





Analitic summary

Solving the Descriptive Standards Puzzle: Putting the Interlocking Pieces Together

Michael J. Fox

The International Council on Archives has produced four standards relating to the description of archival records, their creators, the functions that produce records, and the institutions that preserve archival material. At the same time, two new standards, Encoded Archival Description and Encoded Archival Context, have been developed for the electronic management and representation of such descriptive data. This presentation discusses the relationships among these six standards and suggests how they might be integrated into a comprehensive information system for access to the holdings of archives.

ARCHIVES / ARCHIVAL DESCRIPTION / INFORMATION SYSTEMS / ICA / ISAD (G) / ISA-AR (CPF) / ISIAH / ISDF

Archival Descriptive Standards

Wendy M. Duff

This paper will outline the development, scope and approach of national data content standards in the United States (*Describing Archives: Content Standards*, DACS), Canada (*Rules for Archival Description*, RAD), Great Britain (*Rules for the Construction of Personal, Place and Corporate Names; Manual for Archival Description*, MAD) and Australia (*Australian Common Practices Manual*, ACPM; *Describing Archives in Context*).

The paper will discuss both the similarities and differences among the standards and conclude with some thoughts on outstanding issues.

ARCHIVAL DESCRIPTION / DATA CONTENT STANDARDS / UNITED STATES / CANADA / GREAT BRITAIN / AUSTRALIA / DACS / RAD / MAD / ACPM

Surfing from abbreviation to abbreviation. The DGARQ and the normalization of description in Portugal

Lucilia Runa, Pedro Penteado

This communication aims at presenting the perspective of the present Direcção Geral de Arquivos (DGARQ), which coordinates the policies of Portuguese archivist, as well as the organism that preceded it in this mission, the Institute of the National Archives / Torre do Tombo (IAN/TT), about the normalization of the description.

Such a perspective is materialized in specific paths, divided into different steps: analysis, exploration, translation, diffusion and testing of the international normative, culminating in the challenge of constructing portuguese orientations, manuals and norms, from which the *ODA*, as the *orientations for the archival description* are known among archivists, are merely an example of the vast number of Portuguese abbreviations.

Besides doing a balance and a general assessment of the work already developed, this communication will identify and characterize projects now in application, as the conception, construction and implementation of a portal and a Portuguese Archives Network (RPA), in which the National File of Archival Authorities (FNAA) will take part.

It will also present the guiding lines on other challenges that are placed in this area of intervention in the Portuguese context, consisting in, for example, the practical implementation of an integrated policy of archives; the qualification of the archiving systems, in accordance with the *NP 4438* (equivalent to the *ISO 15489*); the implementation of normalized instruments aiming at the interoperability in the public administration (Meta-information for interoperabil-

ity - MIP and Functional Macrostructure - FM), or in describing authentic digital objects, within the Roda Project.

NORMALIZATION / ARCHIVAL DESCRIPTION / INTEROPERABILITY / PORTAL OF PORTUGUESE ARCHIVES / NATIONAL FILE OF ARCHIVAL AUTHORITIES

The archival description in France, between procedure and practices

Claire Sibille

The creation of finding aids has been considered in France as one of the principal missions of the archivists. The irruption of the Information Technology and your increasing utilization in the archival description has supposed a harmonization of the different archival practices. In effect, the public wants to have finding aids more homogeneous and best constructed, and to obtain in an alone search all the sources located in different services. However, the diversity of formats and of documentary systems can constitute an obstacle for the interoperability of the information.

The paper revises the general context in which the French Archives believe your finding aids. Also summarizes the application of the procedure of archival description across some examples of recent projects to end by referring to the impact of the normative tools on the professional practices.

FRANCE / ARCHIVAL DESCRIPTION / INTEROPERABILITY / PROFESSIONAL PRACTICES / NORMATIVE / ISAD (G) / ISAAR (CPF) / EAD / EAC

Another contribution to the normalization: the Norma Galega de Descrición Arquivística (NOGADA)

Grupo de trabajo de archiveros de Galicia

NOGADA is the Galician Standard Archival Description, based on ISAD (G) and developed by the Galician Archivists Working Group. NOGADA have a simple objective: contribute to normalize the archival description and disseminate the international principles in the Galician archives.

Since 2003, the Group began a project to create a regional content archival standard in relation with the same Spanish and international efforts. In October 2006, we presented a first version to the I Congress of Archives of Canary Island, reduced to the essential elements of ISAD (G). Now, once the standard has been completed, we want to present it to the Spanish and international archival community and invite all to discuss it.

In this communication we analyze the different NOGADA elements (except the six first already known), and compare the solutions that the Galician

archival standard gives with other related proposals in Spanish and international archival context.

