

ILM1620 Management of Archive Services

View Online



[1]

About ICA : A timeline of the International Council on Archives:

<http://www.ica.org/1832/about-ica/a-timeline-of-the-international-council-on-archives.html>.

[2]

Archival and records management legislation and regulations:

<http://www.unesco.org/webworld/ramp/html/r9006e/r9006e0i.htm>.

[3]

Archive buildings in a tropical climate and with low resources: 2005.

https://www.ica.org/sites/default/files/ICA_Study-17-Archive-buildings-in-tropical-climate_EN.pdf.

[4]

Archives and Records Association 2018. Code of ethics.

[5]

Archives and Records Association 2011. Policy on volunteering in archives.

[6]

Archives and Records Association UK & Ireland and Link 51 2012. Archives and records storage: the guide.

[7]

Archives and Records Council Wales 2001. A national archives and records policy for Wales .

[8]

Archives New Zealand 2007. Storage standard: Standard for the storage of records and archives.

[9]

Archives of Ontario 2012. Customer service charter.

[10]

Archives Task Force 2004. Listening to the past, Speaking to the future: Report of the Archives Task Force.

[11]

ARMA International: 2018. <http://www.arma.org>.

[12]

Arnold, S What is advocacy?

[13]

Assessment Process | National Records of Scotland:
<http://www.nrscotland.gov.uk/record-keeping/public-records-scotland-act-2011/assessment-process>.

[14]

Association of Canadian Archivists 2017. Code of ethics.

[15]

Australian Society of Archivists Inc 2007. Archives matter.

[16]

Australian Society of Archivists Inc 1993. Code of ethics.

[17]

Baynes-Cope, A.D. 1989. Caring for books and documents. British Library.

[18]

Baynes-Cope, A.D. 1988. Ethics and the conservation of archival documents. Journal of the Society of Archivists. 9, 4 (1988).

[19]

Baynes-Cope, A.D. 1994. Principles and ethics in archival repair and archival conservation: Part 1; the principles of archival repair. Journal of the Society of Archivists. 15, 1 (1994).

[20]

Bell, N. 2013. Funding. Preservation Advisory Centre.

[21]

Bell, N. 2013. Making the most of funding opportunities for preservation and conservation projects. National Preservation Office.

[22]

Benchmarks in Collection Care for Museums, Archives and Libraries - Collections Trust: 2018.

https://collectionstrust.org.uk/wp-content/uploads/2016/08/Benchmarks2_updated__Oct_2014-3.compressed.pdfchmarks-in-Collections-Care-2.1-1.pdf.

[23]

Benedict, K.M. and Society of American Archivists 2003. Ethics and the archival profession: introduction and case studies. Society of American Archivists.

[24]

Bettington, J. 2008. Advocacy and outreach. Keeping archives. J. Bettington et al., eds. Australian Society of Archivists. 435–474.

[25]

Bexley Local Studies & Archive Centre 2017. Access policy.

[26]

Boardman, C 2007. Dark Archivist: meeting the needs of non-user. Archives & Social Studies: A Journal of Interdisciplinary Research. 1, 1 (2007).

[27]

Bradsher, J.G. 1991. Managing archives and archival institutions. University of Chicago Press.

[28]

Bradsher, J.G. 1991. Managing archives and archival institutions. University of Chicago Press.

[29]

British Standards Institution 2012. PD 5454 Published Document: Guide for the storage and exhibition of archival materials. BSI.

[30]

British Standards institute 2017. BS 4971 Conservation and care of archive and library collections. British Standards Institute.

[31]

British Standards Institution 2000. BS 5454 British Standard recommendations for storage and exhibition of archival documents.

[32]

British Standards Institution 2009. Code of practice for cultural collections management: PAS 197:2009. British Standards Institution.

[33]

British Standards Institution 2012. PAS 198 Specifications for managing environmental conditions for cultural collections. British Standards Institution.

[34]

British Standards Institution 2012. PD 5454 Published document: Guide for the storage and exhibition of archival materials. British Standards Institution.

[35]

Brooks, P.C. 1996. The life cycle concept and the development of Federal records centers. *The Record*. 12, 2 (1996).

[36]

Brown, C. ed. 2014. *Archives and recordkeeping: theory into practice*. Facet Publishing.

[37]

Brown, Michelle P. *Making history at the British Library*.

