The evolution of archives and the national archives in Latin America

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The Evolution of Archives and
The National Archives in Latin America

by

Lucy Gonçalves Fontes, M.A.

A doctoral thesis submitted in partial
fulfilment of the requirements for the
award of the degree of
Doctor of Philosophy of Loughborough University of Technology

September, 1983

Supervisor: Professor Peter Havard-Williams, M.A., F.L.A.I.,
Department of Library and Information Studies

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To the memory of my father...
... let search be made in the royal archives in Babylon, to discover whether a decree was issued by King Cyrus for the rebuilding of this House of God in Jerusalem.

Holy Bible, Ezra, 5, 17.

For some reason they were nicknamed memory holes. When one knew that any document was due for destruction, or even when one saw a scrap of waste paper lying about, it was an automatic action to lift the flap of the nearest memory hole and drop it in, ...

Orwell, George. Nineteen Eighty-Four.
I wish to thank the Brazilian Government who, through CAPES and the Universidade Federal de Minas Gerais provided the financial support necessary for me to carry out this study.

I would like also to express my gratitude to my supervisor, Professor Havard-Williams for his support, advice and patience.

This work would not be possible without the collaboration of the Latin American archivists who kindly gave their time to answer yet another questionnaire.

Many thanks to my colleagues and friends at the School of Librarianship in Belo Horizonte, and to John Barclay and Marilyn Hart in Loughborough who gave me practical help and encouragement. Thanks also to Nona Starosta for her patience in reading very difficult handwriting and typing this work.

Finally, my very special thanks to Peter Hargreaves for his language revision of this thesis and, most of all, for his friendship, that gave me courage to carry on.
ABSTRACT

Archives began when man first started to write and archival repositories were often found in archaeological excavations. Modern archives started after the French Revolution and are a nineteenth century achievement. The twentieth century, however, has brought revolutionary changes to the archival world: new materials, new techniques, together with new problems. Archives have re-assumed their pre-nineteenth century administrative role and re-established the link with record producing agencies; modern records management and records centres have appeared on the scene. A wider public have started to use archival records. Archives have become information agencies. In developing countries, however, the economical difficulties that affect all aspects of life, also affect archives. Governments with more urgent matters to solve do not give enough attention to these institutions. Archives are usually under-staffed, under-funded, lack adequate buildings, equipment and trained professionals. UNESCO, the ICA and other international agencies are trying to solve some of these problems through financial aid and expert advice. African and Asian countries have, in their majority, archival records dating from no earlier than the nineteenth century and very new archival institutions. Discovered and colonized in the sixteenth century, Latin American countries are in a different position. They have accumulated substantial quantities of official documents, some three hundred years old, and most of these countries have had national archives since the nineteenth century. As they share the same economic problems that affect the other developing nations, this mass of records is kept in a less than satisfactory state. This was the conclusion of Hill's survey on the national archives of Latin America, the first carried out in this field, and published in 1945. In 1972 the OAS conducted another survey on the national archives and the results - analysed in this work - did not show much improvement. A questionnaire designed by the author was sent out in 1981 and the answers received (eleven out of nineteen countries) are also analysed here. The old problems: inadequate buildings, under-trained staff, low budgets, still prevail and modern techniques are only slowly being adopted. Much of the work of organisation and description of records is still to be done. There are new projects, however, and in individual countries there are real attempts to transform the archives from purely cultural institutions - a nineteenth century legacy - into modern information agencies.
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1. Introduction

1.1 The role and importance of archives

Information is considered today the basis for human progress and essential for national development. Large scale resources have been devoted to planning and creating information systems, both at a national and at an international level. "National Information Systems" was the theme of the Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructure held in Paris in September 1974. Organised by UNESCO, with the co-operation of the International Federation of Library Associations (IFLA), the International Federation for Documentation (FID) and the International Council on Archives (ICA) it saw information as a national resource as vital to each nation as its mineral wealth, oil deposits or human resources, a commodity essential for the socio-economic development of a country. The NATIS (National Information System) concept, according to the Conference final report implies that government - national, state or local - should maximize the availability of all relevant information through documentation, library and archives services ... The task of Natis is to ensure that all engaged in political, economic, scientific, educational, social or cultural activities receive the necessary information enabling them to render their fullest contribution to the whole community.¹

Although the archival profession had been represented at the Conference and archives were clearly included as one of the elements of an information system, it was given, in the first years of the implementation of NATIS, a secondary position among the other elements. The reasons for this relegation can be found in the attitudes of both the archivists and of the other information professionals. Archivists have a tendency to isolate themselves and to resent any attempt to integrate libraries, information centres and archives. The majority of them seem not to be fully aware of their role in the world of information.
In an article written not long after the NATIS Conference, M. Carrol pointed out that the archive representatives at that meeting did not make a significant contribution to the discussions and recommendations. Carrol believed that, at that time, the possibility of a comprehensive national system for archival services had not been seriously considered in the Western World and felt that the impact of NATIS in terms of economic benefits would not be so dramatic to archives as it would be to the libraries and information centres. Carrol maintained that the users of archives did not see the immediate access to all relevant current information on a particular subject as being essential. Therefore the awareness of a pressing need for a national or international system did not exist from the viewpoint either of the archive professionals or of the users of archives.

On the other hand, the other information professionals do not seem to have a good understanding of the function of archives. There is a tendency on their part, as Garcia Belsunce pointed out, to believe that the cycle of information begins with primary publication and is limited to processed information.

This conception leaves aside archival material, which is a source of primary, non-processed information. The absence of archives in an information system undoubtedly impoverishes that system. UNESCO had this under consideration when it decided to call an "Expert Consultation" on the development of the Records and Archives Management Programme (RAMP) within the framework of the General Information Programme in May 1979. In view of the importance of records and archives as an integral component of every organised society UNESCO launched RAMP with the objectives of promoting and assisting in the "creation of a full awareness and understanding of the value and usefulness of records and archives as basic information resources" and of assisting "countries in the organisation and development of the records management and archival systems and services necessary for full utilization of these basic information resources".

RAMP is particularly aimed at the developing countries since in the developed nations the authorities are already aware of the importance
and value of archives. In the poor nations, however, archives are either considered an institution intended for an intellectual minority or, in the case of the smallest and poorest countries, are not even considered important enough to be established.

The economic conditions prevailing nowadays do not favour an improvement in this situation. Only international assistance and guidance can give the archives in the developing world the place to which they belong as an important element in a national information system, an irreplaceable instrument of a good government, as well as the collective memory of a nation.

This need for international help in order to make national governments better aware of their archives can be seen in Latin America. Their national archives, some created in the nineteenth century, were visited by Hill, an American archivist, in the early 1940's, and he describes the far from ideal conditions of their buildings, staff and organisation.

An almost identical situation was found in 1972 when the OAS carried out a survey on the state of these national institutions: the same old, inadequate buildings, lack of properly trained staff and a total unawareness by the majority of the authorities of the importance and role of archives. UNESCO pilot projects in collaboration with ICA, OAS and other international organisations and assistance in professional training and equipment are beginning to improve this not very happy situation. As the national governments are asked to play their part in these programmes, the indispensable national awareness of the usefulness of archives may be reached in the long run.

1.2 This work

The aim of this work is to show how archives have developed throughout history to arrive at their present state and to compare their general
evolution and characteristics with those of Latin American archives.

Due to the great number of archival institutions, both public and private, that exist in Latin American countries, some dating from the colonial times (ecclesiastical archives, for instance) and the lack of precise information about most of these archives, this study is confined to the national archives.

Although the oldest of them dates from the first half of the nineteenth century, when most of the countries obtained their independence from Spain and Portugal, there had been official archives there in colonial times. These offices were established on the model of similar institutions in the mother countries and their organisation and characteristics could not have failed to influence the national archives when they were created. Therefore, the knowledge of how archives have developed in the Western World is essential for understanding the history and characteristics of Latin American archives.

There has been no intention to write a "History of Archives", but the lack of such an existing work makes necessary a summary of the more important developments in the history of archives. Information from innumerable books and articles has been gathered in an attempt to demonstrate how, from the rudimentary processes of record making and record keeping of the Mesopotamians and Egyptians, the archives have evolved and acquired the characteristics they now have. Ernst Posner's "Archives in the ancient world" was the main source of information for the chapter "Derivation of archives" and Bautier's article La phase cruciale de l'histoire des archives, the basis for the chapter "The Birth of Archivistique". The study of the evolution of archival principles, methods and techniques, mainly based on the French, English and American experiences, is an attempt to show how, during the nineteenth century, the official archives stopped being used mainly for administrative purposes and became the domain of historians. It intends also to demonstrate how in the twentieth century they have come back to their original use alongside their academic use, have opened the archives to a wider public and adopted modern techniques in order to improve their methods of keeping and organising records.
In order to demonstrate where the national archives of Latin America fit into this cadre, an analysis is made of three surveys that have been carried out on this subject. The first survey is a work by Roscoe Hill published in 1945 and is an account of the history of these institutions, as well as his observations on the archive buildings, contents, regulations etc. in the 1940s. The second is a questionnaire designed by the Organisation of American States (OAS) in 1972. The replies given to the OAS questionnaire by sixteen Latin American National Archives were published in the Boletín Interamericano de Archivos, but no interpretation of this data was apparently made. The third, also based on a questionnaire, was designed by the author of this thesis and sent out in September 1981, in order to assess the present conditions of Latin American national archives.

Information from these three sources is analysed and compared in order to find out how much these organisations have changed during the last forty years, how much impact the new developments have made on the Latin American archival world, and how much their historical characteristics together with the economic and social problems of these countries have impeded the progress that is so obviously occurring elsewhere.

Information on Latin American archives has also been obtained from a few articles published on this subject, mainly from Latin American periodicals, with some important exceptions.

The small amount of information on Latin American Archives that has been published in Europe, and even North America, constituted one of the reasons for the choice of this subject for a thesis. It is a vast and almost unexplored field that should certainly attract more studies in the near future.
NOTES AND REFERENCES - CHAPTER 1


2. Derivation of Archives

2.1 The Beginnings of Archives

Writing is an essentially practical invention. It was hardly an aesthetic need or the will to express artistic impulses that made man develop symbols, in order to fix words or ideas. As it was put by the archeologist Hartmut Schmökel:

The writing did not originate for the purpose of glorifying kings or praising the gods but as a result of the economic everyday needs of an industrious and highly talented people bent on gaining an existence in newly occupied territory.¹

Which people developed such a vital tool for mankind is still a matter for controversy and need not be our main concern here. Because of this practical use of writing, however, it is inevitable that archives must have been created as soon as the first civilization started making use of writing: if data and ideas had to be recorded in order to be used, these records needed to be kept and ordered, otherwise they would not have fulfilled that aim.

Archival records were found mainly in the royal palaces. They consisted of treaties, administrative and diplomatic correspondence, financial records, the earliest dating from the third millennium B.C.

Archives (or libraries?) were found in the excavations of Lagash (about 2900 B.C.), Tello, Larsa, Mari, Ugarit, Hattusah, Nineveh, Persepolis.

Discussion is still open as to whether these record depositories should be called libraries or archives. As Sidney L. Jackson in his Libraries and Librarianship in the West comments:

... the continuing controversy between those who try to distinguish libraries from archives and those who say that a satisfactory distinction cannot be made for lack of evidence or that it need not concern us
lnasmuch as it apparently did not concern the ancients.²

Elmer D. Johnson also seems to consider this distinction irrelevant and says it is a relatively modern distinction and that these two institutions can be considered together for historical purposes. But, in connection with Egyptian libraries, he recognizes that

... undoubtedly the archive preceded the library and records of law, church or business were kept in orderly arrangement probably for centuries before the addition of historic literature and theological commentaries brought the earliest real libraries into existence.³

This precedence of archives over libraries according to many specialists can and should be made. In 1940 the Assyrologist N. Schneider published an article on the "archival systematics of Sumer Akkad (c.a. 2100 B.C.)." He concluded that:

1. Documents and records written one day were stored for future use in specially built depositories. Only the so-called economic texts could be found in these depositories. Library (or literary) works were not represented.

2. Archival documents were kept in special clay containers, manufactured and used exclusively for that purpose.

3. Small clay tablets (pisan-dub-ba) were tied to the clay tablet containers with an indication of the type of documents included and the size of the document collection.

4. Documents were destined for different containers in accordance with a subject classification.

5. What was put into a container depended not on the number of documents but on the time period indicated on the clay labels.⁴

It has also been estimated that over ninety per cent of the clay tablets discovered by archeological expeditions in Assyria and Babylon were archival documents. It seems that literary pieces were a later, and not everywhere found, addition to these collections. Even the so-called "omen literature" can be considered archival material, being part of the process of Mesopotamian Government which played an
important role in the decision making process: it was a record for practical use and not a literary manuscript.

Mogens Weitemeyer\(^5\) summarises the discussion that took place in the early years of this century about the nature of the manuscript collections found in archeological excavations. The concepts of library and archives were not distinguished from each other, he said, and quoted Ernest C. Richardson: "Even if 'archives' is assumed to be the right name for a collection of business documents, still such a collection is simply one kind of a library."\(^6\)

For Weitemeyer, however, a distinction between libraries and archives was considered practical, owing to their different functions. According to that distinction he classifies some of the collections as libraries (Nineveh, for instance) and some as archives (Tello-Lagash).

The main problem facing anyone trying to distinguish between the two institutions in this early period is that they are rarely found in their fullest development.

In the majority of cases they had been left, and were found thousands of years later, in a state appearing on the one hand either not yet fully developed, or on the other to be falling into decay. In the cases of Nineveh and Tello-Lagash, they were found in an exceptionally good condition and from these discoveries Weitemeyer was able to establish differences between library and archival techniques at that time.

2.2 Archives in the clay-tablet countries

The clay tablet seems to have been the first successful material used for record purposes. Writing material consisted of rectangular clay tablets, ranging in size from one centimetre square to a little under thirty or forty centimetres. One of the earliest finds of
clay tablets at the Red Temple at Uruk (or Erech) was dated before 3000 B.C.

At that stage, writing was still in the pictographic phase; pictures were drawn in clay with a sharp pointed object. To make the edges of the lines more distinct, the curves of the pictures were later divided into small lines that were traced in the wet clay with a wedge-shaped stylus. There was also a simplification process and the cuneiform signs became stylized, losing their pictographic character.

The archives of Ugarit (Ras Shamra) where excavations were started in 1929 by F.A. Claude Schaeffer and other French archeologists is well described by Ernst Posner in Archives in the Ancient World and can be used as a good example of an early archival institution. Six different archival depositories situated in different parts of the royal palace were identified. In the so-called "Archives West", at the main entrance to the palace, were kept the records of the Treasurer in charge of the province, excluding the capital city. It seems to have been a busy office, because its payroll specifies ten clerks working there.

The "Archives East" was located in a position easily accessible to the people coming from the city and was in charge of the records pertaining to the financial and legal matters of the capital.

The "Central Archives" were the legal archives of the kingdom and the records of purchases, exchanges, and wills of the totality of the citizens of Ugarit were kept there. Schaeffer called it "this vast royal notariat." This seems to have been the most important of the services housed in the royal palace.

The "Archives South" apparently was used as a repository for documents coming from the Hittite countries. The scribes attached to this office had the real tasks of archivists, receiving, classifying and conserving documents, not writing records.
The "Archives Southwest" is supposed to be the central expediting unit. A great oven, capable of holding over a hundred tablets was found nearby. Schaeffer assumed that the rooms were -a kind of appraisal office (bureau de triage) where the documents that had just been written by the clerks in the offices were centralized to have them fired and whence they were redistributed to the archival units that were to take care of their classification and preservation.7

No division was made between current and non-current documents, of what we would now call "modern records" and archival material.

This remained true, it seems, for all archives in the ancient world and through the Middle Ages. As for the techniques of organisation, Mogens Weitemeyer has a good description in his already quoted article. He stated that the earliest archives seem to have been established in connection with store-rooms. The Sumerian word e-du-ba, translated normally as archives means literally "tablet house" and could be translated just as "store-room."

The clay tablets were stored in a variety of containers: wooden boxes, boxes of bricks built along the walls, but mainly baskets. This was found by reading some very small tablets found in Lagash, Elamma, Puzurish, Dagan and Ur.

There were labels attached to the containers indicating their contents. Apart from the nature of the material of which the containers consisted, the labels also gave the nature of the contents of the basket, e.g. legal verdicts, accounts, letters, etc., and the indications of the period covered by the material in each receptacle.

2.3 Egyptian Archives

Egyptian archives are another example of the importance attached to record keeping since early times. Unluckily for us, however, they did not write on clay but on a much more perishable material - papyrus.
Nevertheless, because of the special dryness of the Egyptian climate in the desertic regions south of Cairo, a small part of the country's production of records was preserved.

Had the Egyptians employed the clay tablet as a medium, the number of documents surviving in such a record conscious bureaucracy would easily exceed that of the Mesopotamian region. Just a few temple and private records were found by the Egyptologists. Not even a major archival establishment like those of Ugarit, Mari or Nineveh has been excavated here, and so there is no concrete evidence of the organisation of an Egyptian record depository. But individual documents, tomb reliefs, and other narrative records are a good source of information on the outstanding role of records in ancient Egypt and the resulting importance of archival arrangements.

The scribe, with his papyrus rolls and his rushes is an ever present figure in Egyptian inscriptions and drawings. He was present to register every kind of transaction, and even after death there was the god-scribe, to record the result of the weighing of the heart of the dead.

The administration of Egypt needed two basic sets of records: the land records and the tax rolls. Being periodically inundated by the Nile, the boundary lines of the best agricultural land in the country could not be proved without a reliable cadastre.

According to Jacques Pirenne, strict control of the land and its population related to an individual's tax obligation and was thus essential. For this purpose all Egypt was catalogued and inventoried. The man who was ultimately in charge of all these inventories was the vizier. Besides his role of being something like a prime minister of our times, the vizier was also the "chief archivist" of the kingdom.

Jacques Pirenne describes in detail the archival responsibilities of this high officer. He had under his order four departments:

a) the House of Royal Writings, which corresponded to the Chancery;
b) the House of the Sealed Writings, which was the registration department;
c) the House of Writings or Archives, and
d) the House of the Chief of Taxation.

The Chancery was in charge of expediting the royal orders, the registration department gave authenticity to all documents, contracts etc., and the registered deeds and declarations were preserved in the House of Archives.

Other archival establishments existed in other governmental agencies. In the Department of the Granary there was the post of a "superior archivist" and also in the House of the Treasury. There was an "archives of royal descendants" in the capital and, of course, the temples, being centres of religious, cultural and business activity created great numbers of records. They may also have been, occasionally, used as depositories for important governmental records. Thutmose III, for instance, gave to the Amon temple at Karnak the records of his campaigns.

We lack archaeological evidence of an Egyptian record depository. The only description to be found is through pictures of an archival establishment, the vizier's office, found in the tomb of a private secretary of the pharaoh Mineptah. It shows the office consisting of three parts: in the middle the chief is sacrificing to the ibis headed god Thot. The office proper is divided on the left by columns into three small rooms. In these rooms scribes are busy preparing documents which are submitted to the minister in the middle room. At the right side of the picture the room is divided again into three. In the central part is the statue of Thot, this time as a baboon. The other two parts are "records depositories" in which wooden chests have been arranged in good order.

As processes of appraisal and elimination of documents had not yet been devised, the Egyptian archivists must have found it difficult to cope with the abundance of records produced in the country.

The easy solution for obsolete and useless papyrus was to make use
of it for other purposes. Thus, they re-used the back of some rolls for writing and strips of papyrus were used for stuffing and wrapping corpses during the process of mummification, especially that of the large holy crocodiles found in their cemetery in Tebtunis.

A special and unexpected archive has been found in Egypt, as part of the royal archives at Amarna. This was, it seems, the oldest diplomatic archive to be discovered and was composed not of papyrus documents but of clay tablets. They were a collection of over 300 letters sent by the kings of the clay-tablet countries of Mesopotamia to the pharaoh Ikhnaten.

2.4 Greek Archives

Production of records and archive organisation in Greece started almost a thousand years before the so-called "classical period" in Greek history (sixth century B.C. onward).

Archaeological excavations have found collections of clay tablets at Pylos and Mycenae on the mainland and on Crete (Knossos). The content of some of these records became clear after 1950 when the type of writing known as 'Linear B' was finally deciphered and found to be an early form of Greek. All the tablets found are archival types of documents. They are concerned with land tenure, rations for soldiers, ritual offerings, inventories etc.

Various reasons for the absence of literary and historical records have been put forward: the use of the other type of writing, Linear A, (not yet deciphered) for those kinds of records; the storage of business and literary documents in separate places; and the use of more perishable material (parchment, papyrus, wooden tablets) for the literary records, leaving the cheaper clay material for more practical documents. A combination of the latter two seems the most probable.
In classical Greece, documents were made first on wooden tablets or on papyrus, imported from Egypt, and later on parchment.

This perishable material, and the climate, very different from the dryness of the desert, conspired to destroy the great majority of Greek archives.

We have, however, a fair knowledge of the record keeping in Greece, learned through historical and literary sources.

An interesting characteristic of Greek civilization is the amount of inscription either in stone or on wooden bulletin boards. It seems they had, as a German archaeologist put it, a special "pleasure derived from perpetuating on stone even rather extensive documents." There was a now abandoned theory that these inscriptions were the official records of Greek agencies and even some authors referred to the "stone archives" of Greece. But there is a clear distinction between the archival preservation of records and their publication on wooden boards or stone. Louis Robert pointed out that the documents on stone were not the archives; they may be copies of the archives but they are not the originals. So, it is surprising to find out, as Posner remarked, that writers frequently referred to the text of inscriptions, although those inscriptions were not always faithful copies of the originals kept in the archives. It seems that to the Greeks "deviations from the exact wording did not diminish the authenticity of the copied text, a record on imperishable stone was deemed of greater value than the perishable original in the archives and, in addition, the text on the stele was easier of access." Real archives, however, existed in every Greek city and documents stored there were, it appears, wooden writing tablets, as well as papyrus and parchment. Wooden boards were used particularly for records on which additions had to be made.

In Athens, after the fifth century B.C. the archives were lodged in the Metron, together with the altar of Meter, the mother of the
In the Metron were kept all the documents of the Boule (City Council) - the centre of state authority. There were laws and decrees of the General Assembly; minutes of the meetings of the council and of the General Assembly; records about the management of foreign relations, budgetary and financial matters under the supervision of the Boule; records of public trials; contracts between the state and individuals; lists of the ephebae, official copies of Aeschylus, Sophocles and Euripides (kept there after a motion of the orator Lycurgus) and inventories of the temples and of the weights and measures that were kept in the Iholos.

The Metron was, with the state Treasury, under the supervision of the president of the Prytanes. The secretary of the Prytany was the grammateus, the person in charge of the archives in the Metron, as one can read in Aristotle (Athenaeon Politeia). There was also an assistant archivist, but the routine work of the archives was handled by an assistant, the hypogrammateus and his state slaves.

There is only speculation on the storage and arrangement of the archival material. The wooden tablets were, possibly, stored in jars and, from what is known of library buildings of that period, papyrus documents were kept in niches. It seems very probable that the material was organised under the name of the eponymous archon and then according to the different Prytanes. That would mean a chronological arrangement.

The reference service seemed to be good and many testimonies can be found to the efficient use of those archives in both Greek and Roman authors. During the third century A.D. for instance, the Roman Farounius consulted the affidavit against Socrates in the Metron.

Information about other Greek city-state archives is not so plentiful. In one aspect as least, we know they differ from the Athenian Metron: they kept private documents together with public records. The official registration of business documents, anagraphe, was a common practice in most of the Greek cities and this was also an archival function. In Athens that role was played at first by private banks.
and it was only towards the middle of the second century B.C. that the Metroon followed the other Greek archives in this practice.

2.5 Archives in Greek and Roman Egypt

One of the best examples of an administration based on intensive use and remarkable care for documents can be found in Egypt, under Greek and later under Roman domination.

The centralised character of the Egyptian Government was perfected by the Ptolemese and even more by the Roman administration. It has been described as "the biggest business organisation of the ancient world."\textsuperscript{15}

In this kind of administration official records had an important place. So too had the arrangement, preservation and provision of access to these documents: the archival services. To prove that importance was attached to record production and administration, it is enough to say that some 100,000 papyri or fragments of letters, accounts, legal documents etc. dating from Hellenistic Egypt have come down to us. These must surely be just a fraction of an enormous output of records.

There was in the Chancery of the Prefect of Egypt in Roman times, the post of Registry Officer, in charge of the organisation of the records according to a definite scheme. Documents of the same kind were pasted together, forming rolls. Other chancery officials had the job of writing the "day books" (commentar\textsuperscript{i}) of the Prefect. These day books were publicly displayed and were open for inspection even after they were sent to be kept in the archival office.

The Greeks, apart from their influence in the making of official documents and keeping of records, brought with them their technique for validation of private transactions - the "notarial" task.
Public registration offices were established in order to give the state control over private transactions. However, because the authorities must have thought that these originals were safer in archives than in the notarial offices, they were, in Roman times, sent to the regional state archives.

But, after some time, a separation between public and private documents seemed to be considered a better solution and two establishments (probably subdivisions of the same agency) were created; a property records office (bibliotheca ektesion) together with the existing state archives.

Prefects of Roman Egypt apparently demonstrated considerable interest in both the property record offices and the regional state archives. Regulations about keeping the records related to property in record offices were issued and the construction of a new building, due to the bad conditions of one of the regional record offices, was ordered by the Prefect Minicius Italicus to the strategos of the Arsinoe nome in 109 B.C.

At the central government level there were three institutions that corresponded to the property record offices and to the regional archives of the nomes; the Patrika, which was the central repository for public records (could it be called National Archives?) and the Nanaion and Hachiane, the repositories of the property records.

According to Posner there was an established procedure for the transfer of records to the archives, his proof being a letter (136 A.D.) of a strategos transferring some rolls of his day books to the Patrika archives. The letter included a receipt by the messenger who was to deliver the records and another one by the director of the archives. However, there is not enough evidence to conclude that this was a general practice and that there was an accession policy in the Egyptian archives in Roman times.

Very little is known about personnel, functions and techniques
employed in these central establishments. However, from the scattered evidence we have, a real interest on the part of the government towards archives can be detected.