We conclude that these types of regional efforts are a necessary complement of national and international normalization on archival description.

NOGADA / GALICIAN STANDARD ARCHIVAL DESCRIPTION / STANDARD ARCHIVAL DESCRIPTION / ISAD (G)

Production of conventions for the application of the procedure of archival description to different funds, formats and specific materials

Grupo de Trabajo sobre Convenciones de Castilla y León

After the second edition of the *Manual de Descripción Multinivel*, it was proposed the elaboration of a Special Section which would have to develop standards in order to adapt archival descriptions to specific fonds, forms or medium of the archival material. So, our first approach was the development of the standard for describing Attests Documents. The result of the experience was positive and improved the preparation of descriptive standards on Reference Code, Judiciary Documents, Photographic Fonds, and Public Works, Architectural and Restoration Projects, having already planned the elaboration of another standard for describing Maps, Plans and Drawings. The goal of the publication and diffusion of these descriptive standards is to facilitate the archival description applied to specific fonds and the standardization of description in the archival institutions of our Regional System.

DESCRIPTIVE STANDARDS / SPECIFIC FONDS / SPECIAL MATERIALS / CASTILLA Y LEÓN ARCHIVAL INSTITUTIONS

Girlfriends of black: the revelation of parallel narratives by means of the description of archival documents

Alejandro Delgado Gómez

This paper addresses an exercise of functional analysis in the context of personal archives, and, particularly, photographic records. In order to reach this, we have selected a set of photographs depicting brides wearing black wedding dresses. Firstly, we explore the use of conventional descriptive models, in order to show the meaning of this colour in the realm of the wedding service. Taking into account inadequacies in these models, we apply functional analysis and descriptive models, usual in organizational environments, rather than in the private ones, particularly Recordkeeping Metadata Schema and ISO/TR 26122. Finally,

we explain how to effectively link functions, agents and records, by means of two different technical tools, namely XML and wiki tools.

ARCHIVAL DESCRIPTION /FUNCTIONAL ANALYSIS / METADATA SCHEMA / PERSONAL ARCHIVES /PHOTOGRAPHIC RECORDS

System of description normalized in León City Archives

Esperanza Fernández Suárez

Standardized descriptive system of textual documents for item and file levels of description, belonging to the Council of León documentary fond (Spain) since the end of XIX century to last year, received from town council offices by transference.

This system includes general and common rules of description according to ISAD (G) (General Standard Archival Description) and specific rules, derived of those ones, which are enforced to a group of documentary units belonging to the same series or group of series. Groups are made by using a functional approach, according to the similarity of the essential subject or juridical matter of the documents and its same administrative function.

The specific rules are stipulated in a standardized model of card, including the essential elements of description and the formal and essential instructions in order to develop each element or, instead of this, to apply the general rules, and also the index controlled vocabulary and authority records required for each description.

STANDARDIZATION / ITEM /FILE / SYSTEM DESCRIPTIVE

From the theory to the practice: reflections (around) the implementation of ISAAR(CPF) and EAC in the Geneva City Archives

Didier Grange

In December 2007, Geneva City Archives put on line a module of description devoted to the archival authority record control, which follows the international standard ISAAR(CPF) and functions using XML/EAC.

The conference looks at how two modules was developed, the main difficulties (in particular compared to EAC beta) and results obtained. It also presents recommendations intended for the institutions which would wish to launch out in a similar operation as well as the axes which we will develop in the future to supplement our application, christened IDEA (Electronic Instrument of Description of the Files).

The description carried out can be consulted from the address: <http://w3public.ville-ge.ch/seg/xmlarchives.nsf/RechercheFonds?OpenForm> and by then clicking on the various categories of fonds proposed under the heading “Accès direct aux fonds”.

AUTHORITY RECORD / ISAAR(CPF) / EAC

Production of a internal Standard of Documents Description

Alicia Hernández Martín, Fátima Rodríguez Coya

After the implementation of the Sistema de Gestión e Información de Archivos (SIGIA) in the Principado de Asturias, it was detected the need to standardize different technical processes of records management. To approach this fact, a Normalization Committee has been set up, among other functions, to develop the Standard of Documents Description, a standard which regulates the content and form of SIGIA's records' archival description. In this article we are going to explain the standard's content and structure and the methodology that the Normalization Committee is following to draw it up.

