries and for Latin America (72). Recognizing the important role that the professional journals play in education, Unesco has provided financial assistance to these journals and has sponsored symposia of journal editors to encourage cooperation in the broad information field and to assist in the solution of common problems (73). An important recent development has been compilation by an ICA working group of a basic international reader on archives administration and records management in English, French and Spanish editions; these are now awaiting publication by Unesco. Unesco has published a study of basic works on archives administration for library schools (74), and to supplement printed instructional materials ICA has prepared and Unesco has published a directory of audio-visual materials for use in teaching archives administration and records management (75).

A second major activity has been to give wide publicity to archival schools and courses. ICA with Unesco support published the first international listing in 1966 (76), and archival schools and courses were included in the text (but not in the title) of the 1981 second edition of Unesco's *World Guide to Library Schools and Training Courses in Documentation* (77), and in a briefer register of education

(71) For a summary of these developments, see Frank B. Evans, « Unesco and Archival Development », *U:ISLAA*, IX, 1982, pp. 161, 163-164, 170-173.

(72) Yves Pérotin, ed., *A Manuel of Tropical Archivology. (Le Monde d'Outre-Mer, passé et présent, 4e série : Bibliographies et instruments de travail, 7)*, The Hague, Mouton & Co., 1966, 149 p. Available also in French; and Aurelio Z. Tanodi, *Manual de archivologia hispanoamericana : teorías y principios (Collectanea archivística, 1)*, Cordoba, Argentina, Universidad Nacional de Cordoba, Facultad de Filosofía y Humanidades, Escuela de Archiveros, 1961, 285 p.

(73) See Unesco, Symposium of Editors of Documentation, Library and Archives Journals, Paris, 16-18 May 1972, *Summary Report (COM/72/CONF. 11/6)*, Paris, Unesco, 1972, 25 p.; and, Unesco, Second Symposium of Editors of Documentation, Library and Archives Journals, Berlin, 4-7 September 1978, *Summary Report (PGI/78/802/3)*, Paris, Unesco, 1978, 14 p.

(74) J. Stephen Parker, *Library and information science and archive administration : a guide to building up a basic collection for library schools (PGI/84/WS/11)*, Paris, Unesco, 1984, 148 p.

(75) Brenda White, *Directory of Audio-Visual Materials for Use in Records Management and Archives Administration Training (PGI/82/WS/8)*, Paris, Unesco, 1982, 71 p.

(76) Charles Kecskemeti, *La Formation professionnelle des archivistes. Liste des écoles et des cours de formation professionnelle d'archivistes*, Paris, Conseil international des archives, 1966, 95 p. See also the more limited E. W. Dadzie, and J.T. Strickland, eds. *Directory of Archives, Libraries and Schools of Librarianship in Africa/Répertoire des archives, bibliothèques et écoles de bibliothéconomie d'Afrique. (Unesco bibliographical handbooks, 10)*, Paris, Unesco, 1965, 112 p.

(77) Jacques Breton, comp. and ed., *World guide to library schools and training courses in documentation/Guide mondial des écoles de bibliothécaires et documentalistes*, 2nd ed., Paris, Unesco, 1981, 549 p.

and training activities published by Unesco in 1982 (78). The most recent listing, published in 1984, was compiled by ICA's Committee on Professional Training and Education (79).

Perhaps the most significant contribution in the education and training field by Unesco has been its efforts to modernize traditional archival training and to harmonize it with the training being developed for other information professionals. ICA has given strong support to this initiative, first through Unesco's ad hoc Committee on Education and Training Policy and Programme, and then within the framework of the RAMP programme. In 1979 Unesco held an expert consultation on the harmonization of archival training programmes, for which ICA prepared working documents on manpower needs and current programs (80) and on possibilities for harmonization (81). These documents and the final reports of this consultation (82) were used at an international symposium held in 1984 on harmonization of education and training programs in information science, librarianship and archival studies, for which additional studies were prepared on the teaching to all information professionals of management principles and techniques (83), of the value of user studies (84), and of technology, particularly information-handling technology (85). These important steps toward modernization and harmonization of education and training are reflected in two RAMP studies prepared by ICA and published by Unesco on guidelines for curriculum development in records management and the administration of modern archives (86), and on a model curriculum for the training of specialists in docu-

(78) Eric de Grolier, comp. and ed., *Register of education and training activities in librarianship, information science and archives — Inventaire des activités de formation dans le domaine de la bibliothéconomie, des sciences de l'information et de l'archivistique — Inventario de las actividades de formación en la esfera de la bibliotecología, las ciencias de la información y la archivología*, Paris, Unesco, 1982, 62 p.

