

A Study on Management of University Archives

대학 보존기록물 관리에 관한 고찰

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Abstract

University archives will be arranged, first, in the ordering of groups of records in relation to each other, and secondly, in the ordering of individual items within the groups at least five levels - the depository level, the record group and subgroup levels, the series level, the filing unit level, and the document level - of arrangement.

Finally, university archives will be classified by, first, the provenance, secondly the subject, thirdly the chronological or alphabetical order at the levels above.

초 록

대학의 보존기록물은 단과대학(대학원) 단위, 부처 및 부서 단위, 일련의 서류철 단위, 파일 단위, 문건 단위 등의 5등급 수준에서 ① 서로 관련이 있는 기록물끼리 ② 관련 기록물 내에서 한 조목 한 조목씩 정리되어야 한다.

결국 해당 수준에서, 모든 보존기록물은 출처에 의해서 분류되어야 하고, 그 다음 주제에 의해서 분류되어야 하고, 다시 연대순 또는 알파벳순으로 정리되어야 한다.

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I. Introduction

University archives are records of enduring value created by an institution of higher learning as it accomplishes in official ways and activities the purposes for which the institution exists. Actually, university archives are the “official memory” of the university and the source for the record-accumulated experience of an educational community.

The need to attack the problem of university archives on a broad front has manifested itself clearly during the last years, and this has been caused by two principal factors. One of them is the experience that a good university history cannot be written unless the appropriate sources are available as well as easily accessible to the scholar.¹⁾ The second factor is institutional growth. In a word, reasonably enough, their record output reflects and parallels their phenomenal growth.²⁾ The excessive creation of records has forced our major institutions to call for the help of the archivist so that the material of enduring value may be expertly segregated and kept. For the administrative records of today are the historical source material of tomorrow.

For some years our universities have been aware of the value of official records and private papers. In this respect, it is advisable to arrange university archives as a goal toward which the institution may work, even though it may not be possible to implement it in its entirety at the present time.

II. Basic Concepts and Value of University Archives

1. Basic Concepts of Archives

The archives are organized bodies of records, including papers, books, maps, sound

1) Thomas Le Duc, “Arcana Siwash: The Function and Needs of a College Archives”, *American Archivist*, vol. 9, no. 2 (April 1946), P. 132.

2) John Melville Jennings, “Archival Activity in American Universities and College”, *American Archivist*, vol. 12, no. 2 (April 1949), P. 13.

recordings, and other documentary materials, made or received in pursuance of law or in connection with the transaction of business and preserved because of their enduring value.

Originally, the term applied to the records of government agencies but later was extended to include the records of institutions, corporations and business firms, and families and individuals.

The term is also used to designate the agency charged with the custody, preservation, and administration of archival material.

The definition says "created and preserved by". In other words, an agency's archives are those documents deemed worth keeping or filing for possible future use.

Archives may be categorized or classified in terms of their creating agencies. Thus we have ① public archives or public records - those created by governmental bodies, ② institutional and organizational archives - these may include the records of political parties, societies, institutions, church and religious organizations, educational institutions, non-profit corporations, and the like, ③ business archives - these include the records of corporations and unincorporated businesses, ④ family and personal archives - wholly private in character. That means family or personal "paper".

Finally, the definition of modern archives means that first, archives are organized body of records writing, second, archives are non current organized records accumulated, third, archives are selected body form within records, fourth, archives are government records, and fifth, archives are private documents with historical value.

2. Value of University Archives

The value of establishing early archives and records management system for a university is rather apparent, and it is that define some of the more common values of such an archival program :

- (1) Archives are the official memory of an institution; they are the actual records of the activities of the organization, giving the true historical facts of its development.
- (2) They answer the questions of administrators and others who must solve current problems and plan for the future by building on the past.
- (3) The preservation of administrative records in a systematic way makes possible the

easier transaction of future business and insures continuity of action over the years.

- (4) University records are necessary for the social scientist and the historian.
- (5) Old maps, blueprints, and textual records are useful and necessary for future alterations and expansion programs.
- (6) Non-current records and other archival materials are especially valuable for information essential for public relations.
- (7) Non-current records are useful, and sometimes necessary, in the settlement of disputes and many other legal entanglements into which the institution may be drawn.
- (8) The transferring of outdated records to the Archives saves office space, filing equipment, administrative time, and money.