2.6 Roman Archives

The contribution of republican Rome to the development of archival techniques was considerable. Their achievement included the construction of a purpose-built record depository, the Tabularium, a monumental and fire-resistant structure, with a policy of centralising most of the records produced by governmental institutions, and a rudimentary reference service to certain groups of users.

It was also suggested that, in organising the archives, their provenance might have been observed, although we know practically nothing about the techniques of record storage employed by the Romans at that time.

Something is known, however, about the composition of the archive staff and their duties. They were administered by the quaestors, who served for one year. That was too short a time for them to get really involved with the job and those quaestors had to depend entirely on their subordinates, the apparitores (public servants). Appointed also for one year, they could however be re-appointed, and in practice served for life. Among the apparitores, the scribes of the quaestors, and those of the eurulian aediles were the higher situated. It should be noted that the title scribe designated an official performing high-level secretarial duties, while librarius, from which the term librarian derives, was a mere copyist. Among those quaestinal scribes there was an illustrious name, someone who could be considered the ancestor of the archival professional, the poet Horace.

Before the Tabularium was built, in 79 B.C., the records, along
with the State Treasury were kept in the Aerarium, whose origin is supposed to date from the first days of the Republic.

At first, according to Posner, the archival function of the Aerarium was not very broad, but increased with time, and more and more archives were deposited there until it was considered wise to provide a separate state archives building. The ruins of that construction can be seen today on Capitol Hill, but no trace of the purpose that the building served is found now.

There is a good study on its contents by Cencetti, in "Gli archivi dell'antica Roma nell'eta' repubblicana." He specifies eighteen series (to use the modern terminology) and classifies them in the following "record groups".

1. Records of the comitia;
2. Records of the senate;
3. Commentarii of the consuls;
4. Records of the censors;
5. Records of the praetors;
6. Records of the urban quaestors;
7. Records, particularly fiscal records, of the provincial governors.

In Imperial times, however, the Tabularium lost its role of a quasi-central archive depository for the state records. The senate lost its importance as the legislative body and its records became a mere confirmation of the imperial decrees. The Emperors, centralising power more and more, kept their own archives. There is, however, no proof of the existence of a central imperial archive establishment on the Palatine. A number of archival repositories came into existence during that period; that of greatest importance was the secret or personal archives of the emperors, kept, it seems, on the Palatine.

Closely related to the emperor's personal papers were the records of the "friends of the Princeps" that later developed into a formal organisation called the Consistorium, which replaced the Senate as a policy formulating body. Then came the record
collection of the Praetorian Prefect, who was responsible for all business the emperor had not reserved for himself. He was in charge of army supplies and of the command of troops in Italy, and had important activities such as being responsible for the "taxation in kind" (annona).

The imperial chancery, later called scrinia began to take form under the early emperors and consisted of different offices, each keeping their own records. It was only after Diocletian that the a memoria office assumed the chancery function and that archival collections were referred to as tabularium Caesaris.

As far as regional archives are concerned, we know of the existence of provincial archives, both civil and military - the commanders of the legions made provision for the administration and preservation of their own records.

The Emperor Justinian was concerned with the conditions of the municipal archives, and ordered the Praetorian Prefects to provide a public building in each city in which the defenders can store their records conveniently and to elect somebody in the province who will have custody of them so that they will remain uncorrupted and can be quickly found by those who require them.17

In conclusion it can be said that apparently no progress was made from Republican to Imperial times so far as archival matters are concerned.

It seems that the progressive increase in bureaucracy did not benefit the cause of archives, especially after the Empire was divided into two halves, when the imperial court became a "government on wheels", without a fixed residence. Proof of the inefficiency and disorganisation of the central government records lies in the fact that, when the commission appointed to compile the Codex Theodosianus needed the texts of the law, it had to resort to the provincial archives and private collections, because
there was no central repository to be used.

One must not, however, forget that it was from the Roman Empire that the Church received the administrative skills it was able to preserve during the Middle Ages and pass on to the modern State. Archival arrangements and techniques were some of these skills.

2.7 Archives in the Middle Ages

2.7.1 Early Middle Ages (Fifth - Tenth centuries A.D.)

After the invasion of the barbaric tribes in the fifth century, it was Byzantium, the Eastern part of the Roman Empire that kept alive the Roman traditions in law and government and, consequently, all the archival developments that Rome had achieved.

The situation, however, was entirely different in the western Roman Empire. The Germanic conquerors did not, for the most part, use the instrument of writing. Their Germanic law was unwritten and preserved in the memories of councillors. They had an oral culture and it was not from books, but from scholars and ministers that the Germanic kings learned of the law and achievements of Rome.

These scholars and administrators were, in the majority, clerics, for the Church was the bridge between antiquity and the Middle Ages. Having been recognized by the state in the fourth century A.D., the Church was able to develop its own organisational structure and to coordinate this with that of the state, adopting its administrative principles. There was, therefore, a transfer of these administrative techniques from a secular to a clerical sphere and members of the senatorial class found positions in the Church hierarchy similar to the ones they had held in the imperial service.
As Holmes remarked:

The barbarian kingdoms, arising from the ruins of the Roman Empire in the west, copied more or less intelligently the Roman model, now best represented by the Church. This copying was almost inevitable because of their dependence on clerics (thus our word clerks) for writing, for, once north of Italy, clerics were almost the only persons knowledgeable in this art. The Chancery of the Merovingian kings is the best example of this. 18

The royal courts all through Europe were mobile: the king did not have a fixed palace but moved from place to place with all his administrative apparatus; officials, judges and ... documents. These were not ideal conditions for the development of good archival techniques.

On the contrary, only special documents were conserved, as part of the Treasury: the others, the majority, were left to their own destiny. This is one of the causes for the survival of only a very small number of early medieval documents.

Another reason for the scarcity of these documents, besides very considerable ravages of time, was that in any case few documents were created in the first place.

Illiteracy was widespread so there was not much point in writing documents when few could read them. It was an age of oral government, of the use of ceremonies and rites to be seen by the people, rather than of written records. Nevertheless, there was a place for the written record. As Deanesley pointed out

> The backbone of the Ostrogothic administration as well as that of the contemporary Germanic rulers, the emperor at Constantinople and all great Churches, was the notarist. The official scribes of the old Roman law courts, versed in legal formulae and able to authenticate a document by their individual professional signature formed the four scrinia at Ravenna and the Casapédoran formula emphasizes the secrecy needed for their work, though they were not yet technically called secretaries... Notaries must be like those chests where archives are stored: when the settlement of any point is needed, then they speak, otherwise, they maintain complete silence like
wise men who know nothing. 19

Apart from the kings' chancery the only other place where writing had been used during these first centuries of the Middle Ages was in the churches and monasteries. One of the best known functions of the monasteries was the making of copies of books, especially religious ones. But, besides this, they served also as archival depositories not only for religious writings but for records of kings and lords that took advantage of the condition of sanctuary attributed to religious places. Churches and convents also created and administered their own records. Almost the only surviving documents of business transactions for the early Middle Ages came from religious houses. They kept cartularies, for the record of title deeds to lands, rights and revenues.

As already noted there remain very few documents from early medieval times but conditions improved after the so-called Carolingian renaissance. We have more documentation from Charlemagne's period than from any other in the Middle Ages. Charles, on his many campaigns, wrote letters to his officials left at home, as well as to members of his family, and twenty three of these letters have survived. Moreover, in 791, noticing the bad conditions of letters addressed to his father and grandfather, preserved by the chapel, he ordered them to be renewed and re-copied.

Besides letters, there were also records of the Carolingian capitularies, conciliar actae and diplomas.

2.7.2 Late Middle Ages (Eleventh-Fifteenth centuries A.D.)

It was when the western world began a new economic and institutional era, during the late eleventh/early twelfth century, with the rise of the towns and of trade, and banking operations, that a new page was written in archival history. It was a time when, in France, the Tresor des Chartes, used by successive French kings to carry
their valuable documents from place to place for three hundred years, was finally housed in the newly built Sante Chapelle on the Isle de la Cite, in 1248.

This can be taken as a symbol of the end of the ambulatory period for royal archives.

As the towns gained freedom from feudal jurisdiction, they developed their own government, with courts, mints, markets, creating the necessity for making and preserving their own records. Many of the city archives in Europe today go back to the later Middle Ages (1200-1500).

In Italy, in the twelfth century, the practice of keeping notarial records began again and quickly spread to other parts of Europe. Fourteenth century notarial documents can be found today in archives in Italy, France and Spain.

With the renewed importance of trade and banking operations, archives ceased to be only a Church or government institution. Book-keeping had been preserved in the East and was reintroduced by Italian merchants in the twelfth century and spread northwards. Insurance on goods and ships, for instance, appeared in the late fourteenth century. Private banking also started in Northern Italy and expanded gradually to the rest of the western world known at that time. Hence from the fourteenth to the fifteenth century, for the first time since the Romans, private business records could be found again.

During that period also, important improvements started taking place in the Tresors de Chartes throughout Europe. In the late twelfth century the Papal Chancery of Innocent III, and that of King John in England began to transcribe in registers on rolls most of the letters sent out. The Kingdom of Naples, Aragon and later Portugal and Castille followed this example. In the middle of the thirteenth century, Jaime I of Aragon started to keep in his archives the letters received.20
Increasing centralisation of power, diversification of administrative services and the consequent development of a paper service, lead to real record depositories in the more important royal courts in Europe. In France the Parliament and the Chambre des Comptes and, in England the Exchequer, established their archival depositories and close relations started to be built between these record depositories and the royal archives. In England, for instance, the Exchequer became responsible for the conservation of the royal archives.

In the fourteenth and fifteenth centuries, each one of the administrative services was keeping its own record collections, composed not only of a few more important documents, but the mass of archives, almost in the modern sense of this word.

From the second half of the fourteenth century the royal archives were given an important role in governmental organization. In Barcelona, for instance, in 1345 Pedro el Ceremonioso ordered the re-organisation of his archives and appointed an archivist for that task, and the same was done by Queen Joan I of Naples.

Approximately at the same period, Gerard de Montaigu compiled the first great archives inventory, that of Charles V's Treasury. Urban V also ordered the first inventory of the Pontifical archives (1366). The English chancery followed this practice and provided the first inventory of its documents in 1381.

The increasing importance attached to archives was shown in the Treaty of Paris of 1356, between the Dauphin and Savoie. For the first time an international treaty mentioned the destiny of the archives and decided that the records related to the territories released from one jurisdiction to the other would follow the destiny of these territories.
2.8 Non-Western Archives

The history of archives is not really a popular subject, and very few sources can be found in that field. For ancient archives, apart from two or three works specifically on the subject, some information can be gathered in works on the history of libraries. Medieval archives are even more neglected and only a handful of books on the history of that period mention record making and record keeping.

For non-western archives the sources are almost non-existent, but a few words have to be said about Islamic archives, which had a considerable influence on the archival institutions in Europe.

The information is based mainly on an article by Ernst Posner, "Archives in Medieval Islam", published in the American Archivist.21

2.8.1 Islam

According to Posner most of the early Muslim records have disappeared and when one discusses archives of the Muslim world, for the most part, one is dealing with the subject of archives that must have existed, rather than archives now available for research.

There are, of course, some sources of information - manuals for secretaries and financial agencies, for instance, which tell a great deal about the organisation of government agencies and the production of records. Consisting of just a collection of model letters, at first, these manuals become a real guide to state administration.

Ibn-al-Sayrafi's code for the Fatimid State Chancery is the most representative of this literature.

The knowledge derived from these sources is, however, limited, and to complicate matters further, no study of medieval Muslim diplomatic
exists. The historians for this period are chiefly interested in the literary works. Nor can any comprehensive and comparative study of Muslim administrative institutions, indispensable for the study of the history of Muslim archives, be found.

What is known for sure, is that Muslims inherited the administrative practices, including archival techniques, from the preceding regimes of Persians and Byzantines. For the management of expenditure, however, the Arabs had to establish procedures and records of their own. To serve that purpose, the first central departments, or diwāns, were organised.

The term diwān is of Persian origin and meant originally a register of troops, then became a register of any kind and later an office. It was a subsidiary function of office record keeping that gave its name to the entire agency.

The creation of the Diwān al-rasāil, or Chancery, was a decisive measure for the creation of Muslim bureaucracy. The diwān handled all incoming and outgoing correspondence and was the central chancery office of the Caliphs, under the direction of the Wāzīr. There were other diwāns that either made or kept records; the Office of the Seal, for instance, and the Central Finance Office.

Under the Abbasid Caliphs (749-1258) the bureaucratic techniques were far advanced and the state Chancery played a very important and much admired role as the centre of government paperwork. Ibn al Sayrafi praised the Baghdad archives at that time. He was the author of the already mentioned manual or "Code of the State Chancery" and was chief of the state chancery under the Fatimid rule in Egypt. In his manual he describes the duties of the register and of the archivist in the State Chancery; it may be the oldest "job description" of this profession. He stresses that the archivist should be honest, judicious and trustworthy. "His loyalty must be clear beyond any doubt and no bribe must ever sway him from his duties."22
Persian administrative experiences were carried by the Arabs to conquered Spain and Sicily. These practices were not immediately continued by the Christian regimes in these countries but were taken over and further developed by the Norman and Germanic rulers. Sicily became thus "an important centre for the diffusion of Islamic culture to Christian Europe."23

2.8.2 India

It seems that the oldest Indian archival documents were not dated before the fourth century B.C.

Inscriptions and literature from the Mauryan period (321-185 B.C.) refer to record making, and to officers in charge of what can be categorised as archives. According to those sources it is possible to establish the existence of central and local record depositories with a hierarchy of officers in charge.

According to Dhar and Shivastava24 Kautilya refers to the Department of Records, Akshapatala, and to a superintendent of records, or a keeper of records, Akshapalaladhyaksha.

The system of official record keeping and the appointment of a Records Officer of the State continued under the dynasties that followed the Mauryans.

During the Kushana period (late 1st to 3rd century A.D.) there was considerable activity in record keeping in monasteries and guilds, as can be deduced from the discovery of silver scrolls in the Gandhara region.

It was the perishable nature of the material employed - palm leaves, birch bark, cloth, - that made their conservation so difficult. More recent documents, also written in fragile material have been preserved as relics from the past. Many of these pieces, found
particularly in South India, are on leaves of a palm known as Borassus flabelliformis. Sometimes the leaves were rolled up after being sewn through a seam at the ends, at other times, especially when a small number of leaves were used, they were rolled and kept together by means of a ring of palm leaf fastened around them.

The Kerala State Archives have preserved 200 rolls of palm leaf manuscripts, dealing mostly with settlement records covering the period 1525-1772 A.D.

During the period of Paramara Dynasties (800-1305 A.D.) there was a regular system of record keeping and during the Delhi Sultanate there was a Department of the Diwan-i-Insha, which dealt with the state correspondence. Although Persian was the court language for polite conversation and correspondence, the registers of revenue accounts were kept in Hindi.

During the Mughal period all official transactions were committed to paper. The Emperor Akbar put much importance on the maintenance and proper preservation of records and there is even a description of how he established a record office at his palace in Fatehpur Skri, near Agra, in 1574. There was a staff of fourteen scribes, two of them being required to be present at the office every day. It was their duty to record in a diary all the acts of the Emperor and the diary was later shown to the Emperor for his approval.

Mughal archives consisted of several types of documents, among them:

a) records of official transactions - like royal orders and court diaries;

b) official correspondence - letters issued and received;

c) government orders of financial, revenue, military and judicial nature, issued from the various departments;

d) miscellaneous records such as office manuals, statistical accounts, etc.;

e) compendia and chronicles.
The archives consisted of bound volumes and loose papers and were divided into series and numbered.

The provincial records were similarly arranged under the provincial Diwans.

According to Dhar and Srivastava the royal archives, like those in early medieval Europe, accompanied the king and were never parted from the sovereign, even during his military campaigns. As it is told of Aurangzeb's campaign to Kashmir in 1662:

> the Royal office of records was also there, for the original records always accompanied the court, and this required eighty camels, thirty elephants and twenty carts, loaded with registers and papers of account of the Empire.25
NOTES AND REFERENCES - CHAPTER 2


12. "The Prystanes consisting of the fifty representatives of one of the ten tribes that constituted the Boule, served for a tenth of the year as its executive committee and they elect by lot the epistates, who, for a day, kept the keys to the temples in which the Treasury, the archives and the state seal were stored". (Glotz. La Cite' Grecale, p.221).

13. Principal civil and judicial officer that presided over both the Council and the Assembly, and was elected every year.


20. Today this collection of letters is kept as the series Cartas reales y diplomáticas of the archives of the Court of Aragon.


3. The Birth of "Archivistique"

3.1 The centralization of records

A crucial phase in the history of archives occurred between the XVIth and the XVIIIth century with the birth of what we must call "archivistique" for want of a better expression in English.

This was the epoch for the major centralization of national archives. It was a period in which governments attached increasing importance to the collection of official records. In this period, too, occurred the publication of the first manuals on archives, and we see the beginning of some of the modern principles and procedures on archives.

The French Revolution marked the culmination of all this achievement but the trend had begun much earlier, in the XVIth century.

In Spain the official records of Castille began to be transferred to the royal castle in Simancas. In 1545 Charles V started this concentration of archives by ordering the transfer to Simancas of his "Trésor de Chartes". It was not, however, until after 1567 that all governmental records of the Kingdom were in fact centralized. Diego de Ayala was appointed as royal archivist and following his suggestion the king issued a decree ordering the transfer of all archival material belonging to councils, courts (audiencias), chancery, treasury and secretaries to join the nucleus at Simancas. That concentration in a central place of archival material previously scattered in different depositories was the birth of the idea of a national archive or central record repository of a nation.

Adding to this in 1588 a set of rules forming what can be considered the first regulations of an archival institution was issued by the Archives of Castille.

These new ideas quickly spread to other parts of Europe. This
marked the beginning of the end for the medieval system of record administration. In France the registration of royal letters at the Tresor de Chartes was finally interrupted in 1568. Records started to be kept in better conditions, for use in the Chancery and by Secretaries of State.

In Florence in 1569 Cosimo di Medici ordered the records of all Florentine notaries to be concentrated in the Archivio pubblico dei contratti. In England the State Papers Office was created in 1578 as a repository for the records of the Secretaries of State.

Another important landmark in the history of archives was the creation in 1610 of the Papal archives, the Archivio Segreto Vaticano. The first move towards this centralization of the Church documents was a bull of Pius V in 1566, asking for the return of records of interest to the Church that were kept in the private archives of bishops and cardinals. This was followed by the re-organization of the Papal archives in the Castello San Angelo in 1592 and finally the official creation of the Vatican Archives.

In the XVIIIth century the same trend continued, with some improvement in method. In 1720 the King of Sardinia re-organized his archives in Turin and issued an interesting regulation about the administration of these records.

At the same time, in Russia, Peter the Great created two central repositories and ordered a regular transfer of records from the offices to these archives.

The main event of this period however, was the creation by Maria-Theresa of Austria in 1749 of the Haus, Hof und Staatsarchiv in Vienna, where the archives from Innsbruck, Prague, Ratisbon etc. were concentrated. Further depositories were created in Budapest and in Zagreb.

More archival institutions were established in Europe in the XVIIIth century: Scotland created its Register House in 1774 and in Spain
the *Archives générales de las Indes* was created in Seville for the records related to the Spanish colonies.

It was, however, the French Revolution in the late XVIIIth century that made the greatest contribution to the archival development of this period.

Ignoring the institutions of the old regime and beginning, as it were, with a *tabula rasa* in terms of administrative institutions it gave rise to the first modern centralization of archives.

The *Archives Nationales* initially established in 1789 as a parliamentary archive depository was transformed by the decree of 27 June 1794 (7 Messidor II) into the "common centre for all archive repositories of the Republic." Not only the records of the Councils and all the institutions of the old regime were concentrated in that central records office but also those of the monasteries and churches and the archives belonging to private owners, mainly aristocratic families who had left the country. There was for the first time not only a State archive but a national archive, holding the records of a nation.

During the first years of the revolution the possibility of centralizing all the records in one repository was considered but the law of October 26, 1796 (Brumaire V) created sectional and local depositories, the *Archives Départementales*, under the supervision of the *Archives Nationales*. The first archival network was created and it was also the first attempt to legislate on the matter of archives for a whole country.

There were also some mistakes and wrong decisions such as the destruction of the so-called "feudal documents," but these actions have to be interpreted according to the historical background and the criteria of that period. Vast amounts of records were legally destroyed between 1792 and 1795, consisting mainly of genealogies of noble families and of feudal titles. In May 1792, for instance, the *Assemblée* ordered the destruction of records relating to orders
of knighthood found in the Augustine monastery. Documents of interest to science and arts were spared by a commission specially appointed for the selection of records. In June 1793 the burning of all genealogical papers in every public repository was ordered by the Assemblée Nationale and there was also a decree in January 1795 which called for sending these useless papers to munitions factories for the making of cartridges. The law 7 Messidor II (1794) set up a temporary records agency - Agence temporaire des titres - in order to select the records that should be destroyed. This was the body that the historian Michelet called a "Tribunal Revolutionnaire pour les archives". The result of its work can be seen in the 500,000 kilograms of materials that, according to Ravaissone was marked for destruction. But one has to agree with Carl Locke when he concludes that "the losses of public records would almost certainly have been greater had the revolutionaries not created a national archives for France."1

The influence of the French achievements on the organization of archives and the implementation of archival principles was felt by other European countries, notably in a number of Italian states, for example, the Kingdom of Naples, in Belgium and the Netherlands. Indirectly a large proportion of European archive depositories felt its effect during the nineteenth century.

In England, the organization of the Public Record Office was subject to some delays. In 1800 a Member of the House of Commons asked that "a Committee be appointed to inquire into the Public Records of this Kingdom and of such other public instruments, rolls, books and papers, as they think proper."2

A committee was appointed as a result of this motion, and it was required to report the conditions of those kinds of records in England and Scotland. They listed all the places where records were deposited in those countries including Church and University archives, records deposited in public libraries as well as those in the custody of the Clerk of Peace and local courts.
A succession of six commissions were appointed to collect information and to publish copies of selected records. Although these commissions were later very much criticized for their work and charged with dereliction of duty and financial mismanagement, the Griggs Report (1954) remarks that they had no power to control the keepers of the various repositories or to make provision for better custody of the records, though they were, in fact severely criticized for not doing these things.  

So, in 1836 a Select Committee recommended the provision of a General Record Office for all the records of the country. And in 1838 the Public Record Office Act was passed. Four months after the Act a Deputy Keeper was appointed under the jurisdiction of the Master of the Rolls. In 1840 the Treasury approved the establishment of the Public Record Department. The construction of the building for the new archive depository in Chancery Lane did not start before 1851 and the first records were moved into the building in 1855.

It is interesting to note in the case of the English State Archives that a total centralization of records was not intended by the 1838 Act. According to the Grigg report:

> It seems clear that, despite the wide definition given to the term "records" the promoters of the Act intended to make no provision for the papers of the Government Departments and had only legal records in mind.

Within two years after the establishment of the Public Record Department the Master of the Rolls took into his custody the records deposited in nine repositories referred to in the Act. These were concentrated into six depositories which became for the time being the "Public Record Office."

In the Tower of London which was one of the six depositories, there were a number of records of the High Court of the Admiralty. In 1841 the Assistant Keeper in charge of the Tower drew the attention of the Master of the Rolls to "various important documents belonging to the Navy Board and Admiralty" and kept in an Admiralty building...
that was to be destroyed. In response to a consultation with the Master of the Rolls the Lord Commissioners of the Admiralty agreed to the transfer of these records to the Tower Repository.

A precedent for the handing over of Departmental papers to the Master of the Rolls was established and other government departments decided to place under the "charge and superintendence" of the Master of the Rolls most of their historical records. In 1850 the Grigg's Report states:

> the amount of departmental papers which had been transferred in the previous two years, or the transference of which was then contemplated, was so large that it would probably nearly fill the whole of the first block of the new Repository being built at Chancery Lane.\(^5\)

An Order in Council of March 1852 placed all Departmental Records under the charge and superintendence of the Master of the Rolls and subject to his direction and eventual "custody." In practice they remained at the direction of departments themselves even when housed in the Public Record Office.

> In law, Departmental registries are branches or parts of the Public Record Office; in practice the Public Record Office acts as an extension of Departments.\(^6\)

The English Public Record Office was the last centralization of national archives on the same lines as the other Central State Archives in Europe. At that time the historians had already begun to assume the administration of archives everywhere and the record depositories started to be considered mainly as laboratories for historical research.

3.2 Interest of the States in their records

This concentration of State archives throughout Europe was due not to historical and cultural interest but to the realisation by the governments of the significance of the archival material for their administration.
According to Holmes in his *History and Theory of Archival Practice* the expansion of the central government's service was followed by the growing importance given to field services as rulers tried to break the power of the local feudal aristocracy. This meant the necessity for paid professional civil servants that tend to depend more and more on records for precedent and for systematic and impartial administration of taxes, justice, lands and natural resources. They systematized the keeping of records.7

The importance of the archives for the State can be proved by numerous instances and Bautier in his paper to the 6th International Congress of Archives pointed out the most relevant examples during that period.9 In wars, documents are protected against the enemy: in 1526 Hungary tried to sail its archives on the Danube, before the battle of Mohacs. Unluckily the ship sank and most of the medieval records of that country were then lost.

During the Thirty Years' War, archives changed hands numerous times throughout Germany until, by the Peace Treaty of Westphalia (1648) it was agreed that records should remain where they were and further transfers avoided.

From that time on, the treaties between Powers did not neglect the fate of the archives. The winning side usually made every effort to ensure that the records were acquired along with the territories brought under their control, while the losing side did everything possible to prevent this acquisition of archival material.

