





Analitic summary

Bibliographic classifications: from the shelves to the web

Carmen Caro-Castro

Since the begin, documents classification in Libraries and Information Centers has been to organize it into collections, so that the items are grouped with a related within a comun subject in order to retrieval and facilitate the searching into a singular topic. The challenge to achieving this objective has been to combine the refer theoretical models structured more or less into a knowledge organization, and a pragmatic organization needs of specific collections. We presents in this issue a panoramic overview about features and evolution of these kinds of systems, from its origins to the transformations which have involved its adaptation to the technology changes, as a customer of an increasingly diverse information, and a users more heterogeneous.

LIBRARY CLASSIFICATION SYSTEMS / KNOWLEDGE ORGANIZATION / FACETED SYSTEMS / HIERARCHICAL SYSTEMS / INFORMATION SEARCHING / EXPLORATORY SEARCHING / ONLINE CATALOGS / WORLD WIDE WEB.

Function-Based Records Classification: Comparing Theory and Practice

Fiorella Foscarini

Archival theory recommends that records classification, as a means to identify and organize the records made or received in the course of business, be based on an analysis of the records creators' functions, activities and transactions, and reflect them. Nevertheless, the methodology for designing and implementing function-based records classification systems does not appear to be fully satisfactory. The first part of this paper analyzes how the functional approach to classification is described in the European and North American records management and archival literature. The second part addresses the question of how this approach is understood and applied in practice by those who are responsible for the development and implementation of records classification systems as well as by the users of such systems. The findings included in the latter part are based on the doctoral dissertation research conducted by this author in the course of 2008.

ARCHIVAL SCIENCE / RECORDS MANAGEMENT / RECORDS CLASSIFICATION / FUNCTIONAL APPROACH / CASE STUDY RESEARCH

Classifying electronic records: documenting relationships among records

Greg Bak

Records classification within electronic records management systems is constrained by rules derived from paper-era recordkeeping. This paper considers traditional limits on records classification, particularly the rule that one record can have only one file code. This practice is in line with recordkeeping theory, which identifies records classification (particularly function-based records classification) with the archival bond, but it does not reflect the kinds of information navigation and use that are typical within digital information ecologies. The solution to this discrepancy is to revisit recordkeeping practice in light of core recordkeeping principles such as original order and the archival bond.

ELECTRONIC RECORDS CLASSIFICATION / ELECTRONIC RECORDS MANAGEMENT / ELECTRONIC RECORDS MANAGEMENT SYSTEMS / ELECTRONIC RECORDS DISCOVERY / FUNCTION-BASED RECORDS CLASSIFICATION / FUNCTION-BASED ARCHIVAL APPRAISAL / ARCHIVAL BOND / ORIGINAL ORDER / DIGITAL INFORMATION ECOLOGY

The records classification as a management process

Alfonso Díaz Rodríguez

In the e-government background, and with reference to the functional analysis template determined by UNE-ISO/TR 26122, for work processes framed within the field of records management, we will take as a singular part of analysis, the classification, with the purpose to determine whether it can be understood in terms of records management process, or if instead identify it as function or activity.

CLASSIFICATION / ARCHIVAL SCIENCE / E-ADMINISTRATION / FUNCTIONAL ANALYSIS / RECORDS MANAGEMENT / FUNCTION / ACTIVITY / PROCESS.

Classifications and Functional-bases relations on records

Javier Barbadillo Alonso

ISO 15489:2001 has been renewed interest in techniques for the classification of administrative documents. From an archival perspective the essential seems to be that this rule does not advocate any method of classification, one in particular is recommended: Function-Based Records Classification. However, it is not clear that there is an universal acceptance of it.

The essential difference between this and other records management systems does not lie in the fact of adopt organic or functional classification criteria. As we will see at the end, the relational models of archival description, in contrast to the strictly hierarchical models, can accommodate simultaneously both approaches. The key is whether a records management systems adopt or no the record series concept.

FUNCTIONAL CLASSIFICATION / RECORDS CLASSIFICATION / ARCHIVAL DESCRIPTION / CLASSIFICATION METHOD / FUNCTIONAL MODEL / RELATIONAL MODEL / RECORDS SERIAL / CLASSIFICATION SYSTEM / ARCHIVAL SYSTEM

Records Classification and classification in biology

Juan Ilerbaig Adell

This paper draws on the literature of biological classification as a means to illuminate certain aspects of classification in records management and archival science. In classifying items that are the result of complex causal processes and form an organic unit, biologists and records managers are subject to similar constraints: their classifications must reflect the underlying causal processes, uncovering the “hidden bond of connection”: genealogy in biology and the archival bond in archival science. The author argues that discussions of biological classification also shed light on the limitations of a purely functional classification that disregards lower-level business processes.

