



INTERNATIONAL COUNCIL ON ARCHIVES
SECTION FOR PROFESSIONAL ASSOCIATIONS

NEWSLETTER
November 2008

Welcome to the November 2008 edition of the SPA Newsletter. The purpose of the Newsletter is to keep SPA members up-to-date with news on Section activities and projects and to strengthen international cooperation and collaboration between professional records management and archival associations.

2008-2012 SPA Steering Committee

The section is managed by a Steering Committee. The Committee meets twice a year to organize and undertake SPA projects and activities. The following representatives from SPA member associations were elected to the 2008-2012 Steering Committee at the Kuala Lumpur Plenary Assembly:

President – Christine Martinez (Association des Archivistes Français)

Vice President – Fred van Kan (Koninklijke Vereniging van Archivarissen in Nederland)

Secretary – Andrew Nicoll (Society of Archivists, United Kingdom and Ireland)

Deputy Secretary – Colleen McEwen (Australian Society of Archivists)

Members – Joan Boadas i Raset (Associació d'Arxivers de Catalunya)

Isabella Orefice (Associazione Nazionale Archivistica Italiana)

Berndt Fredriksson (Swedish Association of Archivists)

Michal Henkin (Israel Archives Association)

Trudy Huskamp Peterson (Academy of Certified Archivists & Society of American Archivists)

Robert Nahuat (Bureau of Canadian Archivists)

Laura Gabriela Salazar (Sociedad para el Desarrollo Científico de la Archivistica)

Kazuko Sasaki (The Japanese Society of Archive Institutions)

Cristina Bianchi (Association des Archivistes Suisses)

Michael Diefenbacher (Verband deutscher Archivarinnen und Archivare)

Waldemar Chorazyczewski (Association of Polish Archivists)

International Forum on Archives and Human Rights

In Mexico City on 10th and 11th December, on the occasion of the 60th anniversary of the Universal Declaration of Human Rights, SDCA, the Mexican Sociedad para el Desarrollo Científico de la Archivistita, supported by SPA, is organising an International Forum on

Archives and Human Rights. Coorganised by the Mexican Senate, the aim of the Forum is:

- To establish a cooperative mechanism for all major actors involved in upholding, protecting and defending human rights.
- To build formal communications networks for NGO's with the aim of establishing closer relations.
- To develop a worldwide advocacy, promotion and outreach campaign to raise awareness about the importance of archives for the effective recognition and establishment of human rights.
- To promote the 'Memory of the World Program'.

The Forum will build on the activities carried out to support the 2003 CITRA Cape Town resolution and themes will include:

- the right to life
- the right to liberty
- the right to security
- the right to an identity
- the right to own property
- the right to freely express opinions
- Freedom of Information laws and their importance in assuring human rights
- protection from torture or cruel, inhuman or degrading treatment or punishment
- protection from arbitrary interference into personal and family privacy.

SPA and ICA will be represented at this Forum by Fred van Kan, Vice-President of the section.

For further information about the Forum contact Gabriela Salazar at sedca@prodigy.net.mx

2008 ICA Congress

There were three SPA hosted sessions at the 2008 ICA Congress in Kuala Lumpur.

In the session on the *Role of Professional Associations in the ICA and in International Cooperation* five speakers addressed the importance of professional associations in furthering the cause of archival solidarity. Didier Grange from Switzerland presented a paper giving an overview on the development of associations across the world, and a brief history of SPA and the role the Section plays in supporting international cooperation; Eugenio Busto, the President of the Asociacion de Archiveros de Chile presented a paper outlining the establishment and activities of the Chile association and the impact of the Mercosur on creating archival solidarity amongst archival associations in Latin America; Joan Boadas i Raset from Catalunya spoke on how associations can influence the development of archival legislation; Henri Zuber from France spoke about the involvement of the Association des Archivistes Franais in international cooperative archival activities, and Mariela Alvarez Rodriguez from Brazil presented a paper on an investigative project focusing on professional associations. The PowerPoint presentations for these papers can be found at

<http://www.kualalumpur2008.ica.org/en/sessions/role-professional-associations-ica-and-international-cooperation>

The session titled *Special Delivery: Getting Key Messages About Archives to Our Audience* three speakers explored different ways to deliver information about the importance of archives to the general public and decision-makers in positions of political power. Shelley Sweeney from the University of Manitoba, who was a member of the 2004-2007 SPA Steering Committee, representing the Association of Canadian Archivists, gave a North American perspective on promoting archives focusing on archives' days and celebratory events undertaken by both archives and archival associations. Maggie Shapley spoke about booklet titled "Archives Matter" published by the Australian Society of Archivists showing the wide uses of archives and their importance in promoting and supporting democracy, and communal and personal identities. Yusuf Mahfuzah from the National Archives of Malaysia spoke about various successful public promotion activities employed by the Archives including special events and using a popular local radio program. PowerPoint presentations can be found at <http://www.kualalumpur2008.ica.org/en/sessions/special-delivery-getting-key-messages-about-archives-our-audience>

Nancy Marrelli chaired the session *Archival solidarity: An Interactive discussion on what is happening with international archival outreach projects?* Details about recent SPA Archival Solidarity Projects were outline and then session participants shared information on current international projects, experience gained in developing and presenting projects to gain funding and on how to develop and nurture outreach partners.