The role of the archivist during this period increased considerably. They were now an important element of assistance for politicians, civil servants and diplomats. Louis XII gave them the task of exploiting the "Tresor des Chartes" of Lorraine after the occupation of that region, and Louis XIV in his claim for territories used "proofs" established with the help of record-keepers. In the so-called politics of the "Chambre des réunions" the territories were the ones to follow the fate of the archives rather than the other way round. Even Muratori (1672-1750) the famous and erudite
Italian historiographer had to put his knowledge to the service of the Princes. The situation was the same throughout Europe and it can be felt even on a more modest scale: churches, monasteries and landlords also made use of their local records and record keepers for the purpose of keeping and acquiring land. Kaunitz (1711-1794) the powerful Austrian Chancellor saw in the archives a magnificent war-machine and Napoleon belonged to the same school of thought and declared that a good archivist is more necessary for the State than a good general. He intended to collect in Paris all the records of the occupied or annexed European territories. The purpose of this was to deprive the enemy of possible weapons and enable himself to utilize the same weapons for his policies and propaganda.

This was the period of the "Secret Archives" of which the model was the Archivio Segreto Vaticano. The sovereigns reserved to themselves and few others the right of consulting them. In the first regulations for the archives, that of Simancas in 1588, the access to the archives and communication of the content of the records to anyone that was not authorized by the King was completely forbidden. Even Ministers needed a royal authorization for consulting records. The regulations of the Vatican Archives were equally strict on that subject and when the archivist Michele Lonigo showed some documents under his custody to strangers he was condemned to ten years of forced labour.

The state archives were considered to be the personal possession of the head of State and for his use only. It has to be added that ministers kept, as their own, papers that in reality belonged to the state. These papers, of course, were frequently produced as a result of state affairs. This practice of ministers was mirrored in every level of the administration. For that reason Pius V tried to collect all records belonging to the Church in possession of bishops and cardinals. In France, Phillippe le Bel, at the beginning of the fourteenth century, as soon as his councillors died, requested for his own archives the documents which had belonged to them.
In the Kingdom of Sardinia the right of the archives to gather official documents was laid down in state regulations. There, in 1742 the diplomats were even asked to take an oath to return to the State after their retirement, all official records in their possession.

Slowly the public interest and the public right to the use of the archives became more recognized. In 1736, for instance, when Lorraine was abandoned by its Duke to the Empire, a distinction was made between the papers belonging to the Duke, who was authorised to keep them and those archives belonging to the territory and its population that had to remain in their place.

Notarial record depositories were established in France and Italy with an evident concern for the public. Muratori described these archives in a chapter about service to the poor, and considered these archival institutions as a public service.

The importance of the records were not only felt by the kings and their ministers during this period, but more and more people from different levels started to realise their significance. It was not unexpected that one of the first acts of the Assemblée Nationale, later confirmed by the law Messidor II (1794) decreed that the archives of the Nation should be made public.

It has to be stated, however, that this intended quick transition from secrecy to public access existed more in theory than in practice. Despite acts, regulations and laws, the opening of archival repositories to researchers and general public was only attained in the second half of the nineteenth century.

3.3 Literature on archives

There was, during this time, an evolution of archival practice and changes in administrative methods. These changes were supported by
the increasing importance attached to records by successive administrations.

The conditions were ripe for the emergence of literature on the subject. Bautier cites Jakob von Rammingen's small manual published in Heidelberg in 1571 as the first work in the field. For Lester Born, however, the first books dedicated exclusively to archives were written by two Italian churchmen. The first of all works seems to be De Archivis by Baldassare Bonifacio published in Venice in 1632, followed by Albertino Barisoni's De Archivis Commentarius published posthumously in 1737 by the Marquis Giovanni Poleni but probably written between 1618 and 1636.

The authors of these two manuals had much in common but the publications show different points of view. They lived almost in the same period: Bonifacio between 1586 and 1659 and Barisoni between 1587 and 1667. They were both of noble birth, each taught law, had held various ecclesiastical offices and finished their career as bishops. They were also men of catholic tastes, had written on a variety of subjects and showed great erudition and knowledge of the classical sources.

Barisoni began his education at Padua; pursued studies in philosophy in Rome and returned to Padua in 1610, as a Canon of the Cathedral. He was appointed to an Abbacy in Germany but found the climate uncongenial and soon returned to Padua, where in 1628 he taught Law and Moral Philosophy at the University. In 1653 he was elected bishop of Ceneda in the State of Venice where he died in 1667.

Bonifacio was also sent to the University of Padua where he graduated in Civil and Canon Law at the age of eighteen. He also went to Germany as the private secretary of the papal nuncio and on his return was made archpriest of Rovigo. In 1619 he refused the post of Professor of Greek and Latin Literature at Padua University, but in 1636 he accepted an appointment as rector of a newly established
Academy in Padua. Appointed bishop of the See of Justinopolis in 1653, he died in 1659 and was buried in his cathedral.

Bonifacio's De Archivis is a much shorter essay than Barisoni's manual and was written from an historical point of view. He started by defining archives and giving Greek and Latin equivalents for the word, and went on to write the establishment of the first archives. Contrary to the belief of the majority of people of his time, Bonifacio affirmed that the institution of archives was not only two or three generations old, but "go back to the origin of the world." Relying on the authority of Flavius Josephus, and quoting his words, Bonifacio stated that:

the sons of Seth, the grandsons of Noah, built twin towers, the one of brick, the other of marble, raising the one against conflagrations, the other against floods. In these were collected whatever they found worthy of record, since from Adam they had learned that the world would be twice destroyed: it would first be drowned in water and later it would be consumed by fire. And so I believe that these towers were nothing else than archives.11

From the third to the fifth chapters Bonifacio wrote about record keeping among the Egyptians, Greeks and Romans and went as far as to refer to the "archives of the barbarians." He gave very brief information about the Peruvian quipu and record making and administration in ancient China. Then he described briefly the role of archives in Italy up to his time. The seventh chapter was devoted to the importance and usefulness of archives and pointed out that

nothing [is] more necessary for conserving patrimonies and thrones, all things public and private, than a well constituted store of volumes and documents and records much better than navy yards, much more efficacious than munition factories.12

About the archivists whom he called administrators of archives, he stressed the importance of their task and gave the different denominations given to them.

Order was called by Bonifacio the "soul of the archives." He
considered order something divine, reflecting on that perfect order
God alone possessed. And, on the practical side, suggested
alphabetical indexes, catalogues and lists and a division of records,
first by place, then by type of document (wills, contracts, business
papers, etc.), and then a chronological sequence.

He finished his essay by discussing the inviolability of archives
and the great respect they deserve.

No sin should be committed against the inviolability
and sanctity of archives through the wrongs done by
wicked men, and whatever was left of public
instruments should not perish through lack or care
or from neglect..."13

Barisoni's work is extensive, divided into seventeen chapters.
He stated his intention of dealing with the western world, that is,
the Roman world and gave the origin of Roman archival institutions,
describing the record depository in Rome, the Aerarium Saturni.
He dedicated a whole chapter to the records of the courts in ancient
Rome. From the fifth to the twelfth chapter, the core of his work,
Barisoni discussed what archives were and what kind of archives one
could find. One of his most interesting observations was about the
difference between private and public records.

Records, are either public or private. Some are
public because they owe their origin to public
authority and by public authority they have been
reduced to writing. Some, however, are public
because they have been recorded in the public records
albeit in origin they are private. Both nevertheless
are public records (publicae tabulae) and are
properly called public archives (publica acta).14

Barisoni explained the Roman governmental structure from the early
times as a basis for understanding the origin of record making and,
after that, discussed the various types of records: lex,
commentarius, senatus consultus, etc. In chapter X he briefly
described public archives and in the chapter XII he made the
important point that records created as a result of public affairs
should be public records and not belong to the person who gave
origin to them.

In chapter XVI he also listed the titles given to those working in
archives since old Rome until his time and discussed some thirty
such titles.
In his last chapter the purpose and usefulness of archives were pointed out. Barisoni quoted Justinian when he says...

choose someone in the province to have custody of them, so that they may remain uncorrupted and may be found quickly by those requiring them; and drew attention to two points: the records should remain "uncorrupted" and they "could be found quickly." He concluded:

Therefore faith is found only in public acts and records. As Justinian has said again where there is no archive, records either perish or are deserving of no credence, and they fall to such a level that they really are not acts.

The late seventeenth century witnessed the birth of diplomatic - the critical study of formal sources of history - with the work of the French Benedictine Jean Mabillon (1632-1707). His book De Re Diplomatica Libri sex published in 1681 founded the science of diplomatic which gave to archival studies the scientific basis it was lacking.

Mabillon's treatise was a reply to an earlier work by the Jesuit Daniel von Papenbroeck who, with no great knowledge or experience of archives, branded as fakes some ancient records belonging to monasteries, especially that of Saint-Denis. Mabillon's refutation, published after six years of silent work was complete and accepted as true, even by Papenbroeck. This publication was the foundation of all subsequent works in the field.

In Spain in 1768 the Benedictine Perez published a series of dissertations following that earlier study. In Italy, Maffei and Muratori published respectively Istoria Diplomatica (1727) and Antiquitates Italicae (1740). In Germany the first work by Bessel entitled Chronicon Gotwicence, published in 1732 was followed by studies from Mader, Fladt, with his Anleitung zur Registraturwissenschaft, and Spiers.

But it was in France that studies in diplomatic were particularly favoured. Between 1750 and 1765 two Benedictines, D. Toustain and D. Tassin extended the work of Mabillon with their Nouveau Traité de
Diplomatique. Also in 1765 Lemoine published his treatise La
diplomatique practique and Chevrières' work Le nouvel archiviste
was printed in 1775.

As Bautier\(^1\) remarked, the archivists of our days owe a great deal
to the erudite works of the late XVIIth century and especially of
the XVIIIth. The quality of their analysis is remarkable for its
precision and conciseness.

3.4 Principles and methods

The transformation of administrative methods after the XVIth century
resulted in changes in the organisation of archives. During the
Middle Ages three different kinds of classification could be found;
first the system employed in the Tresors des Chartes, an
arrangement by the different documents (treaties, deeds, bulls,
contracts etc.) made a posteriori; second the chronological order
adopted by the Chanceries and finally the method found especially
in courts where all the records linked with a case were kept together
and chronologically organized in chests or drawers.

After the second half of the sixteenth century only the very
conservative chanceries in England and the Vatican kept the
chronological arrangement. In Eastern, Central and Northern Europe
an administrative reform started between the sixteenth and seventeenth
centuries and affected the paperwork in the offices, and consequently
the archives services. It was the beginning of the system of
Registratur still in use today in that part of Europe. It consisted
of keeping a dossier d'affaires, or files organised with the total
of documents received and copies of all letters sent out during the
course of one précis of business. In each file, the records were
arranged in chronological order and were usually bound in a volume.
This system made possible the establishment of a plan of pre-
classification for the archives of an organisation and made the
manipulation of records in the offices, and later in record repositories
In the Latin countries, however, a chronological order for the records was always used and records were kept in different files, even if they belonged to the same case. That characteristic made the task of archivists in these countries more complex insofar as it called for a classification *a posteriori*.

One name deserves especial mention among the professionals concerned with the classification of archives. Flavio Corte, the archivist of Milan, tends to be ignored by the archival professional today because his system was diametrically opposed to the modern "respect des fonds." He intended to gather all the *fonds* under his custody and devise a systematic classification for the whole collection. For him the grouping of records by each department was an old and useless classification that increased the problems for anyone looking for a certain subject. Under him archives would be transformed into "information centres." This system of classification was kept by the archives of Milan until the early twentieth century.

Such a model for systematic classification was followed elsewhere in Italy, in the archives of Florence, for example under the historians Pagnani in 1769 and Brunetti in 1793. It was also found in some German record offices like Bade.

Even in the *Archives Nationales* in France, there was an attempt to devise a classification schedule that was never put into practice, except for a collection of bulls taken from the various *fonds* in Paris. The vast amount of records gathered in the *Archives Nationales* argued against the formation of a series of "Historical monuments" by detaching from the *fonds* documents considered of special historical value.¹⁸

Some archival principles that would be extremely important for the establishment of an archival theory had their roots in the eighteenth century. Selection and disposal of records, for instance, for the first time in the history of European archives were among the
preoccupations and tasks of the archivist. From 1731 the king of Sardinia, Victor Emmanuel II gave to his archivist the right to fix the procedures in these matters. In France, even before the Revolution, the Chambre des Comptes had decided on the elimination of documents considered useless in 1741 and 1778. A great amount of medieval records related to the accounts of the French royal family was destroyed.

In all those cases the emphasis was put on the disposal and destruction of records considered to have lost their usefulness and importance, but a real system for selection was not thought out. An exception was the case of the États of Vivarais where in 1777 there was a decision for selection of documents by sampling.

The role of the French Revolution in that field is well known and the destruction of documents of historical value has already been mentioned in this chapter.

It is true that an Agence Temporaire des Titres, working a bureau de triage was established by the Assemblée Nationale in 1794, but here also the aim was elimination of documents, selection being a secondary consideration.

As Camus himself, the first archivist of the Revolution remarked in his Memoire: "the haste with which the destruction was carried out caused the loss of many important papers." 19

But the world of archives was now awake to the fact that in order to keep important and useful records in the best possible conditions some selection was necessary to separate the wheat from the chaff.

A periodical accession of records to the archives, or, at least, an attempt at it, was also an eighteenth century achievement. As early as 1720 Peter the Great, in Russia, had decreed that records from the Departments and State offices should be sent every three years to one of the two record depositories that he had created. It seems probable that he got this idea from the archival services in Sweden
or Denmark, where the accession of records had existed for some time and had been carried out regularly.

Another important development in this period was the gradual change from secret archives to the establishment of the principle that the records belonged to the citizens of the country.

This principle was supposed to be the main contribution of the French Revolution to the field of archives. According to Oliver Holmes:

The responsibility of a State for preserving these records as the peoples' heritage and for making them accessible to the people was set forth in the law of June 25, 1794.20

Some authors, however, remark that the practice was different from the law and it was not until the second half of the nineteenth century, when historians took possession of the record offices, that the public use of records became a reality.

A wide range of opinions can be found on the role played by the French Revolution on the archival world. The opinion of Ernst Posner, the German archivist who was one of the pioneers of archival training in America and a well known authority on History of Archives, and that of Robert-Henri Bautier, the best known French archivist in this field, can be given as an illustration of contrasting points of view.

Posner declares that the French Revolution marks the beginning of a new era in archives administration. First of all, the framework of a nation-wide public archives administration was established. The Archives Nationales originally founded in 1789 as a parliamentary archives office of the Assemblée Nationale, developed under the decree of June 24, 1794 (7 Messidor II) into a central archive establishment of the State, to which the then existing depositories in the provinces were subordinated. The result was that for the first time an organic administration of archives covering the whole extent of existent depositories of older materials and of record-producing public agencies was established.
The second main effect of the Revolutionary legislation seems to have been that the State acknowledged its responsibility respecting the case of the documentary heritage of the past.

The third outstanding contribution of the archives legislation of the French Revolution was the principle of the accessibility of archives to the public, which was proclaimed by Article 37 of the Mesdidor decree:

"Every citizen is entitled to ask in every depository ... for the production of the documents it contains."

It was not so much the desire to create opportunity for scholarly research that caused this regulation as the wish to provide for the needs of persons who had acquired part of the national property.

But still for the first time archives were legally opened and held subject to public use.²¹

The French archivist, however, is not so enthusiastic. He fails to see a cut between the eighteenth century and the Revolution in matters of archives and denies that the Revolutionary legislation had made public and free the use of archival material. According to Bautier:

"Il est d'usage de considérer que ce fut la Révolution française qui porta un coup décisif à la conception ancienne des archives que nous venons de rapporter. Pour notre part, nous ne le pensons pas: il n'y a nullement coupure entre le XVIIIᵉ siècle et la Révolution et même l'Empire napoleonien. Les conceptions en matière d'archives étaient, en effet, exactement les mêmes avant et après 1789. Les "archivaires" d'Ancien Régime furent membres des bureaux de triage de la Révolution française et donnèrent aux Archives nationales leurs premiers 'commis'; ce sont vraiment eux qui ont fondé les Archives françaises et ils l'ont fait dans la ligne même de leurs conceptions traditionnelles, telles que'elles s'étaient exprimées dans les traités des théoriciens et dans l'œuvre des praticiens.

La fameuse "publicité" des archives qui, pour certains, marquerait le véritable apport de la Révolution française dans la domaine de l'archivistique et justifierait le passage à une nouvelle phase, est à nos yeux un véritable mythe: déjà avant 1789, on était entré, nous l'avons dit, dans la voie de la libre communication des documents "utiles" au public, et la Constituante ou la Convention
n'autorisèrent en fait qu'un accès extrêmement limité à quelques catégories seulement de documents. Ce ne fut que vers le milieu du XIXᵉ siècle que les Archives nationales comportèrent une salle de consultation, quand la recherche dans les archives fut devenue une nécessité de la science historique.22
NOTES AND REFERENCES - CHAPTER 3


18. It is interesting to note that some Latin American archive institutions, Brazil among them, received a strong French influence when they first started in the nineteenth century, and "historical sections" composed of records detached from the original fonds were found in the National Archives until quite recently. In the case of Brazil, it was ironic that a French expert, in 1959, put an end to this aberration.


20. HOLMES, Oliver. op.cit. p.15.


4. The Nineteenth century: The Historians take over the archives

4.1 The study of history in the nineteenth century

It is agreed by the majority of authors that "modern" studies of history started in the nineteenth century. Professor C.P. Gooch pointed out the four main problems that impeded the growth of a genuine historical science in the previous centuries.

First, a general contempt for the medieval period, due mainly to the un-historical attitude of refusing to see the change of times, the notice the unique characteristic of each age. Rationalists like Gibbon and Voltaire had the habit of criticizing men and institutions of the Middle Ages for not conforming to the pattern of the civilization in the eighteenth century. To Voltaire the early Middle Ages deserved as little study as the doings of wolves and bears. The Romantic movement started towards the end of the eighteenth century was a reaction against Rationalism and brings sympathy and even enthusiasm for medieval times.

The second disadvantage according to Gooch is the lack of critical methods in handling historical material. There were extremes of credulity and scepticism, but a total absence of critical thought. Despite Mabillon, Gooch remarked, the technique of historical research was still in its infancy.

The almost entire absence of teaching is the third reason why historical studies made no greater advance until the nineteenth century. There were just a few isolated attempts to impart instruction. A Chair of history was founded both in Oxford and Cambridge but the professors rarely lectured. The first Chair of History and Morals in France was created in 1769 and in Prussia the foundation of the school in Göttingen in 1757 started advanced historical teaching in German countries. But it is to Leopold
von Ranke (1795-1885) that Germany and the Western world owe the systematic teaching of history through his seminars, started in the University of Berlin in 1833.

The fourth point made by Gooch is the absence of adequate collections of original sources and of any organisation of archival material. There was a widespread restriction placed on the access to documents and on the liberty to publicise results. Manuscripts were regarded as useful only for the solution of practical, legal and administrative problems. Archives were for the use of the authorities to whom they belonged and were "secret". Revelation by an historian of any information considered confidential could ruin a career, as Gooch shows with many examples.

Some of these problems were solved by the Romantic reaction and some by the scientific, critical scholarship in the field of history.

4.1.1 Romanticism - the Middle Ages and the importance of old papers.

The Romantic Movement started in Germany in the final years of the eighteenth century and spread quickly to England, France and later to the rest of Europe. It left its mark upon every phase of nineteenth century European culture and thought, and produced a profound impact on the field of historiography.

The romantic vision of history is dynamic, organic and developmental. History is conceived as a process, an eternal becoming a development, governed by unconscious and mysterious universal forces. Great emphasis is put on the so called "ideas" that make the spirit of an epoch and of a nation. And for each European nation the time of particular fertility and promise for historical research is the Middle Ages.

Romanticists believed that the Middle Ages was the period of the "fixing" of national character, customs and institutions. Medieval
documents are, therefore, considered very important and worth looking for. Old archives in municipal halls, churches and monasteries were viewed with interest and a revival of palaeographical skills occurred. It is true that there was still a lack of solid documentary criticism, that only Ranke and his school would introduce, and that sometimes the study of old texts was put into service of national prejudice. But serious historical work based on original documents started to appear in Germany, France and in England.

In Germany there were interesting studies in legal history. Eichhorn (1781-1854), for instance, dealt with German law as a whole, showed its antecedents and indicated its influence in all aspects of national culture.

Friedrich Karl von Savigny (1779-1861) wrote Geschichte des römischen Rechts in Mittelalter (History of Roman Law in the Middle Ages) a long and very scholarly work. Jakob Grimm (1785-1863) (one of the famous Grimm brothers) used his vast knowledge of philology and customs to prove in his Deutsche Rechtsaltertümer (Legal Antiquities of the German Peoples) that law was a product of "the folk spirit."

One of the most important achievements of the Romantic impetus to historical study in Germany was the publication of the Monumenta Germaniae Historiae, a collection of the sources of medieval history. The work was only possible as the result of the interest and support of the great German statesman Heinrich Friedrich von Stun (1757-1831). Retiring from public life in 1815, after the Napoleonic wars, he established the Society for the Study of Early German History in Frankfurt in 1819 with the purpose of publishing a critical edition of medieval documents. Well known historians like Eichhorn, Schlosser, Wilken, Dahlmann, Raumer, Heeren, Niebur, Humbolt and Jakob Grimm gave their support to the enterprise but it was a young historian, Georg Heinrich Pertz (1795-1876), archivist at Hannover, who finally made the Monumenta Germaniae Historica the greatest historical collection in the world.
In 1823 he was appointed secretary of the Society for the Study of German History and editor of its publication, to which he devoted his whole life. The first volume, on the Carolingian period, appeared in 1826, the second in 1829, and in 1835 the first volumes of the Laws was issued. When Pertz, after half a century of dedicated work, resigned the editorship, there were twenty five printed volumes, containing the Scriptures from the Carolingians to the Interregnum and an almost complete collection of Laws. It is true that his work had many imperfections, but it was this publication that made the critical study of medieval history possible. As Ranke remarked, "without this great work, I could never have attracted a circle of young men to these studies."

Another important collection of medieval documents was published by J.F. Bühmer (1795-1863). It consisted of an annotated collection of charters and imperial documents of medieval Germany, the Regesta. The first volume was published in 1831. In 1843 he published another work, the first volume of Fontes Rerum Germanicarum, devoted to the Chancery papers of Ludwig of Bavaria. Two other volumes on the twelfth and thirteenth century sources followed. Imperfect and biased, as they were, these works however established the basis for the future scientific study of history in the late nineteenth century.

In England the impetus of romanticism failed to produce great historians, but it gave the world some of the most distinguished literary exponents of that school. Southey, Coleridge, Byron, Keats, Shelley and Wordsworth are among the best known. The main representative, however, is Sir Walter Scott (1771-1832) whose medieval novels achieved immense success and more than any others contributed to the spreading through Europe of the taste and understanding of the medieval world. He was the supreme literary artist in the use of local colour in recreating the past. His books, Ivanhoe, The Talisman, Waverley, Guy Mannering, Redgauntlet, among others exerted a great influence not only on the literary field but also in the attitudes towards the Middle Ages held by historians like the French Augustin Thierry (1795-1856) and the American Andrew D. White (1832-1918). Thierry wrote
The reading of the romances of Walter Scott has turned many thoughts towards the Middle Ages from which not long ago one turned away with disdain; and if in our time there should be a revolution in the manner of reading and writing of history, these works [Scott's], frivolous in appearance, would have contributed to it in a singular way.2

Ranke was also, at first, attracted by the romances of Sir Walter Scott but his precise Germanic mind was disturbed by Scott's historical errors. Among other things, he declares, he was offended by Scott's treatment of Charles the Bold and Louis XI in his *Quentin Durward*, which was in complete contradiction to the historical sources, even in details.

Augustin Thierry was the most authentic representative of Romanticism in French historiography. Admittedly influenced by the historical novel, he wrote with the vivid style of a novelist and his writings are full of drama, colour and passion.

The reading of original medieval documents was the basis of all his works, and even after he became blind in 1830, he had someone to read these records for him. Renan, then a young man, was one of these helpers and testified

I never witnessed without astonishment the promptness with which he seized a document and adopted it for his narrative. The least fragment revealed to him an organic whole which, by a sort of regenerative power, rose complete before his imagination.3

Thierry also collaborated in the valuable collection of French documents *Recueil des monuments inédits de l'histoire du Tiers État* (1850-70).

Another distinguished French romanticist historian was Jules Michelet (1798-1874), who was also a scholar, a poet and a dramatic novelist. Although classified as a romantic, he was too individual to be considered a member of any school and his fame has gone far beyond his role as a romantic historian.
His familiarity with archives was not restricted to the use he made of the documents in his History of France and History of the French Revolution. He was chief of the Historical Department of the National Archives and devoted most of his time and energy to classifying and arranging a vast amount of documents until, for political reasons, he had to leave his post after twenty years service. On his work among ancient manuscripts of the Archives Nationales and the importance of documents for the writing of history, he wrote:

I did not delay in perceiving in the apparent silence of those galleries, that there was a movement, a murmur, which was not of the dead. Those papers, those parchments, left there for a long time demanded nothing better than to come back to life (revenir au jour). These papers were not papers but the lives of men, of provinces, of people. First families and seigneurs, blackened in the dust, implored against oblivion. The provinces rise in revolt, urging that centralization has wrongly believed them destroyed. The decrees of the kings claimed not to have been obliterated by the mass of modern laws... All lived and spoke, they surrounded the author with an army of a hundred tongues which readily silenced the great voice of the Revolution and the Empire... And, in proportion as I breathed upon this dust I saw them rise. They got out of the sepulchre a hand, a head, as in the Last Judgment of Michelangelo or in the Danse des morte.4

Among the French romanticists one name has to be remembered, not only for his historical writings but specially for the influence that he, like Scott, exercised with his romances. François René Auguste, Vicomte de Chateaubriand (1768-1848) represents for most people the quintessence of the romantic movement and his Genie du Christianisme the Bible of Romanticism. Mainly a novelist, he had an extensive knowledge of the historical literature of all times, an appreciation of sound historical method and an awareness of the role of documents and archives in historiography.

Despite the tendency for exaggeration stemming from an excess of imagination and sentimentalism, the romantic movement in history was the start of the scientific use and interpretation of documents and consequently laid the foundation for the appreciation and use of archives by the historian at large.
4.1.2 The importance of primary sources: the school of Berlin.

The enthusiastic but somehow uncritical use of documents by the Romantics soon gave way, especially in Germany, to a more rigorous treatment of data. It was the founding of the University of Berlin in 1810 that started the movement towards a more scientific history and a critical use of primary sources.