(79) Michel Le Moel, ed., *Annuaire des écoles et des cours de formation professionnelle d'archivistes*, Paris, ICA, 1984, 107 p.

(80) Michael Cook, *The Education and Training of Archivists-Status Report of Archival Training Programmes and Assessment of Manpower Needs* (PGI/79/CONF. 604/COL. 2), Pstid, Zunrdvo, 1979, 73 p. Available also in French.

(81) Bruno Delmas, *The Training of Archivists-Analysis of the Study Programmes of Different Countries and Thoughts on the possibilities of Harmonization* (PGI/79/CONF. 604/COL. 1), Paris, Unesco, 1979, 74 p. Available also in French.

(82) Unesco, Division of the General Information Programme, Meeting of Experts on the Harmonization of Archival Training Programmes, 26-30 November, Paris, 1979, *Final Report* (PGI/79/CONF. 604/COL. 7), Paris, Unesco, 1980, 117 p. Available also in French.

(83) Paul Wasserman, *The Teaching of management as a subject for the preparation of librarians, documentalists, archivists and other information specialists* (PGI/E.T./HARM II/4 ; PGI 84/CONF. 801/COR. 1), Paris Unesco, 1984, 31 p.

(84) H. Sene, *The Teaching of user studies as a subject for the preparation of librarians, documentalists, archivists and other information specialists* (PGI/E.T./HARM II/6 ; PGI 84/CONF. 801/COL. 3), Paris, Unesco, 1983, 13 p.

(85) Michael Cook, *The Teaching of technology as a subject for the preparation of librarians, documentalists, archivists and other information specialists* (PGI/E.T./HARM II/5 ; PFI 84/WS/16) Paris, Unesco, 1984, 29 p. Also available in French ; see also Michael Cook, « Professional Training of Archivists : Problems of Modernization and Harmonization », *UJISLAA*, II, 1980, pp. 150-158.

(86) Michael Cook, *Guidelines for Curriculum Development in Records Management and the Administration of Modern Archives : A RAMP Study* (PGI/82/WS/16), Paris, Unesco, 1982,

ment preservation and restoration (87). A model curriculum for the training of archivists in automation has also been completed and is awaiting publication by Unesco.

In the developing countries, the problems of archival education and training are frequently compounded by the number of archivists with the necessary qualifications who leave the profession for related fields that have a higher degree of professional and public recognition and pay higher salaries. To help deal with this problem ICA has undertaken a series of regional studies within the RAMP programme on the status of archivists in relation to other information professionals in the public service. The study of Africa has been published (88) ; one on Latin America is awaiting publication, and a third one on the Arab States is in progress.

In view of the many challenges involved in international activities, of which language barriers, travel and postage costs and mail delays are only the most obvious, the record of the joint accomplishments of Unesco and ICA in promoting research in archives and archival research is truly impressive. It is even more impressive when one recognizes that fundamental differences still exist between the long-established national archival traditions, differences in perceptions, policies and practices that will be difficult and slow to change. Nevertheless, motivated by the ever increasing volume and variety of modern records, increasingly limited financial resources, changing user needs and demands, and the pervasive influence of modern technology, changes are occurring as archival systems and services in all parts of the world seek to become and remain relevant to the needs of modern society. Central to all of the progress that has been to date and essential for continuing progress have been the cooperative activities of Unesco and the ICA.

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74 p. Available also in Spanish and French. See also Michael Cook, « An International Standard for the training of Archivists and Records Managers », *UJILSAA*, IV, 1982, pp. 114-112.

(87) Yash P. Kathpalia, *A Model Curriculum for the Training of Specialists in Document Preservation and Restoration : A RAMP Study with Guidelines* (PGI/84/WS/2), Paris, Unesco, 1984, 31 p. Available also in French and Spanish.

(88) Jacques d'Orleans, *The Status of Archivists in Relation to Other Information Professionals in the Public Service in Africa : A RAMP Study* (PGI/85/WS/2), Paris, Unesco, 1985, 43 p. French and Spanish versions in preparation.