[38]

Bulow, A. and Gregan, T. 2005. An alternative for the long-term storage of archival records - a salt mine in cheshire. Where shall we put it? Spotlight on collection storage issues - paper given at the National Preservation Office Conference held on 4 October 2004. National Preservation Office. 30-36.

[39]

Cantwell, J.D. 1991. The Public Record Office 1838-1958. H.M.S.O.

[40]

Carr, Vanessa 2008. The Public Record Office, The National Archives and the historian.

[41]

Carter, C 2007. Quantifying diversity: A report measuring access and inclusion in Welsh museums, archives and libraries.

[42]

Cheshire Archives & Local Studies How can we help?

[43]

Clark, Susie 2009. Preservation of photographic material. Preservation Advisory Centre.

[44]

Cook, Michael 2006. Professional ethics and practice in archives and records management in a human rights context. Journal of the Society of Archivists. 27, 1 (2006).

[45]

Council of Europe Committee of Ministers Recommendation No. R(2000)13 of the Committee of Ministers to member states on a European policy on access to archives.

[46]

Craig, R. 1990. The modern role of the conservator. *Journal of the Society of Archivists*. 11, 3 (1990), 95–101.

[47]

Craig, R. et al. 2006. There is disaster planning and there is reality—the Cayman Islands National Archive (CINA) experience with Hurricane Ivan 1. *Journal of the Society of Archivists*. 27, 2 (2006), 187–199.

[48]

Craven, L. 2008. *What are archives?: cultural and theoretical perspectives : a reader*. Ashgate.

[49]

Creative Culture & Associate 2011. *CyMal: Archives for the 21st century national marketing strategy implementation plan 2011-2014*.

[50]

Creative Culture & Associates 2011. *CyMal: Archives for the 21st century analysis of requirements for providing online access to archives catalogues in Wales*.

[51]

Creative Cultures & Associates 2011. *CyMal: Archives for the 21st century national marketing strategy*.

[52]

Crymble, A 2010. An analysis of Twitter and Facebook use by the archival community. *Archivaria*. 70, (2010).

[53]

Cunha, G.D.M. and Cunha, D.G. 1971. Conservation of library materials: a manual and bibliography on the care, repair and restoration of library materials. Scarecrow Press.

[54]

Definitions of conservation terminology: 2014.

<http://www.conservation-us.org/about-conservation/related-organizations/definitions#.VUp2efCrHfc>.

[55]

Department for Culture Media and Sport 2011. The National Archives will take on the leadership role for the archives sector.

[56]

Depoortere, R. 2006. Access to archives and data protection. ICA Study no. 19: Committee on Archival Legal Matters, 1996-2004. 25-40.

[57]

Disability Wales/Anabledd Cymru Social model of disability.

[58]

Douglas, D.C. 1951. English scholars, 1660-1730. Eyre & Spottiswoode.

[59]

dPlan: The online disaster planning tool: 2012.

<https://www.nedcc.org/free-resources/dplan-the-online-disaster-planning-tool>.

[60]

Duchain, M. and Duchain, M. 1977. Archive buildings and equipment. Verlag Dokumentation.

[61]

Duchemin, Michel 1992. The history of European archives and the development of the European archival profession. *American Archivist*. 55, Winter (1992).

[62]

Duff, Wendy et al. 2008. Archivists' views of user-based evaluation: Benefits, barriers, and requirements. *American Archivist*. 71, 1 (2008).

[63]

Duranti, L. et al. 1998. *Diplomatics: new uses for an old science*. Scarecrow Press.

[64]

Ellis, J. and Australian Society of Archivists 1993. *Keeping archives*. Thorpe in association with the Australian Society of Archivists.

[65]

Emergency Salvage of Wet Books and Records: 2007.
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.6-emergency-salvage-of-wet-books-and-records>.

[66]

Emergency Salvage of Wet Photographs:
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.7-emergency-salvage-of-wet-photographs>.

[67]

Equality Act 2010: 2010. <http://www.legislation.gov.uk/ukpga/2010/15/contents>.

[68]

Equality and Human Rights Commission 2010. The new public sector equality duty.

[69]

ERS Research & Consultancy 2011. Economic impact toolkits for archives , libraries and museums final report.

[70]

Essex Record Office 12AD. Have you ever wondered what happens when you order your documents?

[71]

European Commission 2012. Commission proposes a comprehensive reform of the data protection rules.

[72]

European Parliament and the Council of the European Union 1995. Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

[73]

Finch, L. and Webster, J. 2008. Caring for CDs and DVDs. National Preservation Office.