Among the first great historians in the Berlin University was Barthold Georg Niebuhr (1776-1831) who is conventionally regarded as the creator of modern historiography. He seems to have synthesized the different methods of his predecessors. Familiar with the work of Perigonius, De Pouilly and Beaufort in criticizing the unreliability of the writings in early Roman history, he was also influenced by Savingy's Romanticism in the field of legal studies.

He applied also the critical method used by Wolf in the study of Homeric poems to early Roman history. His book *Römische Geschichte* (Roman History) was the first to combine the critical methods and the principles of institutional history. His methods were the main influence for the historical work of his greater successor, undoubtedly the best-known German historian, Leopold von Ranke (1795-1885).

When Ranke came to the University of Berlin as professor of history in 1825, a new era in historiography was inaugurated. He had already published his first book *Geschichte der römischen und germanischen Volker von 1494 bis 1514* (History of the Latin and Germanic People, 1494-1514). The appendix to this book was its more important part. It was entitled "a critique of modern historical writers" and was the analysis of the documentary sources of the period he had covered in his work. He applied his method of historical criticism to the historians that were considered authorities in the period 1494-1514 and showed their works to be full of errors and misinterpretations. In doing so, he established the principle that only original documents and archives were the proper sources for the writing of the past. He also made his famous declaration (so many times repeated, often as
a mockery) that he intended to show history wie es eigentlich gewesen ist (as it really happened).

This prolific author of more than fifty substantial books always tried to read all the relevant sources he could find in archives throughout Europe. In his Reformation Era, which, more than his previous works, was based on archival material, he wrote:

I see a time coming when we shall build modern history no longer on the accounts even of contemporary historians, except where they possess original knowledge, much less on derivative writers, but on the revelations of eye-witnesses and the original documents.  

Numerous times he reaffirmed that the best way to obtain historical truth was to utilize source materials, particularly archival sources.

Hence, Ranke worked in archives in Berlin, Vienna, Paris, Rome and Venice. He was the first to use the informative reports of the Venetian ambassadors in Europe. As he wrote in the preface to his History of the Popes

It was an almost universal custom among the great houses of Venice to have a cabinet of manuscripts attached to their library... A few of these private collections are still remaining and were accessible to me... The library at St. Mark contains a valuable store of manuscripts which are indispensable to the domestic history of the city or republic... The documents most appropriate... were the reports of the ambassadors on their return from Rome... I collected in all, forty-eight Reports on Rome.  

His main contributions to historiography were, first, his historical methods based on the internal criticism of documents and his insistence on total objectivity in the treatment of the past, and, second, his introduction of seminars for the teaching of history. Through those seminars he trained not only many leading German historians, but students from all over the world who came to study in this "historical laboratory."

Ranke had more than thirty students who achieved high reputations as historians. Von Ranke's leading disciples were Georg Waitz (1813-86),
Heinrich von Sybel (1817-95), Wilhelm Wattenbach (1819-97) and Friedrich Wilhelm Geisebrecht (1814-89).

Some of his former pupils, among them Philip Joffe (1819-70), Rudolf Köpke (1813-70) and Ernst Dümmler (1830-1902) became chief contributors to the Monumenta Germaniae Historia. According to J.M. Thompson, the Monumenta in fact was a sort of post-Ranke graduate school. Ranke himself used the first editions of the Monumenta in his seminars.

Although some of Ranke's disciples, Sybel prominently among them, later broke with their master, they all, for a generation, applied and improved Ranke's critical method.

Geisebrecht, one of the earliest of Ranke's students, later a professor in the University of Munich, based every one of his seminars on a famous or notorious document, and the critical research for his own books was so meticulous that he took forty years to study just the reign of Barbarossa.

According to Lord Acton, Geisebrecht acquired an almost faultless knowledge of the sources, in print and manuscript, and the notes he attached to his great history were the most penetrating and instructive discussion of authorities to be found anywhere in modern literature. 7

Waitz was the oldest and considered by many authors the greatest of Ranke's pupils. His name is closely associated with the Monumenta, for which he worked many years, and copied and analysed manuscripts from many archives. Having assumed in 1875 the direction of the Monumenta he visited for the purpose of this work most of the principal European archives in search of manuscripts.

Sybel, the most controversial of Ranke's students, was, in addition to being a brilliant historian, a combative politician and one of the main names of the so-called Prussian school, the Director of the Prussian Archives. He started the publication of the great series
of *Publications* from the Archives and persuaded the government to found an Historical Institute in Rome, when Leo XIII opened the Vatican Archives.

The primordial value of original sources for history made clear by the Romanticists, and strengthened by Ranke and his school, stimulated an interest in archives in the historians of that period. The culmination of this movement was what can only be described as the takeover of the archives by the historians, resulting in the opening of archival collections to the public, especially after 1830.

### 4.2 The Historians become archivists

The years after 1830 not only saw the opening of the archives everywhere in Europe, culminating with the opening of the Archivo Segreto Vaticano in 1883, but also witnessed the substitution of the historians for bureaucratic officials in the direction and management of the archives.

Thompson, in his *History of Historical Writing* refers, in many instances, to well known historians who combined the tasks of archivists with that of scholars and researchers.

Max Duneker (1811-86) was one of them. He was a student of Ranke and became Professor at Berlin in 1859. In 1867 he was appointed Director of the Prussian Archives, in which capacity he reorganized the provincial archives.

Another Director of the Prussian archives, as already mentioned, was the much more illustrious historian Sybel. In 1874 he became deputy in the Imperial Parliament, the culmination of his political career and Director of the Prussian Archives, where he devoted much of his time to supervising the publication of many inventories and calendars.

Johann Lappenberg (1794-1865) was a native of Hamburg devoted to his city and he gave more than forty years to the care and publication of
its archives. He became, in 1823, archivist of the Hamburg senate and had immense pleasure in putting these rich archives into proper order, and making its treasures available to scholars. He was an excellent palaeographer and an historian of certain merit; his greatest work being *Geschichte von England*.

In France, in addition to Michelet, who was for twenty years chief of the Historical Department of the National Archives, there was Mignet (1796-1884) who held a post as director of the Archives of the Foreign Office.

Paul Marie Viollet (1845-1914) graduated at the *Ecole des Chartes* in 1862 and wrote about French law and political institutions, and was, at the beginning of his career, an archivist in his native Tours. There he gathered material for his publications. In 1866 he obtained a post in the *Archives Nationales*.

Arthur Giry (1848-99) working on the classification of the archives in the town of Saint Ame, found the material for his thesis at the *Ecole des Chartes* which initiated his career as the authority and moving spirit in municipal history in France. In 1873 he was made archivist in the *Archives Nationales*.

In Austria, Alfred Arneth (1819-1897), the great and liberal scholar whose main historical work was *Geschichte Maria Theresias* (Life of the Empress Maria Theresa) in ten volumes, was in 1868 made director of the Austrian Archives. Up to this time these archives were kept closed to everyone but a few men considered of political and religious orthodoxy. The records were still considered *arcana imperii* and belonged to the Emperor in the same way as the Crown Jewels. Even the great Ranke was, in 1863, refused permission to consult the records. Arneth changed the whole situation and welcomed scholars from every country into the *Archives in Vienna*. When criticized for admitting the Prussian Sybel, a confessed enemy of the House of Hapsburg, he declared that the Prussians would change their false opinions of Austria only if they could see the evidence of the records.
In England, John Brewer (1809-79), a lecturer in modern history at King's College, London, was requested by the Master of the Rolls in 1856, to prepare a calendar of the state papers of Henry VIII. He was later appointed Reader at the Rolls.

James Gardiner (1828-1912), Brewer's assistant, succeeded Palgrave in 1859 as assistant keeper of the Public Records and worked there for thirty-four years. He compiled a series of twenty-one calendars summarizing about 100,000 documents, and, after retiring, wrote a book in four volumes *Lollardy and the Reformation in England*.

Along with the Great Powers, other European countries were experiencing the same phenomena in their archives. In Belgium the Frenchman, Louis Prosper Gachard (1800-85) was appointed Royal Custodian of the Archives in 1831 and for more than twenty years he collected, arranged and classified its records. He also made several journeys of exploitation to foreign archives and most of his writings result from his study of documents.

Cesare Cantu (1804-95), one of the most prolific of the Italian historians, was the founder of the Lombard Historical Society and supervisor of the Lombard Archives.

In Bohemia the most famous nineteenth century historian was Frantisek Palacky (1798-1876) and as official historiographer of Bohemia, he was also the initiator of the Bohemian Archives.

Antonin Gindely (1829-92) was Palacky's successor as archivist of Bohemia and taught history in the University of Prague. In the archives he supervised the publication of the Proceedings of the Bohemian Diet at the beginning of the Thirty Years War.

The Vatican Archives was the last citadel to fall to the assault of the nineteenth century historians. It was Leo XIII's *Breve Caepenumero Desiderantes* of August 18, 1883 that opened the *Archivo Segreto Vaticano* to all scholars, without reserve. In 1880 the erudite Austrian Dominican Heinrich Suso Denifle (1844-1905) was invited by Leo XIII to
supervise a survey of all manuscripts available in Europe for a critical edition of St. Thomas Aquinas works. For that task he spent three years visiting the archives and libraries in Europe to collect material. After that time Denifle was appointed sub-archivist of the Vatican Archives. As indicated above, these famous archives had been opened to the world only a few months before. The value of their records for cultural history was shown in 1885 by Denifle's publication of his work on medieval universities, *Die Entstehung der Universitäten des Mittelalters bis 1400*. Many medieval universities which had been entirely forgotten were revealed by Denifle's finds in the Papal Registers and the study of medieval higher education was revolutionized.

The archivist who opened the Vatican archives at the Pope's command was also an historian, Cardinal Joseph Hergenröther (1824-90), the first Prefect of the Archives. He began the publication of the *Regesta of Leo X* and published two volumes to supplement Hefele's *History of the Councils* and represents the triumph of Ultramontanism among Catholic historians at the end of the century.

By the last decades of the century archives throughout Europe were in the hands of the historians and a different approach to their organisation and use began.

4.3 New archival methods and techniques

When the scholars took over the position of officials who had been trained in official writing and registry work in the archival establishments, their attitude towards the material in their custody was entirely different from that of the former archivists. As Posner remarked:

> archives became preponderantly scientific institutions, and lost somewhat their character of government offices. Conforming to the general trend, in historiography, the archivists devoted most of their time and work, their efforts and their interests to arranging and cataloguing medieval documents.*
The consequences of that change on the approach to archival work were enormous; some were positive and some were extremely negative.

The first important achievement consequent of the newly discovered importance of the archives, was the organization of masses of documents which would otherwise be lost or destroyed.

Thousands of documents belonging to convents and other church institutions were kept in State archives as a result of the secularization that took place at that time. Medieval manuscripts were then considered of invaluable importance and therefore organized, conserved and read. They also deserved to be publicized and the publication of series of documents considered of historical significance was among the main tasks of all important archives in Europe.

In France the archivists published the Documents inédits de l'histoire de France as well as many cartulaires and later an extensive series of calendars of the contents of the national and departmental archives that has now reached more than two thousand volumes.

In England the Public Record Office published hundreds of calendars in the so-called "Master of the Rolls series." [Prisca Monumenta]

The Prussian Archives, under the direction of Sybel, started the publication of the substantial series Publikationen aus den pruisischen Staatsarchives and of the Kaiserurkunden in Abbildungen.

In Spain, the series Documentos inéditos started in Barcelona and similar programmes could be found in Belgium and Italian archives, among others.

These were clear signs that archives were really becoming public and there was an eagerness among the archivists for sharing their treasures with others who could appreciate them.

On the other hand, the concentration of resources and effort in the
management of records of old regimes resulted in the neglect of other administration functions, and a split between the record producing agencies and the archives. The regular transfer of administrative records to archives after their active life was neglected. Modern records seemed to have acquired a character of minor importance for the archivists.

There was no organized system for the accession of governmental papers at regular intervals. Transfers were made only when the quantity of records increased in such a way that the governmental agencies could not cope with them. They then remembered the existence of the public archives. This is a tendency still found in most of the Latin American archives which were created in the period when the above philosophy was predominant.

The classification of the archive contents is another area where the nineteenth century archivist has a lot to answer for. Everywhere records were arranged according to points of view not consistent with their peculiar character. They were put in pre-established schemes, regardless of the original relationship among them. Their organisation was thought of in terms of the use that researchers and scholars would make of them. To facilitate that use, special collections of all kinds appeared: biographica, topographica, ecclesiastica, militaria and even 'historica'.

The classèment of the French archives is a good example of an artificial classification made to embrace the whole contents of an archive. This was the time when the great scientific systems of classification started to appear. Following Linnaeus, and his famous classification for botany in the eighteenth century, Cuvier created one for zoology in the early nineteenth century, and Berzelius did the same for chemistry. Historians wanted the same scientific approach to the arrangement of records in archives. The Archives Nationales had its contents divided into five sections: Legislative for the documents of the Assemblées; Administrative, composed of the records of the newly created ministries; Dominiale which contained the property deeds of the state; Judiciary with the records of the courts, and finally, Historical. This last
section was composed as Duchêne pointed out, of documents considered in an arbitrary way, as particularly interesting from the historical point of view, taken from the previous four sections. Those documents were "classified" by date, place, kingdom, etc. in such a way that in certain instances it was even impossible to establish the origin of the documents.

It was also the nineteenth century, however, that provided the correction for that misconception of organisation for archives: the principle of "respect pour les fonds." The French historian Natalis de Wailly, archivist in the Administrative Section of the Archives Departamentales was behind the Ministerial Order of April 24, 1841, which is considered the birth certificate of the idea of archival fonds (archive groups).

According to the principle, every archive group, that is, all the records from the same institution, were to be kept together and not mixed on any pretext with records belonging to another institution. Replying to criticism, Natalis de Wailly defined what this new approach to document arrangement was:

Le classement général par fonds est le seul vraiment propre à assurer le prompt accomplissement d'un ordre régulier et uniforme... Si, au lieu de cette méthode, qu'on peut dire fondée sur la nature des choses, on propose un ordre théorique... les archives tomberont dans un désordre auquel il sera difficile de remédier... Dans tout autre classement que celui par fonds, on court grand risque de ne savoir où retrouver un document.

Other European archives soon began to adopt the new method and it was the German and the Dutch who gave this principle its last expression.

Max Lehmann was the author of the Regulation of July 1, 1881, in the Privy State Archives in Berlin during Sybel's direction. This regulation gave a further dimension to the French born principle of respect des fonds and is known as Registratur Prinzip, or principle of provenance, and prescribed respect for every original order or for every original designation.
Among the young archivists of the Prussian State Archives there had, for a long time, been a growing feeling that the arrangement based on agency provenance and registry classification should replace the impossible arrangement based on subject matter. In Germany the 
registratur system, by which each record received an order clearly expressed in classification symbols made the task relatively easy for the archives: it was a question of keeping or restoring that order. So, according to the new principle not only should the mixing of fonds be avoided but also each single fond must be maintained in the order in which it was kept during its administrative life.

The well known Manual of the Dutch Archivist, originally published in 1898, gave the final sanction to this theory.

When, by the beginning of the twentieth century, archives started changing to the new order, this was followed by a change in the character of the archival institution itself, and in the work and training of the archivist. Once again archives concentrated on the administrative aspects of their work and re-established contact with the agencies from which they would receive the records. A new era had begun in the history of archives.

4.4 The training of the archivist: the Ecole des Chartes

A development in the nineteenth century that deserves special mention is the attention given to the training of archivists and the foundation of Schools of Palaeography and Archives.

The first, and most important of them, was the French Ecole des Chartes. For years it was the only school of its kind in the world and it produced some of the most brilliant names in the field.

The first idea for the creation of such an institution could, it was said, be traced back to Napoleon. He wrote of the "lost art of distinguishing original source materials from the work of secondary
commentators, good and bad; and wanted to found a school to revive this art. 12

His dream, however, had to wait for some time, until the Bourbon reign, to become reality.

The ancestors of the Ecole des Chartes can be found in those medieval monks who kept these skills alive through their apprenticeship system. Later it was in religious orders like the Benedictines that the best palaeographers and archivists of their time were trained. The destruction of the monasteries by the French Revolution and the turn against medieval manuscripts, symbols of the old order, stopped that tradition for a while.

The need for a school in this field soon became evident. In 1821 Louis XVIII himself was disturbed by the situation. "In former days", he wrote, "the studious congregation of Saint-Maur devoted itself successfully to this branch of science [history]. Today... these studies which are sustained neither by tradition nor by public education, and to which no one devotes himself with profit, are dying out completely."13

Following this, the decree of February 22, 1821 established the Ecole de Chartes. The course had the not very precise objective of teaching the skills of reading the various manuscripts and studying the French dialects of the middle ages. It was planned to be a two year course, half of that time dedicated to library studies and half to the archives, and was intended to be a practical course.

This first attempt was a failure and was discontinued after two years. The course was then planned more carefully and the school was re-opened in 1829 and has been in existence ever since.

The new course was a three year course and included those techniques necessary for work with medieval manuscripts. In 1847 the Ecole de Chartes moved all its courses, which were previously divided
between the Archives Nationales and the Bibliothèque Royale, to the Archives. In 1897 it moved to its present location, the building next to Richelieu's Chapel at the Sorbonne.

The course that trained historians, archivists and librarians strongly emphasized Medieval Studies and even to this day one of the criticisms it receives is the predominance of erudition over modern techniques and administrative studies. The students, or chartistes, having passed the examinations and theses, received the title of archiviste-palæographe, a title maintained to the present day.

Since 1850 all official archivists in France, as well as the librarians of the manuscript section in the National Library have, by law, to be graduates from de Ecole des Chartes. Leopold Deslisle, a famous scholar, author of the Cabinet de Manuscrits de la Bibliothique Nationale, a work considered a model in its field, was one of the best examples of an ex-chartiste.

A great number of the students of the Ecole des Chartes became historians, lecturers or teachers of medieval history or literature, or even statesmen and diplomats. Gabriel Hanotaux (1853-1944) started as the archivist of the Foreign Ministry and after some time was elevated to Minister of Foreign Affairs.

Many returned after years of working in archives and in teaching positions to teach in the Ecole des Chartes itself.

The influence of the Ecole des Chartes was felt throughout Europe.

The Institut für Österreichische Geschichtsforschung founded in Vienna in 1854 followed the model of the French school and owed its origin to Theodor Sickel, who went to Paris where he spent two years at the Ecole des Chartes.

That tradition was later passed from the Institute to the Archives School created in Marburg, in Prussia, in 1888 by P.F. Kehr, and afterwards transferred to Berlin.
The schools of palaeography and archives at Florence (1855), Venice (1855) and Madrid were also founded under the French influence.

In Italy many others followed and at the end of the nineteenth century almost all Italian regional archives had their own course for the training of archivists and palaeographers. In the Vatican Archives a two-year course was created in 1884, soon after its opening to the public.

In England Frederick York Powel (1850-1904) urged the development of an advanced school of history and palaeography at Oxford after the model of the Ecole des Hautes Etudes and the Ecole des Chartes. This was not to happen in the nineteenth century, however.

The systematic training of manpower for the archives, from the beginning very much linked with the training of historians, still reveals that origin today in many European schools.

4.5 Conclusions

Although the twentieth century will revolutionize the archives in all senses—new methods, new material, new problems—the influence of the experiences accumulated up to the nineteenth century can still be felt. As Bautier aptly put it:

Notre archivistique est fille de celle des archivistes-historiens qui se sont succédé durant plus d'un siècle, mais elle est en très large partie tributaire de tout ce qui s'est fait dans les temps précédents, dans cette période où, entre le milieu du XVIe siècle et le milieu du XIXe siècle, s'est élaborée obscurément une large partie de nos principes, de nos méthodes, de nos pratiques.
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5. Cited by GOOCH, G.P. op.cit. p.84.


9. That kind of organisation could until very recently be found in almost all Latin American archives, the Brazilian National Archives among others.


5. The twentieth century and the evolution of archival techniques

5.1 The archival revolution

The "archival revolution of our time" was the theme of the VIIIth International Congress on Archives in 1977 in Washington. That choice of theme reflects the fact that major changes in archival techniques have occurred since the beginning of the century.

Although the world of archives seems to be a quiet, stable and unchanging one, a refuge for scholars and researchers, the facts indicate the contrary.

Archives have changed throughout history and never so quickly or so radically as in this century. These changes are due to great modifications in the production of records, different conditions under which these records are exploited, new techniques that have contributed to better paper preservation, and quicker organization and retrieval of records.

The enormous production of official records, especially after the 1930s can be explained in many ways. First, the increasing complexity of administrative and economic management, and the intervention of the State in economic activities. Improvement and development in multicopying processes and communications also contributed to the explosion. The American Government, for example, created in twenty two years, from 1930 to 1952, seven times as many records as it had done during its previous one hundred and fifty five years of history and that growth has continued in geometric proportions.

The use of archival documents has also increased considerably during the last fifty years. The field of historical studies has diversified and needs different kinds of archival data. Historians are more and more concerned with mass phenomena and need the use of archives on a large scale.
Governments also re-started to make use of archival material in a big way after the nineteenth century neglect. As an Assistant Archivist at the National Archives in Washington declared

the number and complexity of requests made by scholars for the use of records or for information from records for research purposes have been relatively slight as compared to those of government officials in search of precedents or backgrounds for administrative transactions or of individual citizens in search of evidence to substantiate their legal rights... For the government to function in an emergency without its records of the past is like a victim of amnesia trying to perform a delicate operation.3

Some changes, moreover, affected the very nature of archives and the nature of research which uses them. The shape, format and contents of archival material are now different from those of the past.

New forms of documents appeared and mushroomed: films, records, tapes, microfilm and, in the last twenty years, machine-readable records such as punched cards, magnetic tapes and disks. On the users' side, new forms of research appeared in, for instance, demographic history which asks for the use of census lists, electoral lists, army recruiting lists etc.

The study of the recent past has become fashionable and this requires the use of recent records. As a consequence of this trend the archivists had to fight reluctance on the part of governments for transferring new and sensitive documents and to expose themselves more to the public. The necessity of speeding the process of classifying and making the records available was also felt.

The archivist's response to the challenge of all these changes was the invention and improvement of techniques for selection, organisation, treatment and preservation of documents.

Modern record management is one of these answers. Until the 1940s, dealings with current records was unknown among archivists. The Dutch manual of archives, considered until very recently the archivist's Bible, did not allude to the question of modern records in its 160 pages.
In contrast the Manual d'Archivistique published by the Association des Archivistes Francais in 1970 has 60 pages dedicated to current records and their transfer to archives.

The elaboration of a doctrine on the control of production, organisation, selection and disposal of these documents and the investigation of suitable means for making it effective, indispensable in face of the mass production of documents, has been one of the most important developments in the history of archives this century. It started in the United States, with the famous Hoover Committee in 1949. Subsequently in almost every country in the developed world (where the bulk of documents produced after the Second World War had become an enormous problem) these theories and practical solutions have been devised and tested.

The amount of documents transferred to the archives has made the registration and classification of these records a gigantic task. Automated techniques are being introduced, making the work quicker and leaving the professional with time for tasks that only he can perform.

The preservation of documents presented new and pressing problems, not only due to the new material - microfilm, records, machine readable records - but also to the increasingly poor quality of present day paper and inks. Laboratories for research into techniques of preservation and restoration have been established in countries like the USA, Italy and Spain, among others. Purpose-built archival buildings, following precise specifications for ideal temperature, humidity and pollution-free conditions have been constructed in many developed countries, the new Kew Public Record Office in England being one of the best examples.

Computers have also been used to solve problems of availability of documents for the public and as finding aids.

The creation of two new and important national archives in the first half of this century represented a starting point in this evolution
of the archival methodology and techniques: the State Archives of the Soviet Union, created in 1918 and the National Archives of the United States, in 1937.

5.2 The Russian and American Archives and their influence on today's archives

5.2.1 The Russian Revolution and the Archives

Like many other European countries, Russia can trace the history of its archives back to medieval times, when churches and monasteries were the main keepers of records and manuscripts.

After the sixteenth century the court started to become aware of the important role official documents play in State management and special attention was given to the archives. A partial inventory of the Tzar's archives from that century suggests its contents and the degree of organisation it had reached.

In the eighteenth century, Peter the Great, like his contemporary counterparts in Europe, recognized the need for the systematic preservation of official records and in his 1720's "General Regulation", which modernized the State administration, there is a special section dedicated to archives.

The Tzar was not very successful in his attempt to centralize the Russian record depositories, but succeeded in putting archives in a special position in the administration, and Catherine the Great followed him in the same practice.

At the time of the French Revolution, the Russians were also concerned with the organisation of their historical records. But, instead of planning for a National Archives to house all government records, they were mainly interested in housing the documents from institutions which had ceased to exist due to administrative reforms. The new
departments kept their own archives with various degrees of care and organisation.

The storage of historical records, thus remained highly decentralised. The only exception was the creation in 1852 in Moscow of the Archives of the Ministry of Justice in which three of the main archives in Moscow were amalgamated, making this the most important and richest state archives in pre-revolutionary Russia. Patricia Grimsted remarked that the Archives of the Ministry of Justice was the focal point of archival development in Russia in the late nineteenth and early twentieth century... it developed into one of the most progressive archival institutions on the Continent, engaging in extensive cataloguing and documentary publication projects initiating a training program for archivists, as well as attempting to plan a centralized archival system for the Russian Empire. A special building constructed for the archives near the Novodevichy monastery further symbolized the importance of the institution, which by the end of the nineteenth century contained over two and a half million storage units dating from the fourteenth through the nineteenth century.4

On the whole, however, diversity in organisation, classification, use and the division of holdings were characteristics of the Russian archives and that was still the situation up to the October Revolution.

The impact of the 1917 Revolution was felt in the field of archives as it was in all aspects of Russian society and culture. The Marxist ideology, established upon an historical theory and committed to the necessity of historical interpretation, gave philosophical justification and political importance to records and archive management. It is not surprising that one of the first acts of Lenin, less than one year after the Revolution and still in the middle of a civil war, was the decree of 1st June 1918 calling for the complete re-organisation of the State Archives. Put into practice, it resulted in the most centralized and extensive state-controlled archives system in the world.