Classification systems in multiple dimensions: the experience of Cartagena Municipal Archives

Alejandro Delgado Gómez

This article describes the system of classification currently used at the Town Hall in Cartagena. Firstly, it very briefly underlines the definition of a classification and its theory basis and explains the circumstances which led to the changes in the structure of the former system. It also suggests a practical model of organization in which classification and processes could come together as an ensemble. In addition, the article analyses the deficiencies found in the classification model, and how they could be overcome, by describing the thesauri for agents and series created to this purpose. Finally, the article summarises the list of technological instruments which are necessary to complete the project and suggests some endings.

CLASSIFICATION SCHEDULE / FUNCTIONAL CLASSIFICATION / FUNCTION, THESAURUS / ARCHIVAL SERIES

Classification, Classification System and e-records Management

Antonia Heredia Herrera

When ISO 15489 determine as one of the imperative basis of the e-records management a “classification system”, referring to records; when the text for the implementation of e-Government talked of a classification code to identify files; when spoken simultaneously both of archives or Archives classification; when it comes to talking that is classified by records types; when classification and disposition we said are principal support of Archival, makes equivalent a function and a operation, where the classification is attached to the installation, when the classification is said to function, activity or operation, perhaps may be good to make a general reflection on what has been and is the classification in the Archival context, and what and how it applies.

CLASSIFICATION SYSTEM /E-GOVERNMENT /CLASSIFICATION / DOCUMENT TYPES / RECORDS MANAGEMENT / DISPOSITION / FUNCTION/ ACTIVITY/ FONDS / CLASSIFICATION CODE

Landscapes of the Past: Archivists, Historians and the Fight for Memory

Terry Cook

Historians and archivists approach the documentary past differently. Historians focus on the “archive” and issues of power, memory, and identity centred around the initial inscription of a document (or series of documents). Archivists concentrate on “archives” and the history of documents over time, including the many interventions by archivists (and others) that transform (and change) that original archive into archives. This essay explores the history of the two professions and the resulting misconceptions that blind both to deeper nuances of the multiple contexts surrounding records that may enhance their understanding and use. It concludes that archives are not un-problematic storehouses of records awaiting the historian, but active sites of agency and power, and both professions should accept the subjectivity of archives.

HISTORY OF ARCHIVES / ARCHIVAL THEORY / HISTORIAN-ARCHIVIST RELATIONSHIP / ARCHIVAL APPRAISAL / POSTMODERN ARCHIVES

The private documents as patrimonial resource to the service of the society: Familiar and personal archives in Valencian Public Archives

Gregorio González Alcaide, Luisa Tolosa Robledo

Traditionally, the preservation of documentary heritage has been closely related to the documents generated by Public Administrations. Nevertheless, the documentary collection generated and collected by individuals in the course of their life, reflect much better the private activities and the people’s daily routines. These archives could have informative, cultural and historical remarkable values regarding to the people’s social and cultural relevance they belonged to, values that justify their preservation and study which is necessary to promote and to spread. We present the results of a research project carried out with the aim of identifying Family Archives and Personal Archives preserved in Valencian Autonomous Region Public Archives, discussing the main initiatives developed in order to promote their preservation and safeguard.

PRIVATE ARCHIVES / PERSONAL ARCHIVES / FAMILY ARCHIVES / NOBILITY ARCHIVES / COMUNIDAD VALENCIANA

Experiences in archival e-learning in Castilla y León

José Antonio Robles Quesada

The traditional classroom training currently lives with distance learning. The records management and archive administration training is no stranger to this trend. Castilla y León Administration has always included training courses for records management in their formative plans. This article describes the first experience of adapting these training to e-learning environment during 2009, and briefly identifies some of the criteria and resources used to carry it out.

RECORDS MANAGEMENT AND ARCHIVE ADMINISTRATION TRAINING / DISTANCE LEARNING / E-LEARNING / MOODLE / PUBLIC ADMINISTRATION SCHOOL OF CASTILLA Y LEON / INFORMATION TECHNOLOGY