

**Invitation to the LIEF 2009 (Accession) Workshop #2 - June 2009:
Accessioning Gordon Briscoe and Len Smith's
ATSIDA – Aboriginal and Torres Straight Islander Data Archive.**

The eScholarship Research Centre, University of Melbourne would like to invite you to an "Accession Workshop" to be held over four days at the Australian National University from Tuesday 9th - Friday 12th June 2009.

At the Workshop we will be accessioning the ATSIDA data, and through this process, we will explore **epistemological, ethical and practical** issues surrounding the archiving of quantitative, structured qualitative, and un-structured qualitative records. As discussed, we will use the Heritage Documentation Management System (HDMS) as the tool to capture the information in a systematic way.

Venue:

Meeting Room at 20 Balmain Crescent, Australian National University (ANU)

Dates & Times:

Tuesday 9th June, 9:30am-5:00pm

Wednesday 10th June, 9:00am-5:00pm

Thursday 11th June, 9:00am-5:00pm

Friday 12th June, 9:00am-3:30pm (approximately)

RSVP:

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Background information about setting up an archival program taken from an article titled "Archival Documentation":-

*The following text is from an article by Gavan McCarthy and Joanne Evans:
"Archival Documentation", Encyclopedia of Library and Information Sciences Third
Edition DOI: 10.1081/E-ELIS3-120044326, copyright # 2010 by Taylor & Francis.:*

"The aim of the archival program is to ensure that the materials for which it is responsible can be meaningfully interpreted by users at any time in the life of the records, from the moment of receipt into the archival program, through the period of custody and curation, and, if it eventuates, the removal of the materials from the archival program. In order to fulfill this aim archival documentation must be created that records the actions of the archival program with respect to all the materials under its control...

The Phases of an Archival Program

Archival documentation, a critical component in the capture of contextual information surrounding archival materials, is created, kept and made available:-

- a) to support the effective and efficient management of an archival program;

- b) to maintain the authenticity, integrity and reliability of records under the control of the archival program; and
- c) to make the records under the control of an archival program accessible and meaningful to its users.

Systematic accessioning (mapping and surveying of records) is a vital first step in telling the story of the records. It is ideal to go as close as you can to the operational zone (and accept what has happened up to that point) and be absolutely meticulous and painstaking from that point. Archival materials are assembled and managed on the understanding that they will ultimately be used without recourse to the originating entity or indeed the people responsible for their transfer into an archival program. It is important that specific information held only in the minds of those people is captured and systematically documented so that both the archivists of the future and those wishing to use the materials understand why the materials are where they are and why they are in the form or structure in which they have been preserved in the archive...

Transfer and Accessioning

The accession, or the formal registration of the materials as found, is the traditional entry point for records into an archival program. As a rule, the formal custody arrangements of the materials will change during this aspect of the archival program. Therefore, appropriate instruments documenting, authorizing these changes, and articulating the terms of transfer should be utilized. In some cases an exchange of letters may be sufficient, whereas in other cases, forms and other legal documents may be appropriate. For many materials the accession registration may be the first concrete anchor point where their story is documented. The systematic collection of data about the materials at this point is critical. Meticulous attention to detail in process and description is an imperative. For example, data that documents terms and conditions of ownership and custody, date of registration, location of registration, detailed information about the transferee, storage unit labeling, description of contents, notes about the condition of the materials and thoughts about future processing issues, and the provenance of the materials are critical elements of the archival documentation of this process.

An accession once registered, consistently documented and housed in uniquely identified containers, can be responsibly relocated into appropriate storage without comprising the integrity of the records and minimizing the risk of materials going missing. The systematic documentation of the sequence of any new locations is therefore a new requirement of the archival program. The completion of this phase is only the beginning of the archival program but if this phase is undertaken in a painstaking and careful manner, the following phases, rather than being problematic, can be responsibly and efficiently managed."