STANDARDIZATION / ARCHIVAL DESCRIPTION / ARCHIVES / RECORDS MANAGEMENT SYSTEMS / ASTURIAS

AHEB-BEHA's works on descriptive standardization: practical applications and new challenges

Anabella Barroso, Cristina Castillo, Asier Romero

In this paper we will state the reflection and work carried out by AHEB-BEHA's team in the elaboration of a descriptive planning and adaptation to ISAD (G) standard and the automation of the description following the example of parochial fonds, parchment collection and indexing of sacramental registers. We will present an analysis of the system statistics of use in both the information retrieval and reproduction enquiry of the primary document, on the one hand, and the internal management of functions integrated to date in SIGA-AKIS system on the other, as an important sample of the fact that descriptive planning must take into account the needs of the users towards it is directed.

STANDARDIZATION / ARCHIVAL DESCRIPTION / DISSEMINATION / DESCRIPTIVE PLANNING

System of shaped of archives applied to the private company

Ángela Díez Díez, Carmen Rodríguez López

There appears the information model applied to the file of an Enterprise Managerial Group of the environment of the construction. The above mentioned

model arises from a research project made all 2007, with a local enterprise group. The model of archival description, used to appraisal, to explain the context, etc the different records is Norm ISAD (G). Development, has followed the guidelines and procedures of analysis defined in the engineering of the software, in our case the development with prototype.

The final development, displays a hierarchic system based on the archival manual process; where there are described the organization levels. Also the relations or links are established between the different description levels by the items, or files. The developed system uses a Relational Database general used on the company that facilitates the multilevel description and the relations to field with other units and formats of information.

FILE MANAGEMENT / DATA MODEL, MANAGEMENT SYSTEM / ENTERPRISE CONSTRUCTION

The information of the information: historical perspective and current situation of the descriptive instruments of control

**María Teresa Piris Peña, Javier Díez Llamazares,
Beatriz Contreras Gómez**

The control of such a huge volume of records as the one kept and managed by the *Archivo General de la Administración* (General Administration Archives) in Alcalá de Henares (Madrid) requires that the existing description of fonds available in the finding aids is systematised starting from other aids. In other words, we are speaking about control and information aids that don't describe documentary fonds, but instead allow access to fonds from a more general and, at the same time, broader perspective. Following a brief analysis of their origins and evolution through time, their structure is described, the interrelation existing between all them is analyzed as well as the advantages they offer in the daily work at the archives, and finally their future regarding the new technologies is briefly explained.

DESCRIPTIVE CONTROL AIDS / PROVENANCE INDEX / FINDING AID REGISTER / TOPOGRAPHIC REGISTER / FOND CLASSIFICATION CHART / FOND CENSUS – GUIDE

Electronic documents and digital reproductions

Alan Shipman

In the modern era, digital documents are being created at an unprecedented rate. At the same time, increasing regulation, both national and international, is placing ever more stringent requirements on the need for retention of documents over a long period of time

This paper presents the issues that need to be addressed when developing the electronic archiving policy and the factors which affect the choice of storage technology when long term retention is required. Likewise the text checks the advantages and disadvantage of the paper archiving, microfilm archiving, and electronic archiving and your different formats. Finally it approached the topic of the authenticity of information stored in an electronic form.

ELECTRONIC DOCUMENTS / DIGITAL REPRODUCTIONS / ELECTRONIC ARCHIVING / STORAGE MEDIA / ELECTRONIC FORMAT / AUTHENTICITY

A quality management: The stamp 300 + of the EFQM (European Foundation for Quality Management) of the Historical Provincial Archives of León

Eva Merino Flecha

The existence and Models' utilization in the management of public organisations is a fact at present. The Historical Provincial Archives of León, he goes years working with systems of improvement: letters of service, management of processes, I am employed at groups of improvement, Model EFQM of Excellence, etc. These tools demand to work for aims and to rely on the user when the planning is realized, bearing his needs and expectations in mind. The efforts in the archival profession always have centred on providing a few good tools that allow the diffusion of the documentary heritage, in this article there is described the utilization of tools that facilitate the management.

CALIDAD / MEJORA CONTINUA / MODELO EFQM DE EXCELENCIA / HERRAMIENTAS DE GESTIÓN / GRUPOS DE MEJORA / NORMA ISO 9001 / GESTIÓN POR PROCESOS.

Conceptual model for the development of a system of long-term conservation of databases of the City of Cartagena

Alejandro Delgado Gómez

This paper explains how Municipal Archives of Cartagena are developing a protocol, in order to achieve the long-term preservation of databases generated by the City of Cartagena. Firstly, we explain the reasons for handling databases as records. Secondly, we explore a first approach, extremely positivist, which became a failure. In the third place, we explore standards and best practices, potentially useful, in order to reach the proper development of the above mentioned protocol. We explain projects finally selected as best practices to adopt, namely Clever Recordkeeping Metadata and The Netherlands National Archives Digital Longevity Test bed. Finally, we suggest some non-technical problems, associated to the proper end of the project.