[74]

Flinn, A. 2007. Community Histories, Community Archives: Some Opportunities and Challenges. *Journal of the Society of Archivists*. 28, 2 (2007), 151-176.
DOI:<https://doi.org/10.1080/00379810701611936>.

[75]

Flinn, A. et al. 2009. Whose memories, whose archives? Independent community archives, autonomy and the mainstream. *Archival Science*. 9, 1-2 (2009), 71-86.

DOI:<https://doi.org/10.1007/s10502-009-9105-2>.

[76]

Flinn, A. and Jones, H. eds. 2009. Freedom of information: open access or empty archives?. Routledge.

[77]

Flynn, S. 2001. The records continuum model in context and its implications for archival practice. *Journal of the Society of Archivists*. 22, 1 (2001).

[78]

Foot, M.M. 2013. Building blocks for a preservation policy. Preservation Advisory Centre.

[79]

Forbes, H. 2003. Preparation, Prevention and Practice: attempting to avoid disasters at Canterbury Cathedral Archives. *Journal of the Society of Archivists*. 24, 2 (2003), 189-197. DOI:<https://doi.org/10.1080/0037981032000127043>.

[80]

Forde, H. 1996. Strategies for survival: memories of the World at risk, archives destroyed, archives reconstituted: International Council on Archives. *Archivum: international review on archives*. XLII, (1996).

[81]

Forde, H. and Rhys-Lewis, J. 2013. Preserving archives. Facet Publishing.

[82]

Galbraith, V.H. 1934. An introduction to the use of the public records. Oxford University Press.

[83]

Gale, C. 2006. Record-keeping as an ethical imperative. *Journal of the Society of Archivists*. 27, 1 (2006), 17–27. DOI:<https://doi.org/10.1080/00039810600691221>.

[84]

Gale, C. 2006. Record-keeping as an ethical imperative. *Journal of the Society of Archivists*. 27, 1 (2006), 17–27. DOI:<https://doi.org/10.1080/00039810600691221>.

[85]

Glamorgan Archives Searchroom rules.

[86]

Glamorgan Record Office 2006. Design criteria statement for a new Glamorgan Record Office.

[87]

Godber, J. 1949. *Local Archives of Great Britain: 1. The County Record Office at Bedford*. Archives. 1, 1 (1949).

[88]

Gorman, G. and Shep, S. eds. 2006. *Preservation management for libraries, archives and museums*. Facet.

[89]

Gray, V. 2002. Developing the corporate memory: the potential of business archives. *Business Information Review*. 19, 1 (2002), 32–37. DOI:<https://doi.org/10.1177/0266382024238266>.

[90]

Great Britain 2008. Data Protection Act 1998: Elizabeth II. Chapter 29.

[91]

Great Britain and National Register of Archives 1996. Principal family and estate collections: Family names A-K. HMSO.

[92]

Grimard, J. 2004. Program evaluation and archives: 'appraising' archival work and achievements. *Archivaria*. 57, (2004).

[93]

Guidelines on exhibiting Archival Materials: 2006.
<https://www.ica.org/en/guidelines-exhibiting-archival-materials>.

[94]

Hackman, L.J. 2012. Love is not enough: advocacy, influence and the development of archives. *Journal of the Society of Archivists*. 33, 1 (2012).

[95]

Hall, H. and Royal Historical Society (Great Britain) 1920. A repertory of British archives: Part I.: England. Office of the Society.

[96]

Hallam, E. 1990. Nine centuries of keeping the public records. *The Records of the nation: the Public Record Office, 1838-1988, the British Record Society, 1888-1988*. G.H. Martin and P. Spufford, eds. Boydell Press. 23-42.

[97]

Hamilton, C. 2002. *Refiguring the archive*. Kluwer Academic.

[98]

Handling documents: <http://www.nationalarchives.gov.uk/visit/document-handling.htm>.

[99]

Handling library materials: 2005.

<https://web.archive.org/web/20120528193606/http://www.bodley.ox.ac.uk/dept/preservation/training/handling/cleanhands.htm>.

[100]

Henderson, J. 2013. Environment.

[101]

Hendry, J. 2007. Primary sources in K-12 education: Opportunities for archivists. *The American Archivist*. 70, 1 (2007).

[102]

Heritage Collections Council 2000. Be prepared: guidelines for small museums for writing a disaster preparedness plan. Soderlund Consulting.

[103]

Hingley, M. 1996. Avoiding disaster at the Norfolk Records Office: a retrospective view. *Journal of the Society of Archivists*. 17, 1 (1996), 23-26.