III. Composition of University Archives.

The archives will be found that they relate both to tangible and intangible matters. The elements relating to tangible matters - to the form of archives, to their source, and to the place of their preservation - are not essential to archival quality, for the archivists, in their definitions, indicate that archival materials may have various forms, may come from various sources, and may be preserved at various places.³⁾

The active archivist will attempt to locate and preserve every document pertinent to the total story of the institution, some of the more basic types of records to be collected are listed below :

- (1) Copy of the original charter act of incorporation of the institution. Copies of the minutes of the governing board and of legislative action concerning the university.
- (2) Minutes and supporting papers of the administrative council, faculty meetings, academic committee meetings at all levels, special committee activities, and any other administrative or academic action.

3) T. R. Schellenberg, *Modern Archives : Principles and Techniques*. Chicago : The University of Chicago Press, 1956. P. 13.

- (3) Property deeds, grants, contracts, tax exemption notices, endowment information, insurance papers, inventory records, and financial and investment records.
- (4) Non-current correspondence, policy statements, reports, other papers of the president and all other administrative officers.
- (5) Non-current records of all types of the division chairmen, faculty, and non-academic staff members.
- (6) Printed programs of all university activities, formal and informal, as well as inaugural addresses, commencement speeches, dedication speeches, and similar special functions.
- (7) Blueprints, plans, specifications, architectural drawings, and textual records pertaining to campus buildings, grounds, and utility layouts.
- (8) Non-textual records including maps, charts, photographs, sound records, motion pictures, and video tapes pertaining to the university.
- (9) Biographical material on faculty, administrators, students, alumni, and anyone connected at all with the institution.
- (10) Official and student publications.
- (11) Theses, dissertations, faculty and alumni publications, etc.
- (12) Manuscripts pertaining to events and of historical value.
- (13) Pictures of all kinds showing people, buildings, activities.
- (14) Ephemeral materials such as scrapbooks, clippings, etc.

The elements relating to intangible matters are the essential ones. There are only two such elements. The first of the essential elements relates to the reason why materials were produced or accumulated. To be archives, materials must have been created or accumulated to accomplish some purpose. The second of the essential elements related to the values, it is archival quality, for which materials are preserved. To be archives, materials must be preserved for reasons other than those for which they were created or accumulated. These reasons may be both official and cultural ones.⁴⁾ Considering an arrangement of university archives in all its aspects, archives will be composed both of forms and values of archives in tangible and intangible matters.

4) *ibid.*

IV. Record Management and Arrangement of Archives.

1. Record Management

The objectives in managing records are to make the records serve the purposes for which they were created as cheaply and effectively as possible, and to make a proper disposition of them after they have served those purposes.

Record management is concerned with the whole life cycle(span) of most records. The most important aspect of record management relates to the use of records for the conduct of university operations. The most difficult task of record management relates to the most valuable records. The most valuable records are those that pertain to the origins, the organizational and functional developments, and the major programs of an agency. And then, important records are retired after their current uses have been exhausted. There are two basic forms of retiring them : ① transfer the valuable archives, ② destruction if no longer useful.

Record management activities are of a highly specialized type, requiring specialized competence and a specialized background of experience. The placement of such staff in the university structure, its size, and the character of its activities are determined by the size, complexity, and organization of the university it serves.

Current records maintenance involves the organization and storing of records through the application of proper processing and filing systems and the efficient use of space and appropriate equipment.

The modes of organizing and keeping records while in current use are of vital concern to the archivist, for they have a decisive effect on their accessibility when transferred to his custody.

The archivist should assist in planing agency finding aids that will facilitate the servicing of records after he has taken them over.

1) Disposition

The term, "disposition", embraces all actions taken with respect to records that determine their ultimate fate. This fate may be transfer to a Record Center for temporary

storage (this means pending destruction) or to an archival agency for permanent preservation, reduction in volume by micro-photographic means, or outright destruction.

Disposition documents may serve varying purposes. The purpose can be the simple one of identifying bodies of accumulated records in a division which should be disposed of immediately or at some specified time. Disposition documents made for this purpose are called "disposal list, disposal plan, and disposal schedules".

Disposal list - Their emphasis in the information they contain about records should be on their content. Substantive descriptions are needed for the appraisal of the records by both operating and archival officials.

Disposition plans - The main purpose of a disposition plan is to provide the basis for an understanding between agency and archival officials.

Disposal schedules - Disposal schedules should be designed to accomplish the single but important objective of obtaining authorization to destroy recurrent types of records. In the disposal schedule, we can consider general record schedule and comprehensive record schedule.

2) Appraisal

Archivists have attempted to formulate standards by which to judge the values of records. We can indicate that the records have two kinds of value; primary values for the originating agency itself and secondary values for other agencies and private users. In a word, archivists came to regard public records as evidence of organic growth and functioning. And the archivists must have evaluation of appraisal and retention plan. There are historical values, cultural values, functional values, and research values.