Universal Declaration on Archives

The project to develop a Universal Declaration on Archives was reported on in the February and May 2008 Newsletters. A draft was forwarded to member associations in July 2008 and suggested changes considered by the Working Group and the Steering Committee. The following draft Declaration was accepted by the ICA Executive Board at their recent meeting held in Vienna. A program to supports its promotion and use will now be developed. The Declaration will be presented to the Malta November 2009 Annual General Meeting for final endorsement.

DRAFT UNIVERSAL DECLARATION ON ARCHIVES

Archives record decisions, actions and memories. Archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens' rights and enhances the quality of life.

To this effect, we recognize

- **the unique quality** of archives as authentic evidence of administrative, cultural and intellectual activities and as a reflection of the evolution of societies;

- **the vital necessity** of archives for supporting business efficiency, accountability and transparency, for protecting citizens rights, for establishing individual and collective memory, for understanding the past, and for documenting the present to guide future actions;
- **the diversity** of archives in recording every area of human activity;
- **the multiplicity of formats** in which archives are created including paper, electronic, audio visual and other types;
- **the role of archivists** as trained professionals with initial and continuing education, serving their societies by supporting the creation of records and by selecting, maintaining and making these records available for use;
- **the collective responsibility** of all - citizens, public administrators and decision-makers, owners or holders of public or private archives, and archivists and other information specialists - in the management of archives.

We therefore undertake to work together in order that

- appropriate national archival policies and laws are adopted and enforced;
- the management of archives is valued and carried out competently by all bodies, private or public, which create and use archives in the course of conducting their business;
- adequate resources are allocated to support the proper management of archives, including the employment of trained professionals;
- archives are managed and preserved in ways that ensure their authenticity, reliability, integrity and usability;
- archives are made accessible to everyone, while respecting the pertinent laws and the rights of individuals, creators, owners and users;
- archives are used to contribute to the promotion of responsible citizenship.

Revision of ICA membership fees

Following a review undertaken by the Steering Committee of the fee structure for ICA Category B members, a proposal was presented to the Annual General Meeting recommending the abandonment of the current situation, where fees are based on membership numbers, replacing it with a system based on annual budgets and allowing for the possibility of a non financial contribution supporting ICA projects and activities. A working group has been established to consider the proposal and report to the January 2009 Executive Board meeting. Members of the working group are David Leitch, Secretary-General, Thomas Lidman, Vice-President for Finance, Christine Martinez, SPA President and Deborah Jenkins, SMA President.

Archival Solidarity Project

The Archival Solidarity Committee was formally established by the SPA Steering Committee in 2005 with the objective to co-ordinate efforts in the international archives community to carry out foreign assistance projects and to develop tools and expertise for developing communities and communities in transition. Information about the work of the Committee is available at: <http://archives3.concordia.ca/solidarity/default.html>

The Committee maintains a database of current and recent international outreach projects for archives. We welcome all additional information about current projects. This user-friendly on-line resource is available at: <http://archives3.concordia.ca/solidarity/projects.html>

We have recently made available on our web site some new resources to provide information on funding for archival outreach projects: two new publications on European government funding and a searchable database that provides access to a growing body of information on international funding sources. All these funding information resources are available at: <http://archives3.concordia.ca/solidarity/funding.html>

Nancy Marrelli, Chair, Archival Solidarity Committee

International Archives Day celebrations

At the Quebec 2007 Annual General Meeting it was decided that International Archives Day should be celebrated on 9 June, the day in 1948 that ICA was founded in Paris at UNESCO.

Celebrating International Archives Day offers archivists, archival institutions and associations throughout the world a tremendous opportunity to promote the cause of records and archives. Member associations are encouraged to celebrate this event and to assist in planning activities the SPA Steering Committee has developed a report and a calendar of archives awareness days, weeks and months celebrated throughout the world. These are available at <http://www.ica.org/en/node/38606> and <http://www.ica.org/en/node/38611>. The SPA guidelines on Advocacy and Promotion Strategies for Professional Associations would also be helpful in planning events. These are available at <http://www.ica.org/en/node/38942>

Guidelines for developing a retention schedule for professional associations

A generic model Retention Schedule and guidelines for adapting this model have been developed to assist records management and archival associations manage their records. The model is based on work carried out by the Australian Society of Archivists in developing a schedule for their own records. It is technology neutral, applicable for both paper and electronic records. The methodology outlined in these guidelines is consistent with the principles in the International Standard on Records Management *ISO 15489 Information and documentation – Records Management*.

Because the model is a generic representation associations are advised to follow the 15

steps outlined in the Introduction to develop their own retention schedule. Undertaking these steps will ensure that specific functions and activities of an association are covered and described correctly, that all local laws and regulations have been considered, and that risks to the association have been assessed, and stakeholder needs taken into account when determining retention periods.

The schedule and guidelines are available in English at <http://www.ica.org/en/node/39028>
French and Spanish translations will also be made available.

Planned new feature for the SPA Newsletter

Commencing in 2009 the Steering Committee would like to present a profile of a member association in each Newsletter. If you would like your association featured please contact Colleen McEwen at tcmcewen@gmail.com

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