

WHAT IS AN ARCHIVE?

- People and organizations create and use records in the course of conducting business and relating to each other in everyday life.
- These records are the physical means by which we explore the composition of societies and human relationships.
- Some records of both social and organizational activities provide information of continuing value.
- These may be of value to individuals, organizations or society as a whole.
- When records of continued value are kept we have an archives.

An ARCHIVE, therefore, is documents made or received and accumulated by a person or organization in the course of the conduct of affairs and preserved because of their continuing value.

WHY AN ARCHIVE?

To provide an organization or individual with resources that allow them to do their jobs:

- By preserving evident (records) of legal rights.
- Accountability for past actions.
- Or information crucial to future planning and decision-making.
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WHEN DO YOU NEED AN ARCHIVE?

- To **preserve** your organization's records, allowing them to be arranged, described and preserved for the organization's continued use.
- To provide an organization **access** to their information allowing
 - The right information
 - To the right individual
 - At the right time
 - As economically as possible
- For **research** of related archival holdings to enhance understanding by context or visual use of documents and artifacts.