2. Arrangement of Archives

On behalf of the university, the archivist is authorized to negotiate for the transfer of and to receive university archives from the custody of any office of administration or instruction or other record-creating divisions.

The archivist shall collect, arrange and make available to authorized persons, at reasonable times, in the office of the Archives, all obtainable archival materials, historical

manuscripts relating to the operation and history of the university. He shall carefully protect and preserve them from deterioration, mutilation, loss or destruction.

He shall keep the official archives in his custody in such arrangement and condition as to make them accessible for convenient use, and shall permit them to be inspected, examined, abstracted, or copied at reasonable times under his supervision, by any authorized person. He shall make arrangements for the furnishing of certified copies thereof on payment in advance of fees as prescribed by the Committee on Archives.

Any record-creating division of the university is hereby directed and empowered to release to the University Archives for preservation and administration such university records legally in its custody as are not needed for the transaction of the current business of the office, whenever the Archives is willing and able to receive and call for them.

Whenever such transfer is made, the archivist shall transmit to the office from which the records are transferred a list in which such records are described in terms sufficient to identify them. This list shall be filed and preserved in said office. All university archives of any division shall, upon the termination of the existence and functions of that office, be transferred to the custody of the Archives, unless, otherwise directed by the archivist. The archivist, in person, or through a deputy, shall have the right of reasonable access to and examination of all current university records. The archivist shall make surveys of records of the administration and of some teaching departments.

Archival principles of arrangement relate, first, to the ordering of groups of records in relation to each other, and secondly, to the ordering of individual items within the groups. The most of the archives are classified by, first, the provenance, secondly the subject and arranged by the chronological or alphabetical order. In according to Oliver W. Holmes,⁵⁾ there can be distinguished at least five levels of arrangement in all large archival depositories as follows, ① arrangement at the depository level, ② arrangement at the record group and subgroup levels, ③ arrangement at the series level, ④ arrangement at the filing unit level, ⑤ arrangement at the document level, and there is a microfilming as other major process.

At this time non-textual records are gradually increasing. Arrangement of non-textual records can be applied such methods as the arrangement of records. But appraisal must be

5) Oliver W. Holmes, "Archival Arrangement - Five Different Operations at Five Different Levels", *American Archivist*, vol. 27, no. 1 (January 1964), PP. 23-24.

careful and archivist should make special list of such materials. Guides, indexes, and appendixes help to locate needed material. But storage equipment of non-textual records is basically different from the paper documents. Non-textual records are usually kept separate from textual forms.

Machine readable materials relate to computerization. Here are basic problems; provenance and identification of materials. In machine readable records, the archivist should have special concerns about the problems of accession, cost, preservation, reference service, computerization, and understanding of machine language.

1) Packing

The first step in arrangement is to number the container units serially, covering the units systematically in the order in which they are lined up physically. The textual records in archival institutions are packed in the typical document containers. As a rule, each series should be contained in its own box or run of boxes. In making up the packages, one should use cord or tape rather than rubber bands. Packages may be laid directly on open shelves or in roller or map drawers.

2) Labeling

Labeling is of two kinds of the containers and of row ends in the stack areas after the shelving has been completed. Typically a label should contain the following information; ① the record group number letter or other symbol representing the record group of which the box is a part, ② the name of the creating department or other, whose records compose the record group, ③ the name of the particular subdivision of the department that created the series of which the box is a part, ④ the title, in succinct form, of the series of which the box is a part, ⑤ data identifying the specific part of the series in the box, ⑥ the box number.

3) Shelving

Efficient shelving requires utilization of available space to the full extent compatible with maximum accessibility. In turn, accessibility is dependent on the orderly utilization of space. The considerable space economics can be effected by so-called double-shelving, and the boxes are shelved in the order.

4) Preservation and Repair of Documents

The archivist must consider two factors - external and internal agents of deterioration - that affect the preservation of the materials. The archivist must seek to protect his materials from both these destructive agencies. The light, adverse temperature and humidity, acidic pollution of the air, insects, molds, and impurities in the paper are indicated as the main deteriorative agents.

V. Conclusion

The end of all archival effort is to preserve valuable records and make them available for use. And then, we can consider two aspects of the problem of making records available for use; the policies that should govern access to records and the policies that should govern their use.

The archivist provides access to records under conditions that will satisfy both persons in charge and faculty and makes records equally available to both. And also, archivist provides the information services, lending services, publication services of guides, reproduction services including the form of microfilm copies, and others such as library services. In general, an archivist should help inquirers to direct them to the records and non-textual records that are of interest to them in every way possible.

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