DATABASES / ELECTRONIC RECORDS / LONG-TERM PRESERVATION

The rationalization of the processes like base for the records management of an organization

Fátima Rodríguez Coya, Alicia Hernández Martín

In the framework of any organization, the correct process identification and rationalization will be the basis to implement strategies for the production. When we have to analyze and design them, we have to be care about documents and their management procedures, so, in this way, archival perspective is so important to this development. Following this approach, the archivist cooperation with multidisciplinary professionals will demand a constant update to any advance about these facts. But at the end, all the efforts to improve will become benefits to the integral records management.

PROCESS MANAGEMENT / RECORDS MANAGEMENT / DOCUMENT MANAGEMENT SYSTEMS

The archival policy of the Diocese of Bilbao: steps towards standardization and process systematization

Anabella Barroso Arahetes, Leire Cristobo Guerrero

In this paper we want to release the stages of the archival policy carried out by the Diocese of Bilbao and analyze the way in which the proper steps for the establishment of a records management system for all archives in the diocesan field have been undertaken since the creation of the Archives Diocesan Service in 1997. This service might introduce the guidelines and set the standards necessary and suitable for each case. We will present, besides, the project for the automation of Diocese of Bilbao's parishes (called PKS), which pretends the standardization of the parochial records management, as well as the project of records management of the Diocesan Curia.

ARCHIVAL POLICY / RECORDS MANAGEMENT / PROCESS AUTOMATION

From ISO to UNE, the process of translation: The case of ISO 5127:2001 (E)

Carmen Rodríguez López, Lourdes Santos de Paz

The standard ISO 5127:2001 *E Information and Documentation Vocabulary*, at this moment is being submitted to translation by the Subcommittee 1 CTN 50 of AENOR "Gestión de Documentos y aplicaciones". As a member of the Working Group GT3: "Terminology" as a representative of ACAL we came across an opportunity and a challenge to explain the work of intermediation between languages.

The terms that the English entries provide, like "copyright library" or "paper", to mention only two cases. Do they have to translate themselves of literal

form? That way “library of royalties” or “paper”, “newspaper”. The first is an example of a centre that doesn’t exist in our country, the second one we know is the personal and familiar record. The translator will be who makes the decision and in terms of another decision you will achieve a bigger or minor degree of satisfaction between his users. Another aspect that worries in the translation from a vocabulary Spanish is the Spanish-American group. They use an own terminology half-way down the road between the Spaniard and the English. In some cases your terms approach more to the Anglo-Saxon which is why our scruples are not our own for them, and in other cases they get close to the of the tongue common.

STANDARD ISO / TECHNICAL TRANSLATION / TERMINOLOGY / ARCHIVAL SCIENCE / LIBRARY SCIENCE/ AENOR / ACAL

The parliament archive of the Regional Assembly of Castile and Leon: implementation of a documentary management system (application of ISO 15489 Standard)

Óscar Grimal Santos, Paloma Vaquero Lorenzo, M^a José Vián del Pozo

The aim of this communication is to share the tasks carried out by the Parliament Archives of Castile and Leon, as well as to make known one kind of file which is not known up to now neither by the general public nor by a great deal of the archivist community.

In order to achieve this goal, this communication has been laid out in three basic parts: What does a Parliament Archive imply and its position in the Spanish State, The Archive of the Regional Assembly of Castile and Leon and The implementation of a Documentary Management System on the mentioned Archive complying with International ISO 15489: 1 and 2 Standards.

PARLIAMENTARY ARCHIVES/ RECORD MANAGEMENT / STANDARDIZATION / ISO 15489 / REGIONAL ASSEMBLY OF CASTILE AND LEON

The documentary exhibitions. Skills and trends

Julio Cerdá Díaz

The exhibitions are one of the most common means for communication of archives. Goals, strategies, contents and procedures are essential elements for build an appropriate message in an exhibition of documents.

EXHIBITION OF DOCUMENTS / CULTURAL ACTION / COMMUNICATION SKILLS

Archives and human rights in Argentina

Graciela Karababikian

The surfacing in the public agenda of the problems regarding archives and documentary heritage, especially in their relationship with human rights, is more associated with memory policies and less oriented to raise consciousness about the need to preserve the documentary and cultural heritage of a nation. The state must take full responsibility in the protection of repression archives and in widening the possibility of their consultation, stating clear rules for their access, assuming its role in the preservation of the countries documentary heritage.

HUMAN RIGHTS / REPRESSION ARCHIVES / ARGENTINA / MEMORY POLICIES