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Managing Archives provides a practical guide to archives management. It has three main target audiences: those who have been tasked by their organization to manage its archives but who have no prior training; those who are starting out as professionals or para-professionals in a record keeping environment and need basic guidance; and students who are currently studying for a professional ...

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One of the longstanding principles of records and archives management is the concept of respect des fonds. Originally a French term, respect des fonds is often defined simply as 'respect for the creator of the records.' The principle of respect des fonds consists of two related concepts: provenance and original order.

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Archive Principles and Practice: an introduction to ...

A modern, effective records management system will do its work in the background, appearing invisible to end-users and will possess the ability to manage records in-place across a variety of platforms (i.e. email, social media, cloud storage, network drives, computer desktops etc.), enabling your team to work how and where they work.

The 8 Principles of Record Keeping: The foundations of ...

Archivists apply the 2 principles of 'provenance' and original order' when managing their collections. These principles should be the foundations for all the activities you carry out on your archives. You need to understand how and where your archives were created and how they are ordered before you take steps to

Managing Archives: Foundations, Principles and Practice ...

The 8 Principles of Record Keeping: The foundations of good records management. View Larger Image; In this article, we delve into 8 key principles of records management. These principles are a great place to start if you are looking to implement an effective records

management strategy.

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Managing archives: foundations, principles and practice ...

by Theodore R. Schellenberg Staff Information Paper Number 18 (1951) [Note on Web Version] Introduction This Staff Information Paper deals with the principles of arrangement of records followed in the National Archives. It will discuss those principles as they apply to the arrangement of record groups, subgroups, series, and individual items.

Managing Archives: Foundations, Principles and Practice ...

Managing Archives: Foundations, Principles and Practice Carl Newton (Visiting Professor of Archives, Northumbria University, Newcastle upon Tyne, UK) Records Management Journal

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Williams (2006), while describing foundations, principles and practice of archives management, stated that promotion and marketing can contribute to social integration and lifelong education.

Managing Archives: Foundations, Principles and Practice

Managing Archives: Foundations, Principles and Practice by. Caroline Williams. 3.71 · Rating details · 14 ratings · 1 review This book provides an up-to-date, practical overview of archives management, and will benefit those with no prior training who have been tasked by their organization to manage its archives, those who are ...

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