The most significant of the Soviet innovations in archival theory was the concept of the State Archival Fond - Gosudartrennyi arkhivnyu fond. State proprietorship and control was gradually extended, to
all types of records by successive legislations. These regulations not only called for State custody and control of all historical documents but also included in the State Archival Fond the modern records of all State agencies, as well as that of scientific and cultural organisations.

The second main development in the centralization of archives, was the creation of a central agency, charged with archival planning and administration for all State archives and modern records. This Main Administration of Archival Affairs (Glavnoe upravlenie arkhivnym delom) was at first placed under the People's Commissariat of Education and later as Central Archival Administration was moved to the Central Executive Committee of the USSR.

After 1938 it was placed under the Ministry of the Interior and, since 1960, the currently named Main Archival Administration (GAV) is directly subordinate to the Council of Ministers of the USSR.

It is the most active agency of its kind and includes eight divisions.

The first is the administrative section which, besides supervising directly the All-Union Central State archives, handles the general problems of archival administration and records management. The second is the information division which is in charge of the dissemination of news about archival developments and activities to all State archives. The third division controls the archives of the Russian Federation, which, in contrast to all the other republics of the Union does not have a separate archival administrative agency.

Technical problems concerned with archival storage and arrangement, such as restoration, microfilm preservation, ideal storage conditions, are handled by the fourth division.

The fifth division is in charge of publication. Each State archives has its own publication division but GAV co-ordinates all the work and plans the general format and other publication details. Besides the publication of historical documents, archival manuals, printed
inventories and directories of archives are also produced under the supervision of the Main Archival Administration.

The sixth division is in charge of problems related to the use of archives such as the organisation of reading rooms, the compilation of material for exhibitions or particular state events, reader services and facilities.

The seventh division is concerned with archival development and new techniques in archives management, that is, research and development.

Finally, the eighth division co-ordinates foreign relations in the field of archives. It carries out exchange arrangements with foreign countries to gather information about archival techniques and to acquire microfilms of foreign documents of interest to Soviet researchers. It also co-ordinates all contacts and visits that foreign scholars want to make with Russian archives.

It is true that some of the most important Russian archives, like the Communist Party archives and those of the Academy of Sciences, are not under the direct management and control of the Main Archival Administration. Their representatives however belong to the 'Learned Council' which co-ordinates most of the work of the GAV and includes the heads of the several divisions of GAV and the representatives of all other major archives. The 'Learned Council' meets four times a year and produces guidelines for archival management in all Russian Record Offices, as well as for modern records management.

In 1966 the All-Union Scientific Research Institute on Documentation and Archival Affairs (VNIIDAD) was established under the direction of the Main Archival Administration. This institution has no similar counterpart in other countries and undertakes all research in technical and theoretical problems in the archival field.

From the start the Main Archival Administration was concerned with the training of professional archivists and in 1931 the Institute of
Archives Affairs was opened in Moscow to provide a substitute for the pre-revolutionary archival programmes closed by the Revolution at St. Petersburg and Moscow.

After the Second World War the school was renamed the Moscow State Historico-Archival Institute" and is now administered by the Ministry of Higher and Specialized Education and its director sits on the Learned Council.

Contrasting with this highly centralized management of archival activities throughout the country, the actual storage of records is very much decentralized. There are eleven All-Union Central State archives, each with its own management, under the control of GAV. Two are in Leningrad and the others are in Moscow. They are: the Central State Archives of the October Revolution with post-revolutionary documents; the Central State Archives of Ancient Acts for historical documents up to the nineteenth century; the Central State Historical Archives of USSR with nineteenth and early twentieth century records; the Central State Archives of National Economy established in 1961; the Central State Archives of Documentary Films and Photographs, established in 1935; the Central State Archives of Military History; the Central State Archives of the Soviet Army for post-revolutionary military records; the Central State Archives of the Navy in Leningrad, which houses both pre- and post-revolutionary documents; the Central State Archives of Literature and Arts, formed in 1941 and the two more recently established: the Central State Archives of Sound Recording (1967) and the Central State Archives of Scientific and Technical Documentation (1964).

The Main Archival Administration has also direct control of the two central archival repositories of the Russian Republic (RSFSR).

The other fourteen Republics of the Union have their own State archives, most of them in different repositories following the pattern of the all-union archives. The smaller or younger Republics, however, have a single Central State Archives.
Adding to the complexity, there are State archives for each oblasts (the major administrative territorial division of each republic). Even in the smallest administrative division, the reason, temporary archives exist, from which documents are selected for permanent deposit in the oblasts repositories.

All these archives are co-ordinated by the Main Archival Administration which lays down strict guidelines for storage facilities and restoration techniques, standardized formats for internal organisation as well as for arrangement and description of archives material and for the publication of finding aids and models and standards for archival buildings.

According to Patricia Grimsted

The present overall situation is far from ideal as Soviet archivists themselves would be the first to admit but there is no denying the fact that in the course of 50 years the Soviet Union has built up one of the best planned and most progressive archival systems in the world.

5.2.2 The National Archives of the United States

In 1810 a Congressional committee was appointed to inquire into the condition of the "Ancient Public Records and Archives of the United States" and reported that the official records were "in a state of great disorder and exposure, and in a situation neither safe nor convenient nor honorable to the nation".

No immediate action followed that discovery, and in 1870 another report asked for a "cheap building as a hall of records... perfectly fire-proof".

In 1877 President Hayes recommended to the Congress the erection of a suitable repository for the nation's archives.

It was, however, the 1880 and 1881 fires at the War Department Building, which destroyed most of its records that caused the 1881 bill to be...
passed by the Senate, authorizing the construction of a "hall of records". But like forty-two later bills on this subject issued between 1881 and 1912, it failed to pass both Houses.

In the first years of the twentieth century the well known scholar and historian John Franklin Jameson persuaded Carnegie's Department of Historical Research to sponsor the first survey of historical records and in 1904 Claude van Tyne and Waldo Leland published the Guide to the Archives of the Government of the United States.

In an article published in 1912 Waldo Leland remarked that "the chief monument of the history of a nation is its archives, the preservation of which is recognized in all civilized countries as a natural and proper function of the government". 

The pressure from the American Historical Association and other cultural groups towards the creation of a national archives increased and in 1913 Congress authorized the planning for a building whose cost should not exceed $1,500,000. The outbreak of the First World War, however, interrupted these preparations. The next move was not to come before 1925, when President Coolidge recommended the construction of the building and in the following year Congress voted $6,900,000, later increased to $12,000,000 for the National Archives building. The cornerstone for this building was laid in 1933 by President Hoover and the National Archives Act was passed in 1937. Later that same year Dr. Robert Connor, an historian and archivist from North Carolina, was appointed the first Archivist of the United States.

The task in front of him was enormous: the Archives Act had empowered him with the right to "inspect personally, or by deputy, the records of any agency of the United States Government whatsoever and wheresoever located". It also assured "the full co-operation of any and all persons in charge of such records in such inspections". The archivist had the power to make requisitions for transfer to the National Archives establishment such archives or records as the National Archives Council... shall approve for such transfer and
he shall have authority to make regulations for the
arrangement, custody, use and withdrawal of material
deposited in the National Archives Building. 9

It has to be pointed out that the National Archives Council, composed
of the secretary of each of the executive departments of the
Government, the chairmen of the Senate and House Committees on the
Library, the Librarian of Congress, the Secretary of the Smithsonian
Institution and the Archivist of the United States, had an advisory,
not an administrative role. The responsibility for the decisions
about the destiny of the nation's records rested upon the Archivist.
When Connor assumed office there was nearly 10,000,000 cubic feet
of documents, scattered all over the country, the result of more
than a century and a half of accumulation.

Of the records, the majority, of course, did not have historical or
legal value that could justify their preservation. Appraisal and
disposal was therefore the major problem to be dealt with. New
methodology had to be developed to replace the earlier methods and
practices borrowed from the library world. And professional
archivists had to be trained.

When Connor left the Archives in 1941 330,000 cubic feet of permanent
valuable records were kept in the depository and principles and
practices were being developed for appraising, accessioning,
arranging, describing and making those records available for the
users. Furthermore millions of cubic feet of other records had
been inventoried in departments and other official institutions, a
presidential library had been established for the preservation of
the papers of the Presidents and modern methods of archival
preservation, restoration and duplication, employing the best and
most modern techniques, were being developed. The National Archives
was provided with the best equipment for photography, document
restoration, cleaning, fumigation and the handling of special types
of documents. Microfilming, both for preserving the original and
for dissemination of information was, from the early days, one of
the main activities in the Archives.
A second phase in the life of the National Archives started during the Second World War. Many transformations occurred in that period, some of them of everlasting effect and carrying mixed blessings. Of its 502 employees in 1942 more than half left for war work and the agency did what was possible to continue with its programme of accessioning, arranging and describing the records already in its possession. However, it was impossible to keep pace with the constant influx of records and the programme had to be altered to meet the exigencies of war time. The Archivist's twelfth annual report stated

The flood of records coming into the building doubling within 2 years the holdings of the National Archives, the fourfold increase in the demand for reference service, the necessity that steps be taken to effect an orderly records retirement program for the Government as a whole, and a serious reduction in staff combined to squeeze out such deferable though necessary work as records analysis and description. For 4 years it received only such odds and ends of attention as could be spared with the result that there was built up a tremendous backlog of records for which not even preliminary checklists had been prepared by the National Archives.¹⁰

On the other hand, archivists who had left the National Archives to help in the war effort were employed in the temporary bureaux as staff assistant and started vital "records management" work.

less active records were gotten out of the way through listing and scheduling for disposal, through transfer to the National Archives, through the establishment of central overflow depositories where they were analyzed, weeded and consolidated, as through the efficient use of microfilm. Decisions were made instead of postponed. Directories and manuals were drafted to revolutionize paper work and control it and to train and indoctrinate those responsible. Spectacular savings were reported and notable examples of increased efficiency were quoted.¹¹

In view of the pressing problem faced by the Archives from the amount of records, the Commission on the Organization of the Executive Branch of the Government, known as the Hoover Commission, appointed, on the suggestion of the Archivist, a task force on records administration.
The result of the study and deliberation of the task force, under the direction of Emmett J. Leahy, a former member of the National Archives, was the report published in 1949 and entitled *Records Management in the United States Government.*

The main proposals of Leahy's report were: the creation of federal records centres to keep in more economical conditions the mass of records produced by the central Government agencies while these records wait for their final destruction and the establishment of a Federal Records Administration, to which the National Archives should be affiliated. This new agency should have authority over standards and controls for record-making and record-keeping, selective records preservation, scheduled records disposal and transfers of records to records centres.

Following this report, a bill was passed in June 1949, placing the National Archives under the Office of General Services. The proposed Bureau of Records Management was not created as a separate agency, instead the National Archives was re-named National Archives and Records Service (NARS) and included both the archives and the records management aspect.

At present the NARS consists of the National Archives building in Washington D.C., the Washington National Records Centre in Suitland Maryland, the National Personnel Records Centre in St. Louis, Missouri, eleven Federal Archives and Records Centres and two Federal Records Centres in different States together with six Presidential Libraries.

The Federal Records Centres are the records management part of the system. They are built on the outskirts of big cities in areas of low rent. Here the records from each agency are stored in sequence, following the arrangement they had in the department of origin.

Information about each group is fed into a computer together with the length of time they should be kept. As soon as they reach the end of that period the computer signals the fact and, after consulting the agency, the staff destroy or send it to permanent collections.
In general only about 1.5% or 2% of the total of records produced by the central Government are permanently preserved.

The Presidential Libraries were organized around the material - sometimes not only archival material - belonging or relating to the public affairs of six presidents: Roosevelt, Truman, Eisenhower, Hoover, Kennedy and Johnson.

Independent of the National Archives, each State has its own State Archives, most of them older than the National Repository and often part of the State Public Library. There are also municipal archives but these cannot be said to be an archival network, bearing in mind that regional archives are not under the direction, or even supervision, of the National Archives.

The American National Archives, although a late arrival in the archival world, has been responsible for most of the recent modifications and improvements in archival technique and policy. It leads the world in modern techniques like the use of microfilm and computers. It introduced the "modern records management" concept and continues to contribute to new restoration and preservation techniques, as well as to modern concepts in building and equipment for archival institutions. Its example was soon followed and sometimes improved upon by the majority of the developed countries.

5.3 Some aspects of archival development

All areas in the archival field have experienced changes. One of the new generation of changes is the concept of records management, including records centres or centres de pré-archivage and new techniques for the accession and appraisal of documents. The use of computers, not only for producing records but also as a tool for archival work is another of the revolutionary aspects. Modern buildings with control of environmental conditions in order to make an ideal place for records storage, together with improved techniques for restoration
and reproduction of documents are also achievements of our time. Finally the training of professional archivists and technicians and legislation on archives have also been adopted to the new uses of records and the new exigencies of this changing work.

5.3.1 Modern records management, records centres and appraisal of records

Records management at present represents two different concepts. The difference is one of scope rather than anything fundamental. When the Americans talk about records management they are referring to a process which encompasses the original paperwork, record making and filing, as well as the subsequent processing of records.

The European's idea of record management however, does not extend back beyond what the French call pre'archivage, the intermediate repositories and appraisal of records.

As A.W. Mabbs put it

records management ... describe a number of quite different techniques which can be applied at various stages in the life of files and other records. In its most comprehensive sense records management covers every aspect of record control, beginning with the form in which records are actually created and ending with their final disposal either in destruction or by transfer to the Archives.12

And he concludes by giving the European definition of records management it is however rare for an archival authority to have a direct responsibility for control of records in the earliest stages of their life; and therefore "records management" suggests to most archivists only those procedures which are applied after files and other records have ceased to have frequent use for business purposes. Such records are frequently described as "non-current" or "semi-current" records.13

Mabbs maintains the point of view that archive depositories should not be just passive institutions waiting for the records to be sent there from time to time, but should have a positive role in the pre-archival phase of the document. On the other hand, he considers it wrong in
principle for the archivist to be concerned with current files. This, Mabbs said, would be in the long term against the interests of the archivist and the use of archives.

The Americans, however, have legally defined records management in 1950 in the Federal Records Act. It authorizes the Administrator of General Services (who delegates to the Archivist all his authority and responsibility in the archival field) not only to make surveys of records, management and disposal practices of the federal agencies but also to provide for the economical and efficient management of records of federal agencies.

Not long after the Act the NARS designed and published handbooks with the accepted practice and procedures in the different areas of records management: correspondence, formularies, reports, automatic data processing, filing equipment, mail handling and files organization.

On one point the Americans (and Canadians who followed and adapted these doctrines to their own needs) agree with the European archivists: the involvement with record creation and organization is not for the archivist. A new professional, the record manager, is the person in charge of this part of the records work: as representatives of the Archivist of the United States they go to the Government agencies to help evaluate their records management and offer technical assistance. It has to be pointed out that the recommendations made by those archival agents do not necessarily have to be implemented. E. Campbell summarized the characteristic when speaking on a panel at the International Congress of Archives in Moscow in 1972.14

In the area of administrative records, he states, the agency has the preponderant interest and the final responsibility. The Archivist is authorized to help in any way that could lead to economy and efficiency. In the archival field, however, the final responsibility rests with the Archivist and in this field economy and efficiency are not the main guidelines: the Archivist has a cultural responsibility that is paramount.
Appraisal and disposal of records as well as the provision of adequate storage facilities for papers during the time they are still being used by the offices that created them are considered almost everywhere the activities in the records management area that belong to the archivists. They are even being considered more and more as one of the principal tasks faced by all national archives.

Disposal schedules, appraisal techniques and attempts to reach objective criteria in the selection of documents had started, in a rudimentary form, in the nineteenth century. Records centres, however, are a quite new phenomenon: in the United States the first, a provisional one, was established in May 1950. In England the Limbo, in Hayes dates from the same year. In France it was only twenty years ago that the Cité des archives in Fontainebleau came into existence.

Mabbs defines a records centre as a repository under the control of an archival authority, in which the non-current records of a number of separate administrative organizations are stored and serviced economically and under a controlled disposal system, until they can be destroyed or transferred to the Archives.¹⁵

In the same manual the principal objective of a records centre are stated as:

a) to free for other uses the space in the department being used for storage of documents not in active use any more;
b) to avoid the use of the archives as deposits of records without historical value;
c) to facilitate the identification of documents that, according to disposal schedules, have to be destroyed at the end of the agreed retention period or sent to the archives;
d) to make these non-current records easily available to the institutions to which they belong;
e) to reduce cost and improve efficiency in the storage and servicing of records which are not in frequent use, by concentrating them in repositories built, equipped and staffed according to economical standards.
In some countries these objectives are reached without the necessity for a Records Centre. This is the case in Norway, for instance, where all Government departments keep their own records until they are twenty five years old. After that period all records which have not been destroyed according to rules agreed between the departments and the Archives are transferred to the National Archives. The departments made a distinction between current and non-current records for the purpose of storage and have special storage places for those which "survived" the first review which takes place when the records are about five years old.

Also, in the Netherlands, every Government department has its own intermediate storage area and facilities.

In some other countries, like Switzerland, part of the National Archives repository is used as an intermediate storage centre.

In other countries there are records centres for some Departments or Ministries but not all the records produced by the Government. In Czechoslovakia, for instance, there is an intermediate depository for the Ministry of Defence and for the Ministry of External Affairs. The National Archives has records centres in its own building for the records produced by the other departments.

For some other nations, however, the bulk of records to be stored and controlled is so large that they have found the efficient management of non-current records impossible without an intermediate storage centre separate from government offices and from the Archives. Examples of these countries are Great Britain, the United States, the Federal Republic of Germany and France. In these four countries the record centres have their own individual characteristics, but also many points in common that should be emphasized. In the four countries, the repositories are located in places not far from the administrative capital, and consequently within easy reach of the main administrative offices and of the Archives. They are well served with road and rail communications and are in areas of low atmospheric pollution. All four are situated in the suburbs of the
capitals: Hayes near London, Suitland (the biggest of the 14 Federal centres in the United States) near Washington, St. Augustin near Bonn, and Fontainebleau near Paris. In all four cases, the buildings and equipment were chosen by taking into consideration not only economy and functionalism, but air-conditioning, fire prevention and control systems and satisfactory working conditions for the staff are also provided.

As far as the staff are concerned, they are all employees of the National Archives in France and in the United States. In Germany the only exceptions to this are soldiers working with military records of the centre. In Hayes, however, most of the staff are employed by the various government departments, the Public Records Office providing only a handful of archivists and a small number of cleaners and porters.

The German records centre, near Bonn, is a purpose built repository, constructed in 1970-71 to replace the provisional centre at Bad Gobesberg. In France the Cité'Interministèrielle des Archives is still being finished. At present two old buildings and another new temporary building are used as storage centres, but a new revolutionary underground construction, with five floors and eight hundred kilometres of shelving is expected to be in full use in two or three years' time.

The English "Limbo" is housed in an old ordnance factory and consists of two large buildings and some smaller buildings of various sizes. In 1974 the repository in Hayes was used by about fifty of the two hundred or more ministries, government departments and agencies. The others stored their non-current papers adequately in their own premises.

The Federal Records Centre at Suitland was built in 1967 and has the capacity for 1300 kilometres of documents and about one hundred staff.

Apart from providing good and economical storage space for the
records whose active life is almost or entirely finished, the other
main objectives of a records centre is to facilitate the processes
of appraisal, destruction and transfer of records to the archives.
The appraisal of records, as every archivist would agree, is one of
the most important and sensitive problems of archival science.16

Nowadays, it is imperative to eliminate the majority of records
which do not have a permanent value from the mountain of documents
produced by the Governments. Consequently, appraisal and
destruction practices are given a central position in the operations
of the archival system. Almost all developed countries seem to
have regulations about the types of documents that have to be retained
and also schedules describing what is to be destroyed and when
(disposal lists, disposal schedules, tableaux de tri, Kassationspläne).

In Britain such schedules have been used for more than one century,
since the Public Record Office Act of 1877 required the preparation
of schedules of documents to be destroyed. They are now regarded
as indispensable tools and are created by the joint action of the
archivist and the administrator.

The disposal schedule identifies the kinds or classes of documents
that must be destroyed as soon as a given period of time has elapsed.
Sometimes it includes all the records of an organization, not only
those which are to be destroyed but also those which must be
transferred to the Archives and the kinds of records that, after a
period of time, have to be submitted to the Archivist to decide
about their permanent value.

In England the Government departments send their records to Hayes
when they are between five and ten years of age, after some
preliminary destruction of the less valuable documents. These
files remain at Hayes (some of them are returned temporarily to
the offices) until they are about twenty five years old. At that
stage those papers which are considered of historical or permanent
value are prepared for transfer to the Public Record Office. The
space made empty is immediately occupied by new transfers from the
departments. These two appraisals of records are a common feature in archives of developed countries. The first usually takes place in the office that created the records and the second in the Records Centres.

The American disposal schedules, which have to be submitted to Congress for approval, follow the same pattern as their European counterparts but with more sophisticated and extensive use of computers.

The criteria to be used in the selection of the records that are to be destroyed are the object of much study and controversy. Everyone agrees that the heaviest task of the Archivist is to decide what is going to be historically valuable in the future. Two main lines of thought are found: a strong belief in the experienced judgment of the Archivist, and a view that there is a need for more objective criteria for appraisal and destruction. It is among the Germans that the followers of the second approach are mainly found.

The possibility of judging the value of documents on the grounds of their use and structure has been debated and Professor Hans Booms recommends that records should be preserved if they are considered to be valuable by the standards which were contemporary to the origin of the material. A combination of objective and subjective criteria seems to be prevalent in all systems. In certain cases a sample of some kind of records are retained and different sampling is employed (statistical random sample, regional sampling, Turnus method etc.).

At the end of the period of retention, after following different criteria and processes of selection, the result is very similar in the majority of developed countries: the great majority of documents are destroyed. According to Kromnow, Great Britain retains 1% to 2% of her records, Germany, the USSR and the United States 1% to 4% and Canada and France 5% to 10%.
5.3.2. **Archives building and equipment**

The National Archives in Washington, built in the thirties, was the first purpose built national repository in this century. It is in itself a monument to the history of a nation. A classical building with Corinthian columns and two massive symbolic figures at the entrance, it was also built with all the necessary facilities for the preservation and the use of the records it now contains. Also provided were safeguards against fire, pollution, adverse conditions of temperature, light and humidity, good internal communication facilities and the best and most adequate equipment for the different functions in archival work.

In Europe, where old buildings were commonly chosen to house the National Archives, modern developments in architecture and building techniques, as well as new and better equipment were utilized in the adaptation of these old buildings, or in the construction of new ones. One example of the adaptation of an old building is the Archives Nationales in Paris housed in the beautiful Palais Soubise and Palais Rohan. Adaptations are, however, in most of the cases, very costly, inconvenient and, sometimes - and this was the case with the Archives Nationales - defective.

Some countries decided on the building of new purpose designed archives repositories. The Soviet Union made use of purpose built archive buildings dating from the old regime like the Archives of the Ministry of Justice in Moscow and of the Ministry of the Navy in Petrograd. Adaptations of old buildings for other repositories were also carried out and the construction of a new archive building started in 1936. The Central Archives for Literature and Arts was built, following the modern architectural and archival requisites, in the area of the Parks in Moscow. Further construction followed throughout the country, in Moscow, Achkhabad, Stalingrad and other cities.
The best and most modern example of a purpose built National Archives repository is, however, the English Public Record Office at Kew.18

Situated along the Thames to the east of Kew railway bridge and occupying an area of six and a half acres, the new building provides secure accommodation with properly controlled temperature and humidity conditions for 360,000 linear feet of documents and seating places for about five hundred users, apart from accommodation and facilities for the Archive staff and services. It is a five-storey square building, with a central area linking the various floors. The storage rooms are situated on the three highest floors, the ground and first floor being reserved for staff rooms, technical services, reading rooms, as well as a restaurant for the public and staff. There are three reading rooms. The two main ones are situated on the first floor and each of them has seating places for two hundred and forty eight users at specially designed octagonal tables. A separate area for the use of typewriters and tape-recorders is provided in both reading rooms and eight seats are reserved for people utilizing the microfilm readers. The third reading room, for maps and oversize documents is smaller and is located on the second floor.

The reading area is supervised by a closed circuit television system. Also on the first floor is the Reference Room, containing lists of documents and other finding aids for all classes of records.

Three computer terminals are also found in the reference room, representing one of the most interesting improvements in the new Public Records Office. A computer system based on a Data General NOVA-2 mini computer controls access to the reading room via turnstiles operated by machine readable tickets. After being recorded at one of the turnstiles the researcher can either make his request for records using a terminal or ask a member of the staff to make this request for him. The following data is communicated to the computer using the keyboard: the users ticket number and seat number and the reference number of the document requested. The computer, after verifying the information received, informs the user if the document is available and transmits to the
storage area details of the solicited document. There the information is printed on a two-part form, one of these parts is put on the shelf in place of the removed document, the other goes with the document to the reading-room. This part of the form is kept in the distribution area of the reading room under the user's seat number. The user is informed of the arrival of the document he asked for by an electronic signal received in any part of the building. When the document is returned to the storage area the computer cancels the record from the user's charge and it becomes again available for use.

The storage area of the Kew repository is approximately 240,000 square feet and each floor is divided into three rooms with fire-resistant doors. The temperature is always maintained around 20°C and the relative humidity around 55%.

The storage rooms have steel shelves, attached both to the ceiling and to the floor, and special size shelves for maps and oversized documents. With its sixty-nine miles of shelving the repository at Kew has an estimated storage capacity for the next fifteen years. The new building has also rooms for technical services furnished with the most up-to-date equipment for restoration and reproduction of documents.

However, a substantial part of the English Archives, mainly medieval records, are still kept in the old repository in Chancery Lane and there are no plans to transfer these documents to Kew.

Smaller repositories, following all the requisites for safety and efficiency have been built in the last decades throughout the developed world. For example in Sweden the Military and Stockholm Municipal Archives; in Belgium the Mons Archives; in Germany the Bundesarchiv, the Bayerische Hauptstaatarchiv among others; in France the Archives Départementales du Nord at Lille, de l'Aisne at Laon, d'Indre et Loire in Tours, the Archives de Versailles; in Italy the Udine and Roman State Archives and the Archivio Centrale dello Stato in Rome; In England the archive office in Lancashire
and many state repositories in the United States and Canada.