[104]

HM Government 2011. Public Records (Scotland) Act 2011.

[105]

Holden, P. 2004. 'Heaven helps those who help themselves': the realities of disaster planning. *Journal of the Society of Archivists*. 25, 1 (Apr. 2004), 27-32.
DOI:<https://doi.org/10.1080/0037981042000199124>.

[106]

Horner, Josephine 2012. Recordkeeping and natural disasters - the Queensland floods and the Canterbury earthquake: a comparison.

[107]

HSBC Group Archives Conditions of access to the archives.

[108]

Hughes, S Managing the preservation of library and archive collections in historic buildings (NPO preservation guidance occasional papers).

[109]

Hunt, Jeremy 2010. Ministerial written statement.

[110]

Iacovino, L. and Todd, M. 2007. The long-term preservation of identifiable personal data: a comparative archival perspective on privacy regulatory models in the European Union, Australia, Canada and the United States. *Archival Science*. 7, 1 (2007), 107-127.
DOI:<https://doi.org/10.1007/s10502-007-9055-5>.

[111]

Information about the Parliamentary Archives for the Media: 2014.
<https://www.parliament.uk/business/publications/parliamentary-archives/visiting-and-services/archives-media/>.

[112]

Inter Departmental Archives Committee 2002. Government policy on archives action plan.

[113]

International Council on Archives 1996. International Council on Archives code of ethics.

[114]

International Council on Archives 2008. International standard for describing Institutions with archival holdings.

[115]

International Council on Archives 2004. Principles for archives and record legislation [draft]

[116]

International Council on Archives 2011. Principles of Access to Archives.

[117]

International Council on Archives 2010. Universal declaration on archives.

[118]

International Council on Archives 2010. Universal declaration on archives.

[119]

International Council on Archives Committee on Disaster Prevention 1997. Guidelines on disaster prevention and control in archives. International Council on Archives.

[120]

International Organization for Standardization 2016. ISO 15489-1:2016, Information and documentation -- Records management -- Part 1: Concepts and principles.

[121]

International Organization for Standardization 2015. ISO11799: Information and documentation - document storage requirements. International Organization for Standardization.

[122]

International Organization for Standardization 2015. ISO11799: Information and documentation - document storage requirements. International Organization for Standardization.

[123]

Jenkinson, H. 1965. A manual of archive administration. Lund, Humphries.

[124]

Jenkinson, H. 1965. A manual of archive administration. Lund, Humphries.

[125]

Jenkinson, H. 1980. The English archivist: a new profession. Selected writings of Sir Hilary Jenkinson. Alan Sutton. 236-239.

[126]

Jimerson, R. 2006. Embracing the power of archives. The American Archivist. 69, 1 (2006).

[127]

Kessler, Glenn 2010. Iraq demands return of its Jewish archive.

[128]

Kitching, C. et al. 2001. Guide to the interpretation of BS 5454: 2000: recommendations for the storage and exhibition of archival documents. British Standards Institution.

[129]

Kitching, C. and Great Britain 1993. Archive buildings in the United Kingdom 1977-1992. HMSO.

[130]

Kitching, Christopher 2005. Public interest or private property? In celebration of private archives. *Archives*. 30, (2005).

[131]

Kitching, C.J. 2007. Archive buildings in the United Kingdom, 1993-2005. Phillimore.

[132]

Lane, V. and Hill, J. 2011. Where do we come from? What are we? Where are we going? Situating the archive and the archivists. *The future of archives and recordkeeping: a reader*. Facet Publishing. 3-22.

[133]

Lester, P. 2006. Is the virtual exhibition the natural successor to the physical? *Journal of the Society of Archivists*. 27, 1 (2006).

[134]

Libraries, Archives, Records and Information Management Services: 2011.
<http://repository.excellencegateway.org.uk/fedora/objects/eg:6218/datastreams/DOC/content>.

[135]

Lindsay, H. 2011. Volunteering in collections care: best practice guide.

[136]

Ling, T. 2010. Archival storage: navigating standards and shifting budgets.

[137]

Ling, T. 2003. Building a low cost archives in the tropics - specification and description. Pacific Region Branch of the International Council on Archives.

[138]

Ling, T. 2004. Shelving for Archival Storage: Key Issues. International Council on Archives Committee on Archival Buildings in Temperate Climates.

[139]

Local Government Association 2009. Our past, your future: Local government archives.

