The 21st Century Archival Practitioner

Dr. Patricia C. Franks
Professor Emerita
San Jose State University

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Archival Practice . . . to be professionally engaged in the archival process.

111 entries by 105 authors: From Archival Activism to Web Archiving

Edited by Patricia C. Franks
10 Key Areas of Practice

- The Prevailing Environment
- Records Creation & Recordkeeping Systems
- Appraisal and Acquisition
- Arrangement and Description
- Storage and Preservation (analog)
- Digital Preservation
- User Services
- Outreach and Advocacy
- Risk Management, Security, and Privacy
- Management and Leadership
1. The Prevailing Environment

- Archival Activism
- COVID-19 Pandemic, Response to
- Decolonization (of Records and Archives)
- Ethics
- Human Rights
- Postcustodialism
- Repatriation
- Standardization
Archival Activism: actions by archival workers that acknowledge and engage with the political nature of archival work, with the goal of creating social change.

~ Carli V. Lowe

<table>
<thead>
<tr>
<th>Archival Work</th>
<th>Archival Practices</th>
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<tbody>
<tr>
<td>Collection Strategy</td>
<td>Prioritize collecting material that represents communities with limited privilege and power, or empowers marginalized people by documenting the impact of the powerful on their lives.</td>
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<td>Appraisal</td>
<td>Value records that challenge existing narratives and/or hold people in power accountable (Caswell 2020)</td>
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<td>Accessioning</td>
<td>Collaborate with the communities with whom the records originate or to whom the records are meaningful, ensuring access, and reconsidering traditional custodial arrangements.</td>
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<td>Arrangement</td>
<td>Question whether original order is sufficient to make information that will challenge existing narratives discoverable.</td>
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<td>Description</td>
<td>Include vocabulary describing marginalized communities in their own terms. Compose descriptions understandable to people of all education levels.</td>
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<td>Preservation</td>
<td>Prioritize preservation resources for collections that represent or empower marginalized people. Collaborate with contributing communities in determining the necessary balance between preservation and access.</td>
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<td>Access</td>
<td>Avoid reading room practices rooted in surveillance (Ketelaar 2002). Be aware of situations when providing access to information could serve to endanger or victimize marginalized communities (“Documenting the Now” n.d.).</td>
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<td>Reference</td>
<td>Approach reference interactions collaboratively, with an understanding that both archivist and researcher have knowledge to share, and that knowledge has the potential to be liberatory (Brook, Ellenwood, and Lazzaro 2015).</td>
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2. Records Creation & Recordkeeping Systems

- Appropriate Recordkeeping System
- Blockchain (for Recordkeeping)
- Critical Records
- Disposition
- Employee Training
- Enterprise Content Management (ECM)
- Functional Classification
- Records Continuum
- Records Creation & Receipt
- Records Lifecycle
- Records Management Program Design
- Records Retention
- Records System
- Records System Functional Requirements
Records System: a software application designed to manage records throughout its lifecycle from records capture to final disposal and to safeguard the trustworthiness of the record to meet legal, regulatory, and operational needs.

~Ellie (Haemin) Kim
3. Appraisal and Acquisition

- Accessioning
- Accruals (Accretions)
- Appraisal
- Appraisal for Web Archives
- Collection Development Policy
- Collection Management
- Donor Relations (for Acquisition)
- Macro-appraisal
- Monetary Appraisal
- Monetary Appraisal of Archives in the Canadian Context
- Pre-acquisition fieldwork
- Reappraisal & Deaccessioning
- Replevin
4. Arrangement & Description

• Arrangement & Description
• Backlogs
• Cataloging
• Crowdsourcing Metadata
• Declassification
• Encoded Archival Description (EAD)

• Encoded Archival Standards
• Finding Aid
• Linked Data
• Processing
• Taxonomy
5. Storage & Preservation (analog)

- Conservation
- Digitization
- Disaster Recovery Plan
- Environmental Monitoring Systems
- Microfilming (or Microphotography)
- Physical Security
- Preservation
6. Digital Preservation

- Active Digital Preservation
- Blockchain (for Archives)
- Cloud-Based Digital Preservation
- Digital Archive & Preservation (DAP) Framework
- Digital Curation
- Digital Forensics
- Digital Forensics for Archives
- Digital Signatures
- Digital Surrogates

- Electronic Archival Services (EAS)
- Emulation
- File Format
- Migration
- OAIS Archives
- Social Media Archiving
- Trusted Digital Repository
- Trustworthy Repositories Audit and Certification
- Virtual Worlds Archiving
- Website Archiving
Cloud-based Digital Preservation - the application of cloud-based technologies to the storage, management, and protection of digital objects and metadata to ensure authenticity, integrity, reliability, and long-term access. ~Lori Ashley & Valerie S. Komor
7. User Services

• Accessibility
• Freedom of Information Act
• Instruction in Identifying Archival Sources
• Inter-institutional Archival Loan (I-IAL)

• Providing Access
• Reading Room (i.e., Reference, Research, Search Room)
• Reference Interview
• Teaching & Learning with Primary Sources
8. Outreach and Advocacy

- Archival Materials (Use in Education)
- Community Outreach Activities
- Digital Exhibition
- Event Programming

- Internal Advocacy (for Collection Care)
- Public Awareness
- Social Media Outreach

- Business Continuity Planning (BCP)
- Business Impact Analysis (BIA)
- Cybersecurity
- Dark Archives
- Electronic Discover (eDiscovery)
- Information Analysis
- Information Governance
- PII Tools
- Privacy
- Privacy by Design
- Risk Management
10. Management and Leadership

- Community Archives
- Copyright
- Copyright: Limitations & Exceptions
- Copyright: Public Domain
- Corporate Archives
- DEAI (Diversity, Equity, Accessibility, and Inclusion), Managing in the Workplace
- Grant Writing
- Leadership
- Oral History Program, Designing & Managing
- Small Archives Management
- Strategic Planning
- Sustainability
Strategic Planning: a systematic process of envisioning a desired future and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them.

~Emily Rupp Cottle
Archival Skills for 21st Century Archivist

- Archival theory, method, and practice for archival materials on all media.
- Impact of environment on archival materials and their origins (e.g., human rights, DEAI, decolonialization).
- Professional standards and best practices.
- Core archival functions (e.g., appraisal, description, access, preservation, protection, advocacy).
- The concepts of the life cycle of records and the records continuum.
- Management skills (e.g., strategic planning, grant writing, budgeting, training staff).

See ACA’s “Role Delineation Statement for Professional Archivists”
Related Knowledge & Skills

**Business Concepts** (e.g., Business Impact Analysis, Business Process Management, Information Analysis, Information Governance, Risk Management)

**Information Management** (e.g., Enterprise Content Management, Content Services Platforms, Digital Forensics, Digital Surrogates, Emulation)

**Legal/Privacy/Security** Issues (e.g., Copyright, Cybersecurity, eDiscovery, FOIA, Privacy by Design)

**Emerging /Developing Technologies** (e.g., Blockchain, Machine Learning, Cloud Computing, Internet of Things, Messaging Apps, Artificial Intelligence)
Thank You!
Questions?

Feel free to contact me at patricia.franks@sjsu.edu