Even when old buildings are adapted either totally or in part, ideal conditions for security, environment control and proper equipment are always searched for, if not always entirely reached. 19

5.3.3 The computer and the archives

The impact of computers on the archival world has two different aspects. One is that machine-readable documents, having been produced by almost all government departments over the last twenty five years, have now become archives and have to be selected, organised, preserved and prepared for use. The second is the automation of different services in the archives themselves.

Machine-readable archives still represent considerable problems to archivists and records managers. In the appraisal phase, for instance, the archivist must be able to read the records in order to make an evaluation. Sometimes some output or input texts may be sufficient to give the information upon which the final destiny of the document is to be decided, but, in other cases, it may be necessary to re-run at least part of the program to enable the selection to be made.

The main national archives institutions are well aware of these difficulties and some, like the National Archives and Records Service (NARS) in the United States and the Public Record Office have prepared guides for the selection and preparation for transfer of machine-readable records. 20

In the preservation of the records selected as archival material the problems are the special environmental conditions under which magnetic tapes and similar material have to be stored. Again most Archives have guides and handbooks for ideal environmental conditions for the storage and preservation of such materials. The National Archives and Records Service Guide 21 presents a checklist of
requirements for the storage of magnetic tape records both for the computer laboratory area and for the storage area. They are

Active Tape Area
1. Fire-proof buildings.
2. CO₂ extinguishers.
3. No open flames.
4. No smoking.
5. Dust free conditions.
6. No paper chips (keypunch and printers).
7. No food.
8. No nailed floors.
9. Temperature 70° ± 5°.
10. Humidity 50% ± 5%.
11. No magnetic fields.
12. Positive internal air pressure.

Storage cabinets or racks
1. Shelves adequate in strength.
2. Dust free conditions.
3. Two inches clearance to any electrical fixture.
4. Electrically grounded.
5. Vertical stacking of tape.
6. No magnetic door latches.

Tape containers
1. Cleaned between use.
2. Hub supported.
3. Dust tight.

Inactive storage areas
1. Fire proof and protected.
2. No fire hazards.
3. Dust free conditions.
4. Temperature: 70° ± 5°.
5. Humidity: 50% ± 5%.
6. No close magnetic fields.
7. Positive internal air pressure.
In transit (short period)
1. Fire resistant packaging.
2. Dust protected.
3. Careful handling.
4. No bumping.
6. Humidity: 40% - 60% ± 10%.
7. Inspected before and after shipment.

Tape handling
1. No finger contact.
2. Lint free gloves.
3. Careful handling.
4. Clean transports every shift.
5. "Low wind tension".
6. Rewound annually.
7. Certified product.
8. Receiving inspection.

Tape reels
1. No sharp edges.
2. Undistorted flanges and hub.
3. Labelled properly.

Magnetic tapes are expected to last from twelve to twenty years if kept under ideal conditions. Annual rewinding and inspection is necessary and copies have to be made after a period of time (ten to fifteen years).

For the description of machine-readable documents, the rules to be followed are those formulated by the American Library Association and published as part of the Anglo-American cataloguing rules. In this area, library, information centres and archives services seem to be more integrated.

Cook\(^{22}\) considers the problems of giving access to machine-readable archives even more troublesome than the difficulties of appraisal and
preservation of such records. He quotes Charles Dollar's example of the American Census returns of 1960. There are about 6500 tapes that can only be read by using a tape drive that is now no longer on the market. Alterations of peripheral mechanisms such as tape drives are, according to Cook, more likely to cause problems to the archivist than changes in Central Computer Units since compatibility of systems is one characteristic in the design of later computers.

Another aspect of the problem of giving access to magnetic tapes is the decision of in what form can the users have the document. It is unlikely that any Archives can provide a computer in a searchroom for its users since this would require too big an investment in hardware and technical staff. There will be, moreover, the problem of congestion. So the solution is to sell copies, as NARS does already, either tape to tape copies without adaptations, extracts from files or print-outs. Computer networking is a future possibility of arranging access, especially for universities and research institutes.

Computers started being used as a tool in archival services in the late sixties and now, some fifteen years later, there are some quite well established systems. However, the lack of standardization, fixed rules and controlled vocabulary in the archive field have been making automation of archives a none too easy task. In spite of this, there are several areas in archival work where automated processes have been introduced. Records management is one of these as well as their use in the description and listing of archival material, production of finding aids, retrieval of documents from the stock and indexing. The use of automation in helping the management of archives offices in tasks like moving documents to and from the users and controlling allocation of storage space, are both areas where examples and models can be found in other fields. Most of the larger national archives have introduced automation in these services.

Records management and transfer of records to the records centres is another area where automation has been quite successful. The
Archives Nationales in France has developed an automated system for 
Pre'-archivage (PRIAM) i.e. transference of records from the government 
offices to the repositories of the Cite' Interministerielle des Archives. 
The Canadians designed the Recodex (Records Management Control and 
Indexing) for their Public Archives. This program provides a 
listing of all records produced by government departments. In West 
Germany the Bundesarchiv has a machine-readable data base for records 
in records centres, each entry showing title, provenance, retention 
period and value of the records according to their contents.

In Washington the National Archives created NARS A.5 to provide 
administrative control of records deposited in the Federal Records 
Centres. The NARS A.5, which was used for the first time in 1966 
to facilitate transfer of records to the newly open Record Centre of 
Suitland, provides information for the accessioning, retrieval and 
disposal of records of any of the Federal Records Centres. Each 
centre is equipped with a terminal, a tape drive and a printer 
for communication with the IBM 360/50 computer, located at the 
National Personal Records Centre in St. Louis.

In the area of archives description and retrieval the main systems 
are PROSPEC, NARS A.1 and SPINDEX.

PROSPEC is the system adopted by the Public Record Office and is a 
set of programmes for compiling finding aids. The description of 
archives is made at series level and records are not listed one by 
one or indexed in depth. PROSPEC was developed from an existing 
system for handling abstracts of technical documents which were 
produced by the Institute of Electrical Engineers. The system 
INSPEC provides facilities for information retrieval and SDI. 
PROSPEC produces the "Guide to the contents of the Public Record 
Office" and some location lists for parts of the service, as well 
as a summary for general use. Cook argued that

if the PRO had started to plan a new computer system 
in the late 1970's instead of five to ten years 
earlier they would probably have been tempted to 
experiment with rather more sophisticated in-house 
equipment, and with at least some on-line access 
factors which would increase both the potential value
of the computer working and the financial cost of it. From the standpoint of the time of writing, PROSPEC looks rather conservative and its lack of searching facilities may prove an important disadvantage.23

There is an adaptation of PROSPEC made by the Society of Archivists, the PROSPEC-SA, which made it possible to produce lists with a general description of whole classes and particular descriptions of sub-classes.

The NARS A.1 designed in 1974-75 in the National Archives went into service in 1976.

According to Calmes24 the main purposes of the system are to provide the office of the National Archives with administrative control over the record groups (series) and to compile all series descriptions into one machine-readable file according to a standard format and a hierarchical addressing scheme. Plans for deep level indexing were abandoned and the aim is administrative control rather than intellectual control of the records.

As Calmes explained

If a fully automated system with on-line retrieval by index terms had been implemented the cost would have been excessively high and the production rate so slow that it would have taken sixty years to catch up.25

The output of the system consists of location registers, statistics on the volume of records at the series level held by various units and finding aids.

SPINDEX is an acronym for Selective Permutation Indexing and was developed jointly by the Library of Congress, the National Archives, Cornell University, Syracuse University, the Smithsonian Institution Archives, Wayne State University, the University of Alaska, Ohio State Historical Society, Minnesota Historical Society and the State Historical Society of Wisconsin.
It is a package of eight computer programmes and was designed to handle information from manuscript inventories, registers and guides of the participant institutions as well as from the major repositories in the United States. The aim of the system is the description and printing out of archive accumulations and the indexing of them in depth. Over a hundred guides and other finding aids from twenty five different institutions plus four hundred title inventories of the National Archives and about seven hundred registers of the Manuscript Division of the Library of Congress were gathered in the National Archives. The Studies reported by Burke\textsuperscript{26} revealed the strength as well as the weakness of these archival instruments. Many of the finding aids were found wanting and this could be attributed to both the lack of understanding on the part of many archivists of the purpose of these tools, and the lack of standards within the profession. One of the products of SPINDEX is the Directory of Archives and Manuscript Repositories published by the National Historical Publications and Records Commission, with 2,700 entries. Arranged in alphabetical order by State and thereunder by City, each entry gives name, address, availability, current holding and bibliographic date of the repository.

SPINDEX in its three forms, I, II and III, has a number of practical achievements but does not provide on-line searching.

In France, programmes for automation of archives have been developed since 1972.\textsuperscript{27} Some data bases have been formed and the C11-package MISTRAL is utilized for research. Some of the data bases are: Leonore for the fonds of the \textit{Legion d'honneur}, ARCADE for the fonds of the old \textit{Secretariat d'Etat aux Beaux-arts}, MINOTAURE for the fonds of notaries. The system PRAM for Records Management has already been mentioned.

5.3.4 Restoration and reproduction of documents

The technological developments of our century have brought the most dramatic changes in the restoration and reproduction of documents.
Restoration of damaged manuscripts is of course, a traditional activity in European archives, but according to Joachim Wilder it was not before the turn of the century that "restoration of valuable written material had been considered under the preservation aspect of its cultural substance".

The International Conference of St. Gallen in 1898 can be considered the landmark of a scientific approach to conservation.

For some decades, however, the efforts of preservation and restoration were dedicated only to very old and precious documents. In the 1930s the founding of the Istituto di Patologia del Libro, in Rome and the studies of paper deterioration by William Barrow in the United States started a new trend interrupted by the Second World War, but taken up again immediately after. The Istituto, the first scientific restoration centre for books was created in 1938 by Alfonso Gallo who, from the very beginning placed emphasis on international co-operation. The influence of that institution has been felt throughout the world in countries like Israel, the USSR, India, Japan, Canada and the USA. It promotes restoration work internationally by Conferences, exhibitions of documents and training courses for restoration, open to foreign participants. It has also published its Bollettino, with articles on the latest experiences and developments in the field since 1941. The main objective of the Istituto is the investigation of the causes of paper decay as well as the development of effective methods of conservation and restoration based in physical, chemical and biological research.

The causes of the deterioration of paper was also the main concern of Barrow's programme of research started in 1935. Working in his restoration shop in the Mariners' Museum he created the first roller type lamination machine. This first Barrow laminator was put into use in 1938 and substituted the older, more expensive and time consuming silking process. Lamination consists basically of making a "sandwich" of the document to be repaired between thin sheets of cellulose acetate and sheets of alpha-cellulose tissue on the outer side in order to increase the resistance of the restored
paper. This sandwich is heated by two thermostatically controlled metal plates and at the same time subject to great pressure on two revolving cylinder rolls.

The other very important contribution that Barrow made to the cause of conservation was his findings about acidity as a cause of paper deterioration. By 1940 through a comprehensive analysis of new and old papers he was able to demonstrate without doubt that documents with a pH value from 3.0 to 5.5 - highly acid - were in a worse state of conservation than much older documents with pH values of 6.0 or above. A deacidification process was, therefore, indispensable and Barrow developed a method of treating deteriorating documents by soaking them first in a solution of calcium hydroxide and afterwards in a solution of calcium bicarbonate. This process neutralized the acidity and precipitated calcium carbonate onto the paper to prevent any recurrence of acid conditions.

Barrow investigated also the early papermaking procedures and noted that most papers produced before the middle of the seventeenth century were in a better condition than papers dating from the late seventeenth century onwards. A greater demand for paper at that later period caused papermakers to use a mixture of old and new rags, which made the product weaker and more absorbent. To correct this alum was added as a sizing element; increasing the degree of acidity in the paper. The use of chlorine by the end of the eighteenth century to bleach dirty rags weakened even more the fibres and left acidic chlorides which caused further deterioration. The alum rosin sizing process introduced in the nineteenth century precipitated insoluble aluminium resinate onto the paper and produced free sulphuric acid. By the middle of the nineteenth century there were not enough rags to meet the demand and methods using wood fibres as a substitute were developed. These fibres have 50% non cellulose compounds, that were not removed before their transformation into paper and that broke down into acidic compounds. Barrow's work demonstrated that a combination of inadequately purified wood fibres and alum rosin sizing made the modern paper literally self-destructing.
A process of making acid-free paper with a life expectancy of three hundred years, instead of the fifty years or less of the common twentieth century paper was designed and first produced commercially in 1960. Studies of acid in ink were also made by Barrow and in 1961 the Council of Library Resources made its first grant to Barrow for the construction of a laboratory specially designed for paper testing. The laboratory was closed in 1977.

Following the original lamination method devised by Barrow, alternative processes have been developed in other countries: the Morane, Mipofolic, Genotherm, Hennocke Poslip, Duplex, Dispro and the solvent lamination or Indian process.

The last two processes are cold which avoids possible damage through heating processes. The Dispro process has been used by the British Museum. The solvent lamination is a manual process and all the others utilize less expensive machinery and lower temperature than the Barrow lamination process. Solvent lamination was developed in the Indian National Archives and is a practical proposition for smaller and poorer archives, especially in developing countries. The technique is simple: a "sandwich" is made, with tissue paper or chiffon, cellulose acetate film, document, another cellulose acetate sheet and tissue paper. This sandwich is placed on a glass topped surface and smoothed out with the hand. A moderate amount of acetone is then applied to the upper side with a cotton pad and spread slowly and evenly from the centre to the edge. This process is repeated once more using less acetone. The sandwich is then reversed and the swabbing repeated. The solvent converts the cellulose acetate into a gel which bonds the tissues to the document. The treated document is allowed to dry for a further five seconds and smoothed again to remove any air bubbles. It is then lifted from the glass to avoid streaking and pressed between release-papers. This process eliminates the need for high temperature, high pressure and expensive equipment, but documents should still be deacidified before lamination. This process cannot be used on documents written with acetone soluble ink as occurred in a purple hectographic ribbon used for typewriting in the 1930s in Europe and in some ball-
point pens as well as in ink pads for rubber stamps.

An alternative to lamination is the polyester encasement for fragile documents. It is an inexpensive and instantly reversible process but has the disadvantage of making the document heavier than in the lamination process and with a glossy surface.

Another technique recently developed is the leaf-casting process, as a means of repairing documents with missing parts or voids. Leaf-casting makes it possible to replace missing portions of damaged documents much more rapidly and more effectively than can be done by manual techniques. This process was first developed in Eastern Europe and now countries like Israel, Germany, Spain and the United States have designed their own equipment with similar characteristics.

Among other subjects currently being investigated in preservation and restoration laboratories throughout the world one of the most important is the non-aqueous deacidification process which will enable the treatment of groups of documents instead of individual sheets. The Vapour-Phase deacidification process and the so-called Chicago process which use magnesium methoxide are being tested but their long term effectiveness is still not fully proven.

Ranganathan, the Indian archivist who developed the manual lamination process, and is one of the best known experts in archival conservation, pointed out other areas where new research and developments are taking place. These are studies on the effects of insecticides on paper and on methods and materials for cleaning paper, together with researches on the quality of documents laminated with plastic films by processes using heat and pressure, or employing cold solvent, like in the Indian process. The evaluation of traditional processes such as saking, tissueing and backing with the use of modern synthetic adhesives, the strengthening of parchment, the comparison between gelatine and other sizing materials, the discovery of new and more effective insecticides and fungicides are also the object of study.

The treatment of paper with certain polymers to render it proof
against fungus growth, the protection of cellulose from the deterioration action of light through the use of metallic oxides and the permanence of microfilm are also important subjects for research in conservation and restoration of archival and library material.

The lack of adequate training programmes for paper conservation is, maybe, the most serious deficiency in this area. Poole\textsuperscript{32} remarked that the conservation of documents is a science, not an art. Scientific knowledge of the nature of preservation problems and processes is essential and an untrained or half-trained person may do more harm than good to a collection. The National Conservation Advisory Council in the United States declared in a 1976 report that there was a

\begin{quote}
\textit{critical deficiency in the numbers of skilled experienced conservators, especially senior personnel capable of establishing and directing major programs of conservation, creating and administering conservation training programs and recommending personnel, materials and procedures to custodians of artifacts.}\textsuperscript{33}
\end{quote}

In European countries the training of technicians in restoration is usually made in the main laboratories attached to archives and similar institutions. However, according to a Unesco report on the training of archivists, the training of conservation staff, although well developed in two or three countries, was particularly deficient over the world as a whole.

Reproduction of archival material by photographic techniques is a valuable means of preserving material that would otherwise be lost and especially for material already in fragile condition.

These reproduction techniques are used also for dissemination and publication purposes and microfilm is the most widespread and efficient of these processes.

Leisinger\textsuperscript{34} lists six uses of microfilm: in reference, that is to provide the researcher with copies of the original document; for publication of facsimile copies of records (very much in use in the
United States); for acquisition of documents belonging to other depositories (by this means ex-colonies can obtain copies of records that are kept in the mother countries and are essential sources of the history of the new countries); as security copies, kept in separate places from the original; for preservation, and finally, in space-saving or disposal when the preservation of the information is important but not that of the original material.

Microfilm use dates back to the Franco-Prussian war in 1871 when photographic messages were carried by pigeons, but it was after the Second World War that their use became an important feature in archives.

Of the many types of microfilm to be found today, the silver-halide emulsion type is still considered the only permanent record film with archival permanence.

The widths most often used in libraries and archives are 16mm and 35mm, although microfilms in 8mm, 70mm and 105mm are also available. Microfiche are rarely used for archival material.

The Spanish specialist Carmen Crespo Nogueira designed, in 1975, a questionnaire on preservation and reproduction of archives which was sent to sixty one countries. From the thirty four replies received she concluded that the 35mm silver halide microfilm, with a cellulose triacetate base, unperforated and panchromatic, is the most common type and is employed in almost all countries. Only two countries employed 70mm and 105mm films for reproduction of maps and nine other countries used 16mm film mainly for reference purpose. As far as the use of microfilm was concerned, over 80% of the countries which replied to the questionnaire used microfilm for reference, 65% for security, 50% for acquisition of copies of documents, 56% for preservation purposes, 38% used microfilm for publication and 32% as a substitute for the original to save space with the disposal of the original. Only four countries (12%) declared they use microfiche for archival purposes.
For reference, however, the most popular reprographic system is the electrostatic copy. These copiers were in use since the 1930s but it was after the war that the xerographic method was developed. Other direct copying techniques were quickly developed and since the sixties photocopying machines can be found in the majority of archives depositories bringing to an end the age of hand-copying.

Microform collections, although a great advantage for archives, have also presented these institutions with special problems of preservation. In 1963 microscopic blemishes were observed on microfilms belonging to the National Archives in Washington and other archival institutions. The blemishes have been the subject of intense research and are caused by oxidized grains of silver in the film coating. It was found that they are caused by external factors, especially improper storage conditions with a high humidity or otherwise contaminated environment. One way of lessening these problems is to store microfilm under proper environmental conditions. The best storage condition is an air-conditioned storage area, maintained at a constant temperature of 20°-22°C. and 70% - 60% humidity. Filing systems should be devised for rapid retrieval of material needed and to prevent undue handling of other films. If disaster strikes, microfilms are particularly susceptible to water. If they are properly stored they are more likely to be damaged by the water following a fire than by the actual fire. This should be taken into consideration while fighting fire in a microfilm collection.

Methods to improve the permanence of microfilm have been actively researched. Numerous studies have shown that properly processed microforms made of highgrade, chemically stable materials will, under proper conditions of storage and use, last hundreds of years or as long as material printed on acid-free paper.
5.3.5 Training of professionals

5.3.5.1 Europe

The choice between training archivists mainly to work in the historico-cultural fields and training professionals mainly concerned with the documents of contemporary administration, is a twentieth century dilemma, especially in Europe, where the cultural tradition is stronger.

In the "Meeting of experts on the harmonization of archival training programmes" held by Unesco in November 1979, the general consensus was that, while there was a "need to train adequate professional staff in the auxiliary historical services to deal with older records, increased attention should be given to equipping archivists in all countries to deal with modern information problems".36

A requirement for an historical background and an emphasis on the study of the auxiliary sciences are, however, still the main characteristics of the professional training of archivists in Europe. The great amount of medieval material in European repositories, as well as traditions are used to justify this emphasis. Here the archivist was, traditionally, and still is in many cases, a scholar and a broad general education is a pre-requisite for admittance, especially to the older, more traditional archive schools. Some of them give strong preference to candidates with a doctorate in history, as in the Archivschule in Marburg, West Germany, or require an M.A. in History of Law from their students, as in the case of the Dutch School for Archivists.

Professionals are trained either in separate institutions like the Ecole des Chartes or the German Archivschule or at University based courses as in England, Hungary and Austria. Courses are, in general, of post-graduate level, an exception being the Ecole des Chartes which asks for a Baccalauriat de l'Enseignement secondaire. The two or three years' preparation course that the candidate has to follow in order to succeed in the rigorous entrance examination, however,
makes the French degree the equivalent to a post-graduate qualification in other countries. If we consider the basic university course required by the great majority of countries, it can be said that for the training of an archivist in Europe four or five years of post-secondary education are necessary. The actual professional training course varies from six months (Barcelona, Spain) to five years (the USSR and Czechoslovakia).

The courses are divided into three fundamental groups of subjects:

a) historical subjects (general and regional history, legal, administrative, economic and social history);

b) Auxiliary sciences (palaeography, diplomatic, medieval Latin, Sigillography etc.);

c) specific professional instruction in archival theory, history and organisation of archives, records and archives administration and archival techniques.

The number of hours dedicated to each of these areas varies from school to school. One may note that the more traditional schools (Ecole des Chartes and the Vatican School) put the emphasis on the auxiliary sciences (about 50% of the teaching) while the more modern courses, such as those at the University College of London or Madrid, there is a more even balance between the three areas.

It is interesting that a professional training certificate is not a condition sine qua non for the career, France being again the only exception.

In East Germany the Certificate of the School of Potsdam is, in theory, a requirement for admission to the state archives but the Administration of Archives can appoint candidates with different qualifications to special posts. In Spain the entrance qualification for the public competitive examination is a Degree in Letters, not a certificate from an archives school.

The English Public Record Office does not ask for a certificate in archives studies from its archivists; only an honours degree and
knowledge of Latin, plus a modern language are compulsory pre-requisites.

In the case of sub-professional staff, the only requirement by the European archives is a secondary education certificate. The training of these people is usually done on an in-service basis, and, according to Kecskemeti\textsuperscript{37} only five countries in Europe maintain special courses for sub-archivists: East Germany, West Germany, Spain, the Netherlands and Yugoslavia, but Franz\textsuperscript{38} cites a programme in Copenhagen.

Quoting Michael Cook it can be said that there are surprisingly few archival training schools in the world today, and one may broadly assume that the provision of trained archivists by national training schools is adequate in most countries of the Old World. In France, Germany and Eastern Europe, the lengthy and elaborate training courses which were developed initially to cope with the interpretative problems posed by large accumulations of early manuscripts have on the whole responded well to the pressures of the modern world. Records management is taught, and there is a growing body of written material on the problems of the interpretation and organization of modern records and there has been a response - as yet not sufficiently radical, it is true - to problems of indexing and information retrieval ... Even in Britain, the five universities which now run permanently organized postgraduate training courses seem to have matched supply to demand, and here too there has been a considerable response in adapting these courses to the needs of the late twentieth century.\textsuperscript{39}

The French seem to have a less optimistic opinion of their own training facilities. In a regional meeting of archivists in 1961 the answer to the question 'Do you think that professional training of archivists in France (Ecole de Chartes et Stage technique) is offering satisfactory solutions for the new problems that our times put to our profession'? The general answer seemed to be "the spirit and method of the Ecole des Chartes to whom we owe prestige are excellent and should be maintained at all costs, but professional training does not respond entirely any more to the new problems".\textsuperscript{40}
5.3.5.2 The United States

In the United States the training of archivists, as well as the National Archives, started in the twentieth century. It was in 1909, at the first Conference of Archivists in the United States, that the question of professional education was discussed for the first time.

Waldo Leland stressed the need for both an historical and legal training for American archivists. To provide the necessary training he suggested the introduction of appropriate courses in universities or library schools, since he felt it might not be necessary to have an "American Ecole des Chartes".

No practical development followed these discussions. It was the Bemis Report (1939) that re-opened the question. After reviewing archival training in Europe and noticing "the relatively small stress placed by the best foreign practices on so-called library science and the overwhelming insistence on historical erudition" it concluded that American practice should follow the same tendencies, with emphasis on American history and political science. The report was very much concerned with the danger of "turning over archives to librarians who are not at the same time erudite and critical historical scholars" and criticized the emphasis that librarians put upon "cataloguing and administration, on mechanics, rather than archival histology and the sacred principle de provenance to which they are usually oblivious".  

It is ironical to observe that, following this report, the first archival course opened in the United States was given in the Library School of Columbia University in 1938/39. John J. Buck of the National Archives was the instructor. In 1939 Buck, with the assistance of Ernst Posner, established at the School of Social Sciences and Public Affairs of the American University in Washington, a two semester evening course entitled "History and Administration of Archives".
The great advocate of archives courses in library schools was Theodore Schellenberg. Library schools, he wrote, are the proper places in which to provide archival training ... for they reach the most important class of records custodians, i.e. the librarians themselves. Existing archival training courses have influenced only a very small proportion of the librarians of this country, and the training provided in them had usually been too discursive and too theoretical to be meaningful.42

Dr. H. G. Jones contested Schellenberg's position and in 1966 both prepared papers for a session on "Various Approaches to Archival Training" at the annual meeting of the Society of American Archivists. Jones restated the classical view, that of a background education in history combined with archival training provided through graduate schools of history. He proposed the introduction of a limited number of graduate schools of history in co-operation with the heads of leading archival agencies and of a three semester, or four quarter programme of history and the principles and practice of archives administration. The final semester would consist of practical training in the cooperating archival agency.