[140]

Logan, K. 2009. National Strategy for Business Archives - England and Wales. The National Archives.

[141]

Lord Chancellor's Department 1999. Government Policy on Archives.

[142]

Lord Chancellor's Department 2000. Lord Chancellor's Code of practice on the management of records issued under section 46 of the Freedom of Information Act 2000.

[143]

Lyall, J. 1996. Disaster Planning for libraries and archives: Understanding the essential issues. Provenance. 1, (1996).

[144]

M25 Disaster Control Plan Template: 1997.

<https://web.archive.org/web/20120329213327/http://www.m25lib.ac.uk/m25dcp/prevent.html>.

[145]

Making History - The changing face of the profession in Britain: 2008.

<http://www.history.ac.uk/makinghistory/index.html>.

[146]

Matthews, G. et al. 2009. Disaster management in archives, libraries and museums. Ashgate.

[147]

Matthews, G. and Eden, P. 1996. Disaster management in British libraries: project report with guidelines for library managers. British Library.

[148]

McIlwaine, J. 2006. IFLA Disaster Preparedness and Planning: A Brief Manual. International Federation of Library Associations Preservation and Conservation.

[149]

McKemmish, S. 2005. Archives: recordkeeping in society. Centre for Information Studies, Charles Sturt University.

[150]

McKemmish, S. 2005. Traces: Document, record, archive, archives. Archives: Recordkeeping in society. S. McKemmish et al., eds. NSW Centre for Information Studies, Charles Sturt University.

[151]

McKenzie, George 1999. Archives: the global picture. Archives. xxiv, 101 (1999).

[152]

Millar, L. 2010. Archives: principles and practices. Facet.

[153]

Munn Gafuick, J.A. 2010. Access to information legislation: a critical analysis. Better off forgetting?: essays on archives, public policy, and collective memory. University of Toronto Press. 39–59.

[154]

Museums Archives and Libraries Council (MLA) 2008. Inspiring learning for all.

[155]

Museums Archives and Libraries Council (MLA) and CyMAL: Museums Archives and Libraries Wales 2005. Disability portfolio – Wales edition.

[156]

Museums, libraries and Archives Council 2018. Carrying out a Benchmarks Assessment: Benchmarks 2.0.

[157]

Museums, Libraries and Archives Council 2011. Glossary: Benchmarks 2.0.

[158]

Museums, Libraries and Archives Council 2018. Introduction: Benchmarks 2.0.

[159]

National Archives of Australia 2014. National Archives of Australia Standard for the storage of archival records (excluding digital records).

[160]

National Archives of Australia 2012. Reading room rules – Fact sheet 3.

[161]

National Archives of Australia 2018. Service charter.

[162]

National Archives of Canada 2001. Preservation Policy.

[163]

National Council on Archives 2002. Changing the future of our past.

[164]

National Council on Archives: Public Services Quality Group 2008. A standard for access for archives.

[165]

National Experts Group on Archives 2006. Report on archives in the enlarged European Union: increased archival cooperation in Europe : action plan. Office for Official Publications of the European Communities.

[166]

National Maritime Museum Library copying services.

[167]

National Records of Scotland 2015. Guidance to the Form and Content of the Model Records Management Plan.

[168]

National Records of Scotland Model records management plan for developing records management arrangements under section 1 of the Public Records (Scotland) Act 2011.

[169]

National Records of Scotland 2014. Public records (Scotland) act 2011: Report by the Keeper of the Records of Scotland, 2014. National Records of Scotland.

[170]

National Trust (Great Britain) 2006. The National Trust manual of housekeeping: the care of collections in historic houses open to the public. Elsevier.

[171]

Nogueira, M. 2010. Archives in Web 2.0: new opportunities. Ariadne. 63 (2010).

[172]

Nottinghamshire Archives 2007. Policy for the use of archives by the media.

[173]

Office of the United Nations High Commissioner for Refugees UNHCR Archives – access policy.

[174]

Oxborrow-Cowan, E. 2011. Stakeholders? Second draw down next to the cheese grater. ARC magazine. 259 (2011).

[175]

Pacifico, M.F. et al. 2009. Archival and special collections facilities: guidelines for

archivists, librarians, architects, and engineers. Society of American Archivists.

[176]

Padfield, T. and Larsen, P.K. 2006. Low energy air-conditioning of archives. *Journal of the Society of Archivists*. 27, 2 (Oct. 2006), 213-226.
DOI:<https://doi.org/10.1080/00379810601101293>.

