

**radical
reference
presents:**

DIY archives

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Arc

hive

e?

What is an

organiza tions:

An archive of an organization is made up of **records**
that are **no longer in use**
but have **long term value.**

personal papers:

record the **public career** and
private biography of an
individual

**why do you
want one?**

**why do you
need one?**

history

evolution

context

insight

achievements

**where
do you
begin?**

identify:

what to save and what to toss

identify:

your intended audience

identify:

unique or historical
items

examples

For an organization:

correspondence, meeting minutes,
journals, photographs, legal documents,
reports, publications, public relations,
administrative records, subject files,
scrapbooks, financial matters

examples

For an individual:

journals, scrapbooks and clippings, letters, written records of publications, legal documents, writings, essays, art work, photographs

examples

To discard:

phone bills, routine messages, receipts, duplicates, blank notebooks, envelopes, irrelevant magazines, articles, or journals

**things
to**

consider

Consider:

Take notes

Create an inventory

Label and date

Address preservation issues:

fasteners

acidic paper

media formats

storage

storage

Store paper records in acid free folders and boxes.

storage

Keep boxes off the floor.

storage

Unfold and flatten materials.

storage

Keep documents in upright folders.

storage

Separate by format.

storage

Maintain a controlled environment.

intellectual

**Org
an
iza
tion**

**keep it
simple!**
use broad categories

common record categories

For an organization:

correspondence, records of committees, meeting minutes, financial records, administrative records of the staff, public relations, legal documents, and subject files

common record categories

For an individual:

correspondence, scrapbooks and
memorabilia, professional career, essays
and writings

**easy to
find:**

label according to assigned
categories

organize

each

category:

alphabetically or chronologically

Des

Written

cription

history

**scope and
content**

inventory

publicity

easily accessible:

listservs

blogs

websites

open houses

fliers

donation

institutions:

universities

historical societies

museums

private institutions

resources

Organizations:

Society of American Archivists (SAA)

Association of Records Managers and Administrators (ARMA)

New York Archivists Round Table (NY ART)

Mid-Atlantic Regional Archives Conference (MARAC)

resources

Online:

Conservation Online

<http://palimpsest.stanford.edu/>

Introduction to Archives Tutorial (Getty)

<http://www.getty.edu>

Library of Congress Resource Guide for Librarians and Archivists

<http://www.loc.gov/library/>

Association of Moving Image Archivists

<http://www.amianet.org/resources/links.php>

thank

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you