Schellenberg does not deny the importance of historical foundations and does not reject the historical tradition but emphasizes the technical aspects usually forgotten by historians. He gives two reasons why library schools should introduce courses on archives: (1) Such schools are concerned with methodology and they are the only places in which attention is likely to be given to methodological training; and (2) through the years librarians have developed an attitude of service to the public and they have followed the practice of making available to everyone the material in their custody. In regard to their holdings, they have emphasized co-operation, not competition.

John C. Colson, of the University of Maryland Library School, replied to Jones and Schellenberg. He observed that too much emphasis had been placed by both librarians and archivists on the difference of the material they have in their custody. Instead, he said, the
emphasis should be put on the systematic organization of knowledge, regardless of its origin or its format. Making information available for use is the common aim of both professions. Colson urged the transformation of the library schools into schools of archives and library administration to help to achieve this common goal, and saw an important role for the computer and for reprography. 43

The Society of American Archivists, through its Committee on Education and Professional Development, published in 1977 "Guidelines for a graduate minor with concentration in Archival Education". And in 1979 a "proposed program standard for Archival Education: the Practicum" was published in the Society's Newsletter, and there were plans to use creditation as a means of gaining authority to enforce these recommendations.

In the last ten years, according to McCrank, a rethinking of traditional approaches to curriculum design for archival education is taking place. There is a co-operation between library schools and history departments for joint degree programmes, adding new dimensions to the limited approaches of each of these two institutions. He concludes: "Why should tomorrow's archivists choose between unreal alternatives when in MA - MLS programs they can have the best of both historical and information studies in their graduate education". 44

Another aspect of the American training for archivists is the training of records managers. These courses were initially developed on an informal non-credit, and non-degree basis by NARS for its own employees, and after the 1940 Federal Records Act assigned records management responsibilities to federal agencies. Under Posner's leadership Records Management courses were introduced at the American University as part of an integrated archives and records curriculum, but the two programmes were separated following his retirement and are now located in two different schools.

An individual college or university, especially in its business school, has offered an occasional separate course on records management, but the teaching of various elements of records management at college or
university level has generally been integrated into the curriculum of the individual courses on business administration, office management and filing.

In Canada and Australia the professional training for archivists and record managers follows more or less the same pattern as in the United States.

Recently the University of New South Wales has started a one year Diploma course in Information Management with two specialist strands, one in Librarianship and one in Archives Administration.

5.3.6 Legislation

The new techniques, different forms of archival material, new problems of accession, appraisal of records and a greater use of archive records by the public, made obsolete or inadequate the archival legislation that appeared in European countries in the nineteenth century and the beginning of the twentieth century. A new conception of archive administration, less oriented towards history and more towards administrative efficiency appeared after World War II.

In England, the Public Record Office Act of 1838 (1 and 2 Victoria, cap.94) and the Acts which emended some aspects of it (the 1877 Act, which introduced disposal schedules and the 1898 which altered the date before which the records were not to be subject to the provision for disposal) were superseded by the Public Records Act 1958 (6 and 7 Elizabeth 'II Chap.51). In 1967 another Public Records Act reduced the period during which the archival documents are not open to public consultation from fifty to thirty years. It was the recommendations of the Committee on Departmental Records, the Grigg Committee, that gave origin to the 1958 Act. The Grigg Committee was appointed to review the arrangements for the preservation of the records of Government Departments (other than the records of Scottish Departments and records transmissible to the Keeper of the Records of Scotland) in the light
of the rate at which they are accumulating and of the purposes which they are intended to serve; and to make recommendations as to the changes, if any, in law and practice which are required. 45

Among the recommendations of this report were

(1) Legislation.
1. The Public Record Office Acts 1838 to 1898 should be repealed.
2. Legislation should be enacted to
   a) transfer the headship of the Public Record Department from the Master of the Rolls to a Minister of the Crown.
   b) authorise the destruction in accordance with the procedure outlined below of records which are not of sufficient public value to justify their preservation in the Public Record Office; and
   c) make provision for those recommendations specified below which require legal authority, or impose obligations on the Minister (e.g. to present a Report to Parliament and to appoint an Advisory Council).

Following these and the other recommendations, the 1958 Act transferred the general responsibility for the public records from the Master of the Rolls to the Lord Chancellor, established an Advisory Council and introduced modifications in the selection, transfer and preservation of public records.

There was also a Local Government (Records) Act in 1962, followed by the Local Government Act 1972 (sections 224-229) regulating the activities of local government record offices.

Records belonging to the Church of England were also subject to legislation, the first being the Record Measure 1929 (19 and 20 Geo.V no.1) substituted by the Parochial Register and Records Measure 1978 which makes new provision for the care and custody of parish registers and records. 47

It should be pointed out that there is not a central code of legislation on archives in England and Wales (Scotland and Northern Ireland archives are subject to separate legislation) and legislative provisions that apply to archives are often contained in a single section or clause of a more General Act of Parliament.
France kept its eighteenth century legislation of archives until very recently. The Law 7 Messidor an II (25 June 1794) making the Archives Nationales the common centre of all archive repositories of the Republic, and the Law 5 Brumaire an V (26 October 1796) creating the Archives Départementales were supplanted by the Law 79-18 of 3 January 1979 which defined public and private archives and established rules for their conservation and utilisation. Important innovations in the French archives were introduced by this law. It reflects two contradictory tendencies of public opinion: the respect for privacy on the one hand, leading to increased secrecy in statistical data, and the public right of access to administrative records on the other.

The law was complemented by four decrees of 3 December 1979 which regulated the organisation of public archives, issued rules for communication of public records, regulated the copying and reproduction of documents and protected private archives.

The law of 6 January 1978 on informatic files and freedom and the law 78-753 of 17 July 1978 on improvement in the relations between administration and public contained articles on disclosure of records and right of privacy.

Audiovisual archives, particularly those of radio and television, are covered by separate legislation, the law of 7 August 1974 on radio and television and the decree of 29 July 1976 on the Committee on Audiovisual Archives.

The archives belonging to the Ministries of Foreign Affairs and Defence are not under the Direction des Archives de France but are regulated by the law of 3 January 1979. They are however the object of two separate decrees: the decree of 3 December 1980 for the Foreign Affairs and the decree of 3 December 1979 for the Ministry of Defence.

Although established in the twentieth century, the National Archives of the United States has also had its legislation updated. The 1934 Act which created the Archives was substituted by the
Federal Records Act of 1950. This piece of legislation followed the re-organisation of the National Archives under the Division of General Services. It legislates on public and private records and audio-visual material, on transfer, appraisal, preservation, arrangement, repair, description and exhibition of documents. It created a National Historical Publication Commission and dictated restrictions on the use of records. It also gave extensive provisions prescribing and defining records management functions.

This act was incorporated as chapters 21-33 (sections 2101-3314) of Title 44 "Public Printing and Documents" United States Code (1970 ed.). These chapters are essentially identical with the Federal Records Act except that under amendments of June 23, 1970 the Administrator of General Services is no longer obligated to make recommendations to Congress regarding the disposal of records identified in lists and schedules.

As in most federally organised countries, the States of the Federal Union are independent; have different policies and issue a great diversity of legislation. As Ernst Posner remarked

> existing state archives laws reflect certain stages in the evolution of archives keeping that are grounded in changing conceptions of the nature of archives and that at the same time, show the impact of the different governmental and cultural climates of the individual states.49

All modern archival legislation includes a section relating to the organisation of current records of administration and to their transfer to public archive repositories. Several mention records centres and in a number of countries there are special laws and regulations about records management (Canada, United States, Romania, the USSR among others).

Another characteristic of recent legislation is the importance given to private archives and the prohibition of exportation of private documents from the country of origin. Some countries have legislation related to film archives, audiovisual archives and television archives and a few, like Sweden, cover also machine-readable archives.

However, as was pointed out by several French archivists referring to the new French legislation, the basic archival law, should not be too precise, in order to keep the flexibility needed to incorporate evolution of structures and techniques. It should not be too compulsory in domains where persuasion and negotiation would prove more effective. It should not try to regulate every aspect of the archival service in a country. Decrees, internal regulations and other legal dispositions, should not be used to complement, amend or specify particular aspects of the dynamic world of archives of today.

5.3.7 Use of Archives

The twentieth century has not only seen a great increase in the number of archive users but also a great diversification in the type of researcher utilizing archival material. This change in the pattern of use of archives is particularly noticeable after the Second World War and archives and archivists had to make adaptations in order to accommodate it.

The IX International Congress of Archives, held in London in September 1980 had "the use of archives" as its theme and classified the modern use of archives into three categories: academic, practical and popular use.
Even in the more traditional academic use of records by historians and social scientists there have been striking changes. In his paper at the Congress Michael Roper referred to the rapid expansion in academic historical research in recent years when the three traditional branches of history - political, legal and ecclesiastical - have been joined by new ones. There was also an accentuated growth in the study of twentieth century history.

According to another paper at the Congress quantitative examples based on the production of doctoral theses show very clearly the trend towards the history of recent times. New approaches to historical studies have also been adopted, involving the use of large quantities of data and the use of the statistical methods of the economist and the sociologist.

The useful cross-fertilization between history and other disciplines that causes the historian to adopt the techniques of those disciplines also leads workers in those other academic fields to acquire an interest in the historical aspects of their subjects. Linguists are turning from literary to historical sources in order to study the development of languages and dialects. Social and political scientists started using historical data to test hypotheses of general application.

On the other hand, the use of archives by the organisations that created the records is not a recent phenomenon. In the past, government officials and civil servants have utilized information from archive documents for planning, decision making and other operational purposes. The nineteenth century saw a decrease in that practical use, but in modern times it has re-assumed its importance and increased considerably. García Belsunce classified this utilization of records as "internal practical use" (use by the creating authority) and contrasted it with "external practical use" (use by researchers from outside the governmental organisation). Whilst conceding that the internal use is predominant, García Belsunce pointed out that a greater number of external users are now searching for solutions to their practical problems in archival records.
However, the highest rate of increase in the use of archives in our times is by the non-specialist public, searching for personal reasons. The importance of this popular use of archives was confirmed by a survey carried out by L.S. Principe among two hundred archives throughout the world. From the answers given to the questionnaire it was established that about 70% of the visitors to archives are non-specialists and, of these, 65% are casual rather than habitual users. Mrs. Principe pointed out that many of these users do not return to the archives because it is still difficult for a layman to overcome the problems inherent in archive research.

Archives and archivists are still in the process of adaptation to the numbers and different types of users that the institutions are now receiving. Many traditional concepts and practices have been and are being revised and new approaches and modern techniques introduced. Archives have to improve reading room facilities, increase the number and types of finding aids, modify their organisation of records, adjust their opening hours and the methods of access to records by the readers in order to fulfil these new requirements. The heavier use of records by the public increases the danger of damage and deterioration of the documents and there is a consequent need for more frequent conservation treatment. The development of modern reprographic techniques, allowing the substitution of the originals by microfilm or electrostatic copies has resolved in part the conservation problem and revolutionized the method of using records. No longer does the researcher need to transcribe or summarize pages and pages of documents. All he needs to do now is identify the records and ask for copies.

The increase in the number of users made individual assistance from archivists to researchers more difficult, therefore the need for more and more efficient finding aids. They are according to Roper of four general types: those which direct the user to the relevant archival institution; those which enable him to understand the arrangement of the documents in the repositories and direct him to the relevant classes, series etc.; those which provide him with references to individual items; and those which provide him with explanations.
about the records he is using.

A centralized register of archives is what is required in the first place, either in the format of published union catalogues (Canada, USA, USSR) or a centrally held and indexed collection of individual guides and lists of records (England and Scotland). Some other countries have started to plan registers or centres which would cover not only archival holdings but also lists of library and documentation centre collections.

General guides are the kind of finding aid that exemplify the second group and are published and up-dated by all major repositories in the developed world. The Guide to Contents of the Public Record Office is a good example of this type of finding aid.

Lists and indexes provide the user with a means to locate specific items. The more detailed such finding aids are, the less random is the user’s search, resulting in the saving of time and efficient use of reading room accommodation.

The training of staff is another important stage in this process of adaptation to the new demands. The knowledge they have acquired and their attitude must be appropriate for the new services provided and the new techniques employed.

With this new trend in the use of archives the dilemma between the right to information and the need for secrecy and confidentiality became more serious. The degree of openness or secrecy varies according to the political regime of the country. Publicity for government measures is inherent in the concept of democracy but even in democratic countries limitations have to be imposed on this publicity and confidentiality is required in areas of national security, defence, foreign affairs etc.

Nowadays there are occasions when the traditional roles of the State, supposedly in favour of selective disclosures and of the citizen,
that normally asks for the right to know, are reversed. Sometimes it is the State that is interested in the information and the individual who wants to preserve his privacy.

Legal dispositions have been introduced in an attempt to achieve a fair balance between these two basic rights. 57

The changes in the number, and type, of users, their different requirements and needs and the problems resulting from this situation present a real challenge to the archivist and as García Belsunce states it is necessary to go back to the origins and remember that it is not archives that determine uses, but uses that determine archives. These must today respond to the challenge of this time, and if they are not useful to "inform in order to act" no gift of prophecy is needed to affirm that they will see arising at their side other institutions which will carry out this function and which, in the end, will be the receivers and keepers of documentation. 58

5.3.8 Arrangement and description

The general acceptance of the principle of provenance (or respect des fonds) and of respect for the original order is a twentieth century achievement. Special classifications, so common in the nineteenth century, have, in general, been abandoned.

Some difficulties in defining the extension of a fond sometimes occurs, and different institutions have found different solutions, ranging from the "minimaliste" to the "maximaliste" approach, according to the Duchein terminology.

In 1966 the Australian archivist Peter Scott advocated the abandonment of "record group" as the primary category of classification and suggested that the physical arrangement of archives should be based on the "records series" as an independent element not bound to the administrative context. 59 There were some discussions and consequent controversy as to this new approach (see, for instance, Fishbein, M. The record group concept), but nowadays more and more archive depositaries are adopting this concept. The main justification for this change results from the ephemeral and changeable nature of modern departments and governmental organisations. When series became the primary level of classification and items the
secondary level, the latter are kept in their administrative context and original order by physical allocation to their appropriate series. The series are, however, no longer kept in any original physical order in a record group but simply have their administrative context and associations recorded on paper.

This is a less rigid, more flexible approach to the physical control and processing of archives than the system based on the concept of record group. It does not deny, however, the principle of respect des fonds and in the words of M. Duchèn, 60

Aujourd'hui on peut dire que – avec des nuances non négligeables – le principe du respect des fonds ou principe de provenance, est admis universellement comme la base de l'archivistique théorique et pratique. Les critiques auxquelles il donne lieu de temps à autre ne portent, en fait que sur telle ou quelle de ses applications et non sur le principe même. On peut a bon droit considérer qu'il ne sera jamais plus réglé fondamentalement en cause et qu'il constitue un acquis définitif de l'archivistique. 60

As far as finding aids are concerned in Europe the types produced have not varied much from those of the nineteenth century: inventories, lists, catalogues, calendars, guides and indexes. 61 There has been of course, an increase in the production of finding aids and an improvement in their formulation. In the United States in the early twentieth century, traditional library theory and practices were widely adopted for the arrangement and description of records. European theory and practices had no real effect on practice in the United States until the forties. It was the translation into English of the Manual of the Dutch Archivists (1940) that introduced European practices to the American archivists. The abolishing in 1941 by the National Archives of its Division of Cataloguing and Classification mark the beginning of a new era in archive practice. The record group was then adopted as the basis of arrangement and cataloguing was displaced by collective description at the record series level.

The most important modification in the process of record description was the introduction of automation. It is still in its infancy, however, and there is much work to be done before archives can reach the level of automation to be found in libraries. The lack of standardization in the description of records is one of the major problems. Hugh Taylor 62
considers that

Manual indexing within the archives is also sadly lacking in rules, even domestic rules, let alone international standards, and the result in some repositories is a state bordering on despair. The acceptance of recognized national and international standards is worth a great deal of study and effort with the promise of far more economical movement of information and improved public service and in this regard the Anglo-American Cataloguing Rules (AACR) for the description of manuscripts deserve careful study.  

Adaptations and new rules had also to be sorted out for the arrangement and description of new forms of archival material such as sound archives, photographs and microfilms, motion film and videotape, machine readable records etc. Here the experience of libraries and documentation services can prove very useful for archives. The adoption by archives of the Anglo-American Cataloguing Rules (AACR) advocated by Taylor is not yet widespread but is starting, mainly in American archives. As part of the information system of a region or a country, libraries and archives have much in common and librarians and archivists have much to gain from each other's experiences, mistakes and successes. After years of a certain amount of mistrust and suspicion it is time to recognize this common ground, having always in mind however the distinctive characteristics of each genre of document and the practices built up over a long period by each type of institution.
NOTES AND REFERENCES – CHAPTER 5


2. It is true, however, that these new types of history also look for data from different sources like oral testimonies, newspapers and other printed material.


9. JONES, op.cit. p.15.


18. Information extracted from:

19. For guides and standards in archive building and equipment see:
DUCHEIN, M. Archive buildings and equipment. München, Verlag Dokumentation, 1977. (ICA Handbooks series V.1)


30. Some of the principal institutions for research in restoration are:
The National Bureau of Standards, Washington; the Institute of Paper Chemistry, Appleton, Wisconsin; the Graduate Library School, University of Chicago; the Empire State Paper Research Institute, Syracuse, New York; the British Museum Research Laboratory; the Imperial College of London; the Laboratoire de Cryptogamie, Musee
National d'Histoire Naturel, Paris; the Archives Nationales of France, the Biblioteca Nazionale Centrale, Florence; the Istituto de Patologia del Libro, Rome; the International Council of Museums, Rome; the Centro Nacional de Restauracion de Libros y Documentos, Madrid; the Timber Research Unit, Pretoria; the National Archives of India, New Delhi; the Council of Scientific and Industrial Research, Canberra, Australia; the Laboratory for Preservation and Restoration of Documents, Leningrad; the Department of Book Hygiene and Restoration, Moscow; the National Library, Sofia, Bulgaria; the Jewish National and University Library, Jerusalem, the National Archives Petaling Jaya, Malaysia; the Archivschule, Marburg, West Germany and a number of institutions in Poland, Romania and Yugoslavia. (Information from: CRESPO NOGUEIRA, C. Mejorases tecnicas en la preservacion y reproduccion de documentos de archivos. Archivum, 26L93-103, 1980; and KATHPALIA, Y.P. Conservation and restoration of archive material. Paris, UNESCO, 1973, p.25-26.

31. KATHPALIA, Y.P. op.cit.


35. CRESPO NOGUEIRA, C. op.cit.


55. ROPER, M. op.cit. p.9.


57. Among others, a good example of this kind of legislation is the Freedom of Information Act (FOIA) enacted in law in 1966 by the Federal Government of the United States, the first federal statute in this country devoted entirely to the subject of public access to Government information.

58. GARCIA BELSUNCE, C.A. op.cit. p.6.


61. Important works on archives, including description and arrangement of records were published after the Manual of the Dutch Archivists. Some of these books are now considered classical work in the field. In England Sir Hilary Jenkinson published in 1922 the first edition of his Manual of Archive Administration, in the United
States Schellenberg wrote *Modern Archives, principles and techniques* (1956) and *The Management of Archives* (1965). In France the Association des Archivistes Français produced the *Manual d'Archivistique* in 1970. Many other manuals for general or special types of archives have been published in the last decades.

6. Archives and the developing countries: 
the case of Latin America

6.1 Archives and development

As was pointed out by a Canadian archivist, countries in North America and Europe have advanced beyond the stage where it is necessary to justify the very existence of archives. There is a general acceptance that in addition to their practical use archives are a cultural asset, a collective national memory. There is also, therefore, an acceptance by society of the obligation to preserve the records of its past and make them available to the public as a cultural heritage.

In developing countries, however, these concepts are not so universally accepted and archives tend to be given a very low priority by their governments. Overwhelmed by economical and social problems they are not able to see the important role that archives can play in the development of a nation, in particular in the relationship between well organised archives and government efficiency, social development and national unity.

In 1969 UNESCO, recognizing the importance of archives as an administrative tool and an indispensable aid to the planning of social, economic and cultural development in less developed countries, carried out, together with the ICA, studies on the role and function of archives in the administration and planning policies of these countries. As part of this study Jean-Jacques Valette, archivist of the Cité Interministérielle des Archives de France presented in 1972 a paper based mainly on his personal experience in Francophone African countries. Another paper was produced by F.R.J. Verhoeven, a Dutch librarian and archivist, and was based on his work in South-East Asia.

Against the widespread tendency of developing nations to give very low priority to their archives and to treat these institutions as luxuries for richer countries, Valette argued that all development is undoubtedly linked with good administration and that good administration
cannot dispense with good archives. Development is, after all, the sum total of efforts, both governmental and non-governmental in the creation and utilization of human and material resources in order to improve the quality of life. They are not, or should not be, restricted to social and economic aspects alone, but include all other aspects of society as well. All development starts with an evaluation of the potentialities of a nation and with a search for the information necessary to carry out this evaluation, and where better than the archives to go for help with the location of data indispensable for this activity. As Valette stated:

On peut dire qu'en la matière la recours aux documents d'archives devrait être automatique et systématique. Il y a là un moyen de gagner du temps et de l'argent, deux choses que les pays en voie de Développement n'ont pas le droit de gaspiller, engagés qu'ils sont dans une guerre implacable qui requiert la mobilisation générale de toutes les énergies ...
Il est peu d'activités, en effet, qui n'aient a tirer profit des expériences antérieures. A la limite, on peut dire qu'il n'est aucune entreprise humaine qui n'ait intérêt à pouvoir être suivie tout au long de son existence et qui, même terminée, ne puisse servir a une meilleure compréhension d'une autre entreprise similaire ou parallèle. En ce sens, les dossiers d'une affaire, avortée ou disparue, peuvent être riches en enseignements pour des affaires que l'on a l'intention de créer ou de mettre à l'étude. La connaissance du passé, même tout proche de nous, présente un grand intérêt, tant pour connaître les difficultés rencontrées que pour les éviter, et pour profiter des expériences - heureuses ou malheureuses - acquises par les prédécesseurs.2

Based on his experiences in Madagascar, the French archivist summarized the different aspects in the battle for development in which archives have an important role to play. In the field of agriculture the results of previous experiments have proved of great value. Reports on raising rice and on the culture of silkworms, not published but kept in the National Archives, considerably benefited agricultural development in Madagascar, while the loss of important records concerned with cocoa growing led to costly failures in subsequent expensive experiments. Geological surveys, maps and charts of mining companies also proved very useful in the development of mining in that country. They have shown, for instance, that there was mineral to be extracted where earlier enterprises had failed because of the lack of such things as transport facilities and an adequate market.
Statistical data indispensable to the establishment of new industries should be kept in the archives and made available to the government and to private enterprises. This and other information to be found in the archive records provides a good base for much planning activity—and development can only be attained through careful plans.

This preservation and availability of archival sources can facilitate developmental planning, avoid needless duplication of effort and former errors, promote continuity, and provide the benefits that are afforded by previous experiences.

The other contribution to be made by archives in developing countries, especially in the young nations of Africa, is the development of a national consciousness. Many new states are artificial creations because the colonial powers that divided these countries did not, or could not, take into consideration the natural ethnic and geographic boundaries.

There is a strong need to find elements of unity, to build a sense of national identity in order to avoid tribal confrontations and other negative forces awakened on the withdrawal of the colonial powers. This identity can be found via the records of the national history kept in archives. In the words of Valette:

Les Archives Nationales de chaque pays devraient pouvoir devenir le haut-lieu, le Musée d'Histoire où seraient réunis et exposés tout d'abord les textes fondamentaux—Constitution, traités d'accession à l'Indépendance—qui sont veritablement à la base de la création des États tels qu'ils existent actuellement, puis les grands textes rappelant les événements mémorables du passé de chacun des éléments qui constituent l'État.3

Historical research is as important, or even more so for new nations, as it is for developed and older countries. Records, both written documents and sound archives, are kept in archive repositories to be read, interpreted and analysed. These are the main source of historical studies.

Other disciplines also use archives as important sources of data. Sociology and geography are among these sciences and it is not necessary
to emphasize the importance of these studies for developing countries.

These and other arguments can be found in every article about archives in developing countries. However, all authors agree that this reasoning has not yet become impressed upon the governments in the Third World countries. Archives are not viewed as high priorities, the urgent need for economic development has a clear priority: there is a need to improve standards and conditions of living, more factories, subsidies to agriculture, hospitals, housing, transportation and welfare. In the poorest countries of Africa the population has to be fed before any other problem can be taken into consideration. The wealth of some of the Middle East countries is still being used to build an infrastructure that these countries were lacking until now: roads, railways, ports, hospitals, schools, universities. In some of the new industrialized countries in Asia and Latin America the bulk of funds are destined to pay huge foreign debts.

Archives are not glamorous, they do not offer quick results; in these countries, most of the time, they do not present any tangible results. Because of the lack of governmental support, their budgets are totally inadequate. Consequently there is rarely an appropriate building, staff is insufficient, poorly trained, has low status and low salaries. Physical and human conditions are not conducive to efficient work. Therefore, records are accumulated without any organisation, finding aids are compiled at an exasperatingly slow pace, documents are left to be destroyed by the action of insects, mould and climate due to the lack of proper equipment and expertise. Many government offices keep their own papers even after their active life has ceased, which is, perhaps, just as well as normally there is no storage space in the archival buildings, records centres are generally non-existent and most countries do not have any appraisal and accession policies for their records. Archives do not fulfil the purpose for which they were created. They do not select, organise and make records available to the government, researchers, scholars and the public in general. They are not important institutions indispensable to the good administration of a country. They are almost non-existent and what is not known is not missed. Adequate funds are not allocated to inefficient organisations and the vicious circle goes on.
In some of the developing countries archives are viewed only as cultural organisations similar to, but not so interesting to the general public as museums. The problems faced by some institutions in receiving new accessions re-inforces this belief and puts the archives in an even lower position. Climatic conditions prevailing in the tropical countries that constitute the majority of the developing nations, make the task of preserving original records difficult, expensive and seemingly disproportionate to the research value of the records.

Furthermore, in these countries voluntary non-governmental support to archives from individuals and groups like historical societies is minimal. The support of historians, so important in the history and development of the American archives is not found in the same force here.