[177]

Parer, Dagmar 2001. Archival legislation for Commonwealth countries.

[178]

Parry, G. 1995. A guide to the records of Great Sessions in Wales. National Library of Wales.

[179]

Patkus, B. 2003. Assessing preservation needs: a self-survey guide. Northeast Document Conservation Center.

[180]

Penn, I.A. et al. 1994. Records management handbook. Gower.

[181]

Pests: 2012.
<https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/managing-pests-in-paper-based-collections-guide.pdf>.

[182]

Policies : Preservation Policy: http://www.soundarchives.co.nz/policies/preservation_policy.

[183]

Policy on Preservation of State Records:

<http://www.sro.wa.gov.au/state-recordkeeping/preservation-advice/policy-preservation-state-records>.

[184]

Prescott, A. et al. 1999. The British inheritance: a treasury of historic documents. British Library and Public Record Office.

[185]

Preservation Advisory Centre 2013. Using collections. British library.

[186]

Preservation policy: 2009.

<http://archives.cheshire.gov.uk/about-us/preservation-policy.aspx>.

[187]

Procedures for Salvage of Water Damaged Library Materials: 1993.

<https://cool.culturalheritage.org/bytopic/disasters/primer/waters.html>.

[188]

Procter, M. et al. 2005. Political pressure and the archival record. Society of American Archivists.

[189]

Public Record Office et al. 2000. Data Protection Act 1998: A guide for records managers and archivists.

[190]

Public Record Office of Northern Ireland 2006. Preservation of records: Disaster plan

template.

[191]

Public Record Office of Northern Ireland 2011. Preservation of Records: Preservation Strategy. Public Record Office of Northern Ireland.

[192]

Public Services Quality Group 2008. Standard for access to archives.

[193]

Public Services Quality Group Performance Indicators Working and Party 2003. Towards generic and universal PIs for archives. Phase 1: performance indicators for access and usage.

[194]

Ralph, E. and Hull, F. 1962. The development of local archive services in England. Essays in memory of Sir Hilary Jenkinson. A. Hollaender, ed. Society of Archivists. 57-70.

[195]

Ralph, E. and Hull, F. 1962. The development of local archive services in England. Essays in memory of Sir Hilary Jenkinson. A. Hollaender, ed. Society of Archivists. 57-70.

[196]

Ranger, F. 1969. The National Register of Archives, 1945-1969. Journal of the Society of Archivists. 3, (1969).

[197]

Ray, Louise 2009. Volunteering in archives: A report for the National Council on Archives.

[198]

Record copying: <http://www.nationalarchives.gov.uk/legal/recordcopying.htm>.

[199]

Reid, G 2010. The challenge of making archives relevant to local authorities. *Records Management Journal*. 20, 2 (2010).

[200]

Religious Archives Support Plan: 2014.
<http://religiousarchivesgroup.org.uk/projects/support-plan/>.

[201]

re:source: The Council for Museums Archives and Libraries 2001. Developing the 21st century archive: an action plan for United Kingdom archives.

[202]

re:source: The Council for Museums Archives and Libraries 2000. Manifesto.

[203]

Rhys-Lewis, J. 2012. Storage furniture. Preservation Advisory Service.

[204]

Richmond, L. 2000. Balancing rights and interests: The ethics of business archives. *Business Archives Principles and Practice*. 79, (2000).

[205]

Roper, M 1999. Legislation project: study of legislation affecting records and archives in Commonwealth countries.

[206]

Roper, M 1996. The present state of archival development worldwide. Janus. 1, Special Issue on the Inter-regional Conference on Archival Development. Tunis 1995 (1996).

[207]

Roper, M 1996. The role of international organisations in archival development. Janus. 1 (1996).

[208]

Royal Commission on Historical Manuscripts 1999. Archives at the Millennium: The Twenty-eighth report of the Royal Commission on Historical Manuscripts 1991-1999.

[209]

Royal Commission on Historical Manuscripts 1999. Archives at the Millennium: The Twenty-eighth report of the Royal Commission on Historical Manuscripts 1991-1999.

[210]

Royal Commission on Historical Manuscripts 1999. Archives at the Millennium: The Twenty-eighth report of the Royal Commission on Historical Manuscripts 1991-1999.

[211]

Royal Commission on Historical Manuscripts 1870. First report.

[212]

Royal Commission on Historical Manuscripts 1870. First report.

[213]

Royal Commission on Historical Manuscripts 1961. The Twenty-third report of the Royal Commission on Historical Manuscripts 1946 to 1959.

[214]

Salvage at a Glance: 1997.

<http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>.

[215]

Schellenberg, T.R. 1956. Modern archives principles and techniques. F.W. Cheshire.

[216]

School of Oriental and African Studies University of London 2012. Media policy for archives and special collections.

[217]

Scottish Council on Archives 2011. Why archives matter.

[218]

Scottish National Archives Policy Working Group 1998. A Scottish national archives policy.

[219]

Serene, Frank H 2008. Making archives accessible for people with disabilities.

[220]

Shapley, M. 2008. Archives Matter! Spreading the word in Australia.

[221]

Shaw, T. 2007. Historical Abuse Systemic Review: Residential Schools and Children's Homes in Scotland 1950 to 1995 - 0054353.pdf. Scottish Government.

[222]

Shenton, H. 2004. The future shape of collections storage. Where shall we put it? Spotlight on collection storage issues: Papers given at the National Preservation Office Conference held on 4 October 2004 at the British Library. National Preservation Office. 4–15.

[223]

Shepherd, E. 2007. Freedom of Information and records management in the UK: What has been the impact? *Journal of the Society of Archivists*. 28, 2 (2007).

[224]

Smith, B.S. 1988. Archives and Government policy. *Journal of the Society of Archivists*. 9, (1988).

[225]

Smith, Chris 1998. A new cultural framework.

[226]

Society of American Archivists 2010. Best practices for working with archives researchers with physical disabilities.

[227]

Society of American Archivists 2012. Core values statement and code of ethics.

[228]

Society of American Archivists Directory of archival organizations in the United States and Canada.

[229]

Society of American Archivists 1994. Guidelines for evaluation of archival institutions.

[230]

Spraggs, Gillian 2008. Using archives in higher education history teaching.

[231]

Standards Australia / Standards New Zealand 2010. AS/NZS 1015 Records management - physical storage. Standards Australia / Standards New Zealand.

[232]

Straw, Jack 2009. Executive agency framework document for The National Archives.

[233]

Studies and case studies: Building Case Studies: 2011.
<http://www.ica.org/en/building-case-studies>.

[234]

The Chartered Institute of Public Finance and Accounting 2014. Survey of visitors to UK archives 2014.

[235]

The Interactive Archivist: Case studies in utilizing Web 2.0 to improve the archival experience: 2009. <http://interactivearchivist.archivists.org/>.

[236]

The National Archives 2004. A standard for record repositories.

[237]

The National Archives 2018. Archive Service Accreditation Standard.

[238]

The National Archives 2012. Archives for the 21st Century in action: refreshed 2012-15.

[239]

The National Archives 2012. For the record. For good. Our business plan for 2011-2015.

[240]

The National Archives 2012. Framework of standards.

[241]

The National Archives 2000. Guidance on assessing whether deposited private archive collections are covered by the Freedom of Information Act 2000 (FOI).

[242]

The National Archives 2005. Guidance on Freedom of Information, publications schemes and paid research services.

[243]

The National Archives 2003. Proposed National Records and Archives Legislation.

[244]

The National Archives 2003. Proposed National records and archives legislation for records management and archives.

[245]

The National Archives 2004. Protecting archives and manuscripts against disasters. The National Archives.

[246]

The National Archives 2004. Report on Responses to National Archives Consultation Paper: proposed national records and archives legislation.

[247]

The National Archives 2004. Report on responses to The National Archives ' consultation paper CP03 / 01: Proposed National records and archives legislation proposals to change the current legislative provision for records management and archives.

[248]

The National Archives 2011. Self - Service Photography of Records: Policy.

[249]

The National Archives 2009. The National Collections Strategy.

[250]

The National Archives and Museums, Libraries and Archives Council 2010. Archives for the 21st Century action plan.

[251]

The National Archives of St. Kitts and Nevis Access policy.

[252]

The Sensory Trust 2010. The access chain.

[253]

Theimer, K. 2011. A different kind of Web: new connections between archives and our users. Society of American Archivists.

[254]

Tisch School of Arts Professional organizations of interest to MIAP students.

[255]

Turton, A. and Business Archives Council 1991. Managing business archives. Butterworth/Heinemann in association with the Business Archives Council.

[256]

Tyacke, Sarah et al. 1995. Archives in a democratic state. Journal of the Society of Archivists. 16, 2 (1995).