All this and the lack of leadership among the professional archivists - small in numbers and in most cases lacking proper training - which could attract the attention and the support of the authorities to the archives, contribute to form a very discouraging picture of these institutions in the Third World.

There are exceptions, naturally, and some countries and individual archivists have achieved considerable progress despite adverse circumstances.

India, for instance, has had a good archival course since 1946 and is at the forefront in the field of records preservation and restoration. Kathpalia is a well known authority in this field and his search for solutions compatible with the scarce financial resources of the poor nations led to the development of a manual lamination process that reduces the cost of restoration to a minimum.

In Latin America, the Caribbean, Africa and Asia, individual archivists have done remarkable work and succeeded in attracting the attention of the authorities.

International support is badly needed in order to change the status quo.
and improve the position of archives in the Third World. International organisations like UNESCO and the ICA have become aware of these needs over the last fifteen years and special programmes have been designed to assist archives in developing countries.

At the Extraordinary ICA Congress held in Washington in 1966, the problems of Third World archives were discussed and taken into consideration by the international organisations for the first time. According to Morris Rieger the Congress appears to "have wandered quite far from its basic theme of scholarly access. The resolutions were much less concerned with this than with the urgent need for archival technical assistance to the underdeveloped regions of the world".4

Among the recommendations of this Congress were:

a) UNESCO should make regular provision in its budget for technical assistance to developing countries;

b) the establishment of a permanent joint ICA-UNESCO technical assistance planning assistance group;

c) the compilation of a list of archive experts to undertake technical assistance missions in developing countries;

d) regional archives pilot projects to be established in East and West Africa;

e) a study of film preservation in tropical climates to be made by ICA experts;

f) Regional branches of ICA to be set up in Southeast Asia and Africa.

The Southeast Asia Regional Branch of the ICA (SARBICA) was created in 1968 and in June 1969 the second Branch was established for East and Central Africa (ECARBICA). The Arab Regional Branch (ARBICA) started in 1972.

Further progress was made with the establishment in 1970 of an ICA
Committee on Archival Development to prepare guidelines for a long-term programme of co-ordinated development.

At the VIth International Congress on Archives held in Madrid in 1968, there were no sessions on the subject of technical assistance but references were made to this subject by some of the participants. At the VIIth International Congress that took place in Moscow in 1972 one of the four plenary sessions was on technical assistance and the development of archives. Papers were presented by the British archivist Jeffery Ede and by the Director of the National Archives of India, S.N. Prasad. The subject was presented therefore from the viewpoints of a donor country and a developing country. They both agreed on the necessity for assistance, and Prasad documented this need with a review of buildings, microfilming, conservation equipment and description of records in the archives of thirty-two developing countries. They agreed also on the insufficiency of assistance given up to that time by the international organisations.

During the period 1946-66, only five percent of the UNESCO expenditure on documentation, libraries and archives had gone to archives, according to Prasad. Migrated archives were also discussed by both archivists with Prasad advocating the return to the former colonies of documents relating to their history, while Ede emphasized the difficulties of this transfer.

A section of the final recommendations of this Congress was related to technical assistance.

The main recommendations were:

a) effective effort of the ICA in close co-operation with UNESCO and other aid organisations should be directed to stimulating and sustaining regional co-operation and national initiatives;

b) more reserves should be allocated to the archival component of the UNESCO Committee.
c) archives in developing countries should be alerted to the opportunity that exists for obtaining archival assistance under bilateral cultural agreements such as the UNDP (United Nations Development Programme) assisted development programmes;

d) experts for technical assistance missions should be recruited from as wide a field as possible; the Congress considers that it would be desirable for as many missions as possible to be entrusted to experts from the developing countries themselves;

e) training courses should be offered in other countries besides the former colonist countries, so that archivists-in-training from the developing regions can broaden their experience and professional knowledge;

f) governments of developed countries should make available to the developing countries microfilm copies of archival material pertaining to their history on the most favourable terms, notably by means of clauses to this effect in bilateral cultural agreements;

g) the governments of developed countries should consider the possibility of returning to the developing countries such original documents as are part of their national heritage.\(^7\)

The Congress also approved the initiative taken by the Committee on Archival Development in studying the possibility of the establishment of a funding agency for the support of archival development, the International Archival Development Fund.

UNESCO was urged to put back in its budget funds to continue the preparation of the source guide for the History of Asia, North Africa and Oceania. Support from UNESCO and from the United Nations Development Programme was asked for the establishment of required archival professional training centres.

The same Congress approved the constitution of ARBICA, the Arab countries regional branch of the ICA, that had been created in June 1972. Five
other regional branches were established. In 1975 the Association of Caribbean Archives became the regional branch of the ICA (CARBICA), in 1976 the same happened with the Latin American Archival Association (ALA) and later in the same year the South and West Asian branch (SWARBICA) and in 1977 the West African branch (WARBICA) were established. The last to be formed was PARBICA, the Pacific Regional Branch, in 1981.

In order to co-ordinate its assistance programme the ICA called a General Conference on the Planning of Archival Development in the Third World. It took place in Dakar on January 28-31, 1975 and its main objective was the discussion of the four year plan of action (1975-78) for archival development in the Third World and the formalization of the establishment of an International Archive Development Fund.

The first draft of the plan which should be regularly updated by the Committee on Archival Development of the ICA contained general, regional and national projects.

The International Archival Fund was to be tied to the preparation and implementation of projects on:

a) planning of archival development,

b) training of archival staff at all levels,

c) sharing of expertise through experts, missions, symposia and study tours,

d) enrichment of the archival heritage of the countries of the Third World;

e) equipment and technical modernisation of archival services,

f) preservation and restoration of archival materials.

No provision was made for archival buildings which according to Morris Rieger should be the full responsibility of the national governments.
Some delegates disagreed with the list of priorities. Dr. Joko Smart from Sierra Leone remarked that it was not possible to list the priorities in a general way and the particular needs of each country should be taken into consideration.

In Sierra Leone there was no archival building and therefore it made no sense to have expert missions from abroad or to receive equipment. National governments, he added, not being in a position to provide a building out of their own funds should be particularly supported by the plan on this very point.

The return of historical papers from the colonial powers to the ex-colonies was also extensively discussed at this meeting.

Some of the regional and national projects proposed in the Conference have been put into practice; for example, the regional archival training centre in Kuala Lumpur and the pilot project in Costa Rica with UNESCO support. However, no information can be found on the development of the majority of these projects. As far as Latin America is concerned there are no indications that the majority of them have been realised. Nevertheless, an important contribution by the ICA to the developing countries was the creation of Regional Training Centres. The first for Francophone Africa in Dakar was inaugurated in 1971, followed by the school for English speaking Africa established in Accra, Ghana and by the Kuala Lumpur centre for training of South East Asian archivists. Regional centres for Arab speaking countries, for the Caribbean and South Asia are being studied. The Latin American centre in Cordoba, Argentina does not yet offer a full course with a certificate in archives, but has been offering very useful short courses to archivists of the region, and since 1980 has undergone radical changes with financial support from UNESCO.

Pilot projects are among UNESCO/ICA's more important contributions to the development of archives in the last years. As a model for Francophone Africa one pilot project was established in the Ivory Coast for the re-organisation and development of the archives of this country. In Latin America UNESCO started a pilot project in Costa Rica in 1971.
for the establishment of a National system of archives, and in Peru a pilot project for records management was established in 1980. For the Caribbean region a pilot project for the co-ordinated development of national information systems comprising libraries, archives and scientific and technical information components was planned in Kingston, Jamaica in 1980.

Projects for individual countries have also been undertaken by UNESCO at the request of the governments of these countries. There are studies for a project on the conservation of ancient manuscripts, for the Sultanate of Oman, on the construction of a National Archives building in Iraq and on the establishment of a technical training centre in archival restoration and reprography in the Republic of Sudan, among others.

Some of these new UNESCO activities in the area of archives are part of the programme launched in May 1979: RAMP - Records and Archives Management Programme to co-ordinate the archival activities of the General Information Programme. RAMP, developed in co-operation with ICA, has the objective to promote and assist in the creation of a full awareness of the value and use of records and archives as basic information sources for planning and development. It was created also to assist UNESCO's Member States, upon request, in the establishment and development of records and archives systems, as well as the services needed for the effective utilization of these information sources.

Due to these programmes of assistance offered not only by ICA, UNESCO and UNDP but by individual countries, especially ex-colonial powers like England, France and Spain, there have been some improvements in the archival field in developing countries. Efforts to integrate the archives into a national information system are beginning to bear fruit in many parts of the developing world. Only when considered as part of the information network of a country will archives have their right place.

The last decade, however, has witnessed a world recession and the
effects of this recession on the financial support to archives by both the governments of developing countries and by international organisations are easy to forecast. Already some important projects, like the re-organisation of the National Archives of Brazil, have been brought to a standstill. When cuts are inevitable in the public sector, archives are among the most vulnerable services. The huge gap already existing between archives of the Third World and those of developed countries is bound to increase. A study of the Latin American national archives, their characteristics, the international assistance they have received and their development over the last forty years will provide an illustration of the differences between the archives of the developing world and those of the developed nations.

6.2 Latin American National Archives

6.2.1 Characteristics

Latin American countries have different political, social, cultural and economic characteristics. Covering a vast geographic region they range from industrialized countries like Brazil, Argentina and Mexico to very poor countries like Honduras, Paraguay and Bolivia. These differences are reflected to a certain extent in the management of their archival institutions, in the buildings and equipment provided for their national archives, in the professional training of their archivists, and in the organisation and preparation of records.

They share some common characteristics however. Having similar patterns, of discovery and colonisation from the sixteenth century and independence from the first years of the nineteenth century, these countries possess substantial collections of official documents from the earlier years of their colonial periods, including ecclesiastical documents and some collections of private records. One should also expect to find the cumulative records of each country issued after their independence.

Some countries have important special collections of documents such as
musical pieces and maps and plans from early times. These facts do not accord with the recent statement of an UNESCO expert on archives, in which it is claimed: "In most of these [developing] countries the amount of historical records, which go back beyond the middle of the nineteenth century will be extremely small, so small that they may be neglected in the general planning for archival training". As is often the case in UNESCO statements - Latin America and its special conditions have been overlooked.

On the other hand, if it is true that great quantities of documents do exist, and some of these of considerable age, the conditions of storage and conservation are, in general, sadly far removed from those in the developed world. Adverse factors, quite apart from economic problems, are the poor climatic conditions prevailing, a lack of a cultural tradition and respect for national history compounded by the lack of importance attached by the governments to these matters.

Located for the most part in tropical or semi-tropical areas, these countries have to fight against humidity, moulds and insects, as well as against men's negligence and ignorance.

There is much to be achieved: proper buildings with suitable equipment for climate control, adequate processes for restoration and preservation of documents, material for these services, and specialists: archivists, technicians in restoration and document repair, specialists in photographic techniques and microfilming and suitably trained professional staff.

Several of the national archives of Latin America date from the early years of independence: Argentina established the Archives of the Province of Buenos Aires - which was later made official as the National Archives - in 1821. The Mexican archives, planned since colonial days, was officially created in 1823, followed by Brazil, Cuba, Haiti, Colombia, Paraguay, Honduras, Costa Rica, the Dominican Republic, Nicaragua and Bolivia. In the first half of the twentieth century all the other Latin American countries established their national archives. The last to be created was the Salvadorian
Archives, created by law in 1948 but established in 1958.

The problems of lack of proper buildings, equipment and trained staff and the general absence of governmental attention was experienced from the earliest days and few very happy exceptions were to be found until now.

Panama, for instance, in 1924 became the first country in Latin America to construct a building especially for its National Archives. However, very soon parts of the building began to be occupied by other governmental offices, and nowadays the archives are just in part of the building and cannot receive new accessions for lack of space.

In Paraguay the Archivo Nacional keeps only records dating prior to 1870 (approximately 6,000 bound volumes). All documents after that date are kept in the various agencies of the Republic in conditions very far from ideal in the majority of the cases.

In Brazil the construction of a proper building for the National Archives was due to begin when the new capital of the Republic was transferred to Brasilia in 1960. It is still at the planning stage as the government has other priorities. Meanwhile, one of the richest collections of documents in Latin America has been kept since 1907 in very inappropriate conditions, in a nineteenth century private palace adapted to house first the National Museum then the Brazilian National Archives.

In Ecuador, the archivists worked for 15 years to catalogue 50 years of the 430 years of its holdings. The archivists declared: "The delay is due to the scarcity of staff". 13

In Argentina all manuscripts belonging to the National Library were compulsorily transferred to the National Archives and no distinction made between library manuscripts and archive records. 14

Examples like these can be found in all Latin American countries to one degree or another and, particularly because of the lack of enough
trained staff, the situation is not changing as quickly as would be desirable.

6.2.2 International assistance and development

Some improvement started to take place when, after the Second World War, technical and financial aid were offered by more developed countries, and later by international organisations in this field.

6.2.2.1 Assistance from developed countries

From 1945 the American National Archives began to accept Latin American archivists for practical training for periods between a week and six months. These professionals were offered practical training in the National Archives in the area of their interest and were also able to attend internal courses organised by NARS for its own staff. The National Archives collaborated also with the American University in its summer courses of three or four weeks on archival subjects, which are open to foreign archivists.

In 1949 the Joint Committee on Latin American Studies, which represented the interests of three American Research councils, the National Research Council, the American Council of Learned Societies and the Social Science Research Council, edited Roscoe Hill's work *The National Archives of Latin America*.15 Published in the United States by the Harvard University Press and later translated into Spanish and published by the National Archives of Cuba, this book was based on information collected by the author in three visits to Latin American countries. Hill's work was the first source of information on Latin American Archives and most of the data is still useful today. It gives information about history, buildings and equipment, legislation, staff and a synthesis of the contents and publications of the National Archives of Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica,
Dominican Republic, El Salvador, Ecuador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela. The survey was not based on a questionnaire or fixed plan and, in consequence, the type of information given varies a little from country to country. At that time, in the early forties, more precise survey techniques had not yet spread to information studies, especially to the more neglected field of archives. Hill's survey however has the important characteristic of being a pioneer work and, in general, presented a good critical review of the conditions of the National Archives at that time. The information collected by Hill will be analyzed later in this work and compared with another survey made in this area almost thirty years later.

Spain was another country that gave assistance to the Latin American archives, especially to those of Spanish speaking America. There were no concrete proposals for technical assistance but Spanish archivists collaborated with UNESCO and OAS in their programmes. Among those Francisco Sevillano Colon was director of the Mobile Microfilming Unit of UNESCO in Latin America and the Caribbean from 1956 to 1962; Dr. Vicenta Cortes Alonso gave courses and expert advice to archivists in Colombia and Venezuela and organised for the OAS the Technical Meeting on Archives in Washington, 1972; Dr. Carmen Crespo Nogueira was sent by UNESCO to Mexico to evaluate programmes for the training of archivists in that country.

Also, since 1973 the Dirección General de Archivos y Bibliotecas, in Madrid has organised short courses on archives open to foreign archivists, most of them coming from the Spanish speaking countries in Latin America. Grants are made available by the Ministry of Foreign Affairs to these students. The same Dirección General de Archivos y Bibliotecas organised in 1961 and 1963 two courses on Hispano-American archives.

Experts from Italy have also participated in UNESCO's assistance programmes for Latin American archives. Dr. Elio Lodolini, for instance, collaborated in the Technical Meeting on Archives in Washington, 1972, and in the III Jornadas de Archiveros de Argentina, in Buenos Aires in 1971, recommended the creation by the ICA of a regional branch
for Latin America and in 1972 visited various countries in the region for a survey of the national archives promoted by the OAS.

6.2.2.2 UNESCO and ICA assistance

The first assistance programme of UNESCO came in the form of a micro-filming unit placed at the disposal of member States to assist them in ensuring the preservation of their archival heritage. Created in 1954 it operated in Latin America from 1956 to 1963 and filmed documents in eight Latin American countries. A guide to the more than two million pages of material filmed was published in 1963 by the Pan American Institute of Geography and History under contract with UNESCO. UNESCO also contracted the Institute to maintain copies of the microfilm at its headquarters in Mexico City and with the Centre for Scientific and Technical Documentation in that city to make copies of the microfilms available for purchase at reduced prices by research institutions and scholars.

UNESCO's next contribution was made in co-operation with the ICA. In 1959 the large-scale inventory project of the Guide to the Sources of the History of Nations was initiated with the inventory of the archival sources for the history of Latin America. The first volume covering material on Latin America available in Spanish archives was published in 1966. During the following decade eleven volumes of the Guide to the Sources of the History of Latin America (series 1) were issued.

For Latin American archives UNESCO's most important contribution, besides financial support and co-operation in the projects of other organisations, has always been the experts this organisation sends to the region. These highly qualified professionals are usually sent at the request of individual countries to advise on problems like the establishment of a new service, or the re-organisation of an existing one, the drafting of archives legislation, the planning of new buildings or of restoration or reprographic facilities. They
would also plan and conduct training for professional and technical personnel. In 1963 J. Lombard was the UNESCO envoy for a programme of assistance to the National Archives of Costa Rica and Yves Perotin gave his expert advice to the National Archives of Peru in 1969.

With UNISIST most of the archival activities were concentrated in the development of information infrastructures. This was the case of a pilot project for the creation of a National System of Archives intended as a model for small developing countries that started in Costa Rica. Completed in 1978, the project had contributions from Dr. Aurelio Tanodi, B. Ulati and Dr. Vicenta Cortes Alonzo. It concluded with a seminar to evaluate and share the results of this experience with the other member states of the region.

RAMP was launched in 1979 and in 1980 a pilot project in modern records management was initiated in Peru, under a four year agreement with the government. The project is intended to assist an historically oriented national archival agency to develop a modern records management programme. Assistance has been given to the creation, in Lima, of a records centre, which will then serve as a model for other centres in a future network.

In the field of training of archive professionals, besides the offer of scholarships and envoy of experts to advise in the creation of courses and schools, as was the case of the two Spanish archivists already mentioned, an agreement was made in 1980 with the government of Argentina for its Archives School. UNESCO is providing limited financial assistance for the purchase of specialized equipment and supplies, consultant services and a study grant for advanced training of the designated director of the centre. Fellowships will also be provided for training when this centre for Latin America becomes operational: classes were expected to begin in the second half of 1982. The centre is intended to train technicians for libraries and documentation centres, as well as for archives. The installation of a regional centre for archives in Latin America is an old project of UNESCO. After the creation of the first two regional centres in Africa, with the assistance from the United Nations Development Programme
there were plans for the creation of similar centres in Asia and Latin America. The Latin American centre could not be implemented because of insufficient support from the countries concerned.

In 1973 the Organisation of American States (OAS) gave its financial support to the Centro Interamericano de Formación de Archiveros (CIFA) located in the Archives School of the University of Cordoba. Grants were given to the teaching staff for training in the United States, Canada and Europe; scholarships were offered to students from other Latin American countries to enable them to follow the course at the University of Cordoba; photographic and restoration equipment was bought and a grant was given for the publication of the Boletín Interamericano de Archivos.

The intention to transform the School of Cordoba into a regional training centre was not, however, very successful. There was an inability to involve the other Latin American countries in the project and, again, it was difficult to obtain the support of these countries.

It is too early to assess the results of the recent UNESCO initiative for the Regional Training Centre for Latin America.

6.2.2.3 OAS programmes

The OAS interest in Latin American and Caribbean archives first showed itself in 1972. Dr. Vicenta Cortes Alonso, a leading Spanish archivist, was invited to plan a "technical meeting for the development of archives". To collect data for that meeting Dr. Cortes Alonso visited several countries in the region.

The financial support of the OAS is concentrated on three aspects: training of archivists and staff of the archives school; technical assistance to archives; and training of technicians in photography and restoration and acquisition of equipment for photographic laboratories and restoration facilities.
In so far as professional training is concerned, besides the assistance of the Archives School in Argentina the OAS also organised in co-operation with the Ministry of Foreign Affairs and the Ministry of Education of Spain, annual courses for Latin-American archivists at the Escuela de Documentalistas, in Madrid.

Among the countries which received most technical and financial assistance from the OAS are, Peru (equipment for microfilming and restoration, grant to the Director of the National Archives to study the organisation of European archives, expert advice on the re-organisation of the National Archives); Colombia (restoration equipment, training of a restoration technician, grant for the Director of the National Archives to visit European archives); Panama (equipment and expert advice for the organisation of a restoration laboratory); Costa Rica (microfilmimg and lamination equipment, expert advice for the planning of a National System of archives); Bolivia (organisation of a three-month course on archives organisation in La Paz); Dominican Republic (establishment in 1976 of a laboratory for microfilming and restoration, planned to function as a Regional Centre for Central America and the Caribbean).

6.2.2.4 Seminars, conferences and meetings

Seminars and meetings are some of the best ways to discuss and look for solutions for individual as well as for general problems and difficulties faced by archives institutions and archivists. International organisations have been particularly helpful in planning and supporting important meetings on Latin American archives, especially over the last ten years.

The predecessor of these seminars was a meeting that took place in Washington in October 1961, organised by the American National Archives under the direction of Dr. Theodore Schellenberg. Fortytwo archivists from eighteen Latin-American countries were present at this Inter-American Archival Seminar. During that meeting Dr. Gunnar Mendoza conducted an inquiry among the Latin American archivists present and,
based on twenty-eight answers (seventeen from National Archives, the other eleven from other archives) gave a brief description of the condition of the Latin American archival institutions at that time.

Complemented by the author's personal knowledge of some of the Latin American archives, this study, published as an article in the American Archivist in 1965, is a very brief but interesting analysis of the problems faced by these institutions and an attempt to diagnose the causes of these problems. "The relation of cause and effect between economic underdevelopment and archival underdevelopment in Latin America - Gunnar Mendoza stated - seems to be obvious and the results of the 1961 inquiry are self-explanatory and eloquent".

Pointing out that archival problems are essentially the same in every Latin American country the Bolivian Archivist enumerated the most urgent needs of the region:

There was a lack of space for storage and even more than special archival buildings there was a need for low unit cost storage to relieve offices of the burden of non-active records. The main consideration should be to save records in very great danger of destruction, loss and misplacement.

Restoration and preservation facilities were scarce. For the preservation of unbound material, when the institution could not afford to buy expensive containers, Dr. Gunnar Mendoza suggested the emergency solution of the use of wrapping paper and strings. He pointed out that "this amount of detail is given to illustrate specifically the kinds of problems that Latin American archives face today".

Liaison between public offices and public archives needed to be established in order to make the management of records a continuous process. The permanent transfer of documents from government offices to archives should be made compulsory through proper legislation and provision of convenient storage space. Appraisal and disposal of records should also be regulated.
All artificial arrangements still prevailing in some archives should be cancelled and the principles of provenance and of the original order made compulsory.

The common procedure of describing single documents instead of groups or series should be restricted and the compilation of a general guide to the holdings of each National Archives should be one of the priorities of these institutions.

Archives schools or, lacking this, short or in-service training courses were badly needed in all countries. There was a need for definite standards for selection of archival staff and for grants for archivists to pursue courses in other countries.

Finally, archival legislation had to be brought up-to-date to conform to the practices of modern archival management.

It was not until 1972 that another meeting at the continental level took place. It was held in Washington, 24-28 July 1972 and was organised by the OAS with the collaboration of ICA and the American Department of State. To prepare the programme for this Technical Meeting on the Development of Archives, the OAS contracted the services of the Spanish archivist Dr. Vicenta Cortés Alonso. For six months Dr. Cortés visited archives in Caracas, Rio de Janeiro, Buenos Aires, Cordoba, Lima and Mexico, contacted directors and the staff of archives and archives schools and prepared a report entitled "Plan for the Programme of Archival Development (Planeamiento del Programa de Desarrollo de Archivos).

This report was the basic document for the meeting which had two main themes: the planning of a project for the OAS on the development of archives and the establishment of guidelines for the study of archives of Latin America and the Caribbean.

The main subjects discussed during the meeting were legislation; the role of archives in the development of the countries; technical assistance to archives and a project for an Interamerican Council on
Archives; the training of archivists and the need for a regional training centre; technical and financial support to courses and schools; archives publications and publication on archive subjects. A Charter of American Archives was approved by the participants.

The representative of the International Council on Archives in this meeting was its adjunt secretary, Dr. Morris Rieger from the American National Archives. Dr. Rieger first suggested and then supervised the elaboration of a questionnaire on the state of the National Archives of Latin America and the Caribbean during this meeting.27

With the financial help of the ICA and some American foundations, four experts were afterwards sent to the different countries of the region in order to collect the answers to the questionnaire and to write reports with their personal opinions on the state of each National Archives. Dr. Elio Lodolini, an Italian archivist, visited Uruguay, Chile, Argentina, Paraguay and Brazil in September 1972; Dr. Aurelio Tanodi of Argentina went to Costa Rica, Panama, Colombia, Ecuador and Bolivia in August and September of that same year. In October 1972 Dr. Luis Rodrigues Morales visited Guatemala, Honduras, El Salvador, Nicaragua and the Dominican Republic and Dr. Oliver W. Holmes visited Bahamas, Barbados, Guyana, Haiti, Jamaica and Trinidad and Tobago.

In 1976 Dr. Aurelio Tanodi went to Peru and collected the answers to the OAS questionnaire from the Peruvian National Archives.

All these answers were published in the Boletín Interamericano de Archivos V.4, 1977 but no analysis of the data obtained was made and no general conclusions on the state of Latin American National Archives drawn.

In 1976 UNESCO organised a Regional Meeting of Experts for the development of National Archives in Latin America that took place in Bogota (Colombia) 29th March - 2nd April.28

It had the purpose of evaluating and planning the establishment and
development of National Archives systems in Latin American countries, adapted to the needs of the national structures within the framework of NATIS.

Analyzing the information given by the experts of each country the meeting concluded that the organisation of archives in Latin America is not in general efficient and that few measures have so far been taken for their improvement and development. It was observed however that there were clear signs of a determined desire for progress and for the use of modern methods and techniques.

The real situation of Latin American archives was summarised by the participants of the Regional Meeting in the following points:

a) Basic archival legislation was, in the majority of the countries, out-of-date and needed to be revised and adapted to the realities and needs of modern archives.

b) Most