[257]

UK Government Government ratifies Hague Convention on protecting cultural property.

[258]

United Kingdom. HM Government 2009. Archives for the 21st Century.

[259]

United Kingdom. HM Government 2009. Archives for the 21st Century.

[260]

United Kingdom. HM Government Equality Act 2010, Section 149.

[261]

United Kingdom. HM Government 2000. Freedom of Information Act 2000: Chapter 36.

[262]

United Kingdom. HM Government 1962. Local Government (Records) Act 1962: chapter 56.

[263]

United Kingdom National Commission for UNESCO The 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict and its two (1954 and 1999) Protocols.

[264]

United Nations Educational Scientific and Cultural Organization 1954. Convention for the protection of cultural property in the event of armed conflict with regulations for the execution of the convention 1954.

[265]

United Nations Educational Scientific and Cultural Organization Memory of the World: Memory of the World Register.

[266]

United Nations Educational Scientific and Cultural Organization Memory of the World: Programme background.

[267]

United Nations Educational Scientific and Cultural Organization UNESCO Archives: RAMP Studies.

[268]

United Nations General Assembly 2006. Convention on the rights of persons with disabilities.

[269]

University of California Santa Cruz Special Collections & and Archives 2012. Policy on duplicating, reproducing, publishing of Special Collections materials.

[270]

University of Glasgow Special Collections 31AD. Handling Plans.

[271]

University of Waterloo Library 25AD. Using archives and rare books for your research.

[272]

Upward, F. 2000. Modelling the continuum as paradigm shift in recordkeeping and archiving processes, and beyond - a personal reflection. *Records Management Journal*. 10, (2000), 115-139.

[273]

Upward, F. 1996. Structuring the records continuum - Part one: Postcustodial principles and properties. *Archives and Manuscripts*. 24, 2 (1996).

[274]

Using Shipping Containers for Record Storage: Specification and Description: 2002. http://www.ica.org/sites/default/files/PARBICA_2002_guide_conservation_EN.pdf.

[275]

Waddington, N. 2004. The employment of people with disabilities as archivists, records managers, conservators and assistants. *Journal of the Society of Archivists*. 25, 2 (2004).

[276]

Waller, R.R. 1995. Risk management applied to preventive conservation. *Storage of*

natural history collections. C.L. Rose et al., eds. Society for the Preservation of Natural History Collections. 21-27.

[277]

Walne, P. 1973. The Records Commissions 1800-37. *Prisca munimenta: studies in archival & administrative history presented to A.E.J. Hollaender*. University of London Press. 9-18.

[278]

Webb, C. 2001. Disaster Recovery in the York Flood of 2000. *Journal of the Society of Archivists*. 22, 2 (2001), 247-252. DOI:<https://doi.org/10.1080/00379810120081181>.

[279]

Weir, C. 2004. The marketing context. Outreach: luxury or necessity? *Journal of the Society of Archivists*. 25, 1 (2004).

[280]

Wernham, R.B. 1956. The public records in the sixteenth and seventeenth centuries. *English historical scholarship in the sixteenth and seventeenth centuries: a record of the papers delivered at a conference arranged by the Dugdale Society to commemorate the tercentenary of the publication of Dugdale's Antiquities of Warwickshire*. Oxford University Press for the Dugdale Society. 26-30.

[281]

Whiteside, A. 2002. Enhancing provision of archive services for the visually impaired. *Journal of the Society of Archivists*. 23, 1 (2002).

[282]

Williams, C. 2006. *Managing archives: foundations, principles and practice*. Chandos.

[283]

Williams, C. 2006. Managing archives: foundations, principles and practice. Chandos.

[284]

Wilson, W.K. 1995. NISO TR01-1995 Environmental guidelines for the storage of paper records. National Information Standards Organisation.

[285]

Wilsted, T. and Society of American Archivists 2007. Planning new and remodeled archival facilities. Society of American Archivists.

[286]

Woods, C. 2002. Meeting the Montreal Protocol: Alternative fire suppression systems for archives. *Journal of the Society of Archivists*. 23, 2 (2002), 179–186.
DOI:<https://doi.org/10.1080/0037981022000006363>.

[287]

Yakel, Elizabeth and Tibbo, Helen 2010. Standardized survey tools for assessment in archives and special collections. *Performance Measurement and Metrics*. 11, 2 (2010).

[288]

2018. Archive service accreditation standard. The National Archives.

[289]

2018. Archive service accreditation standard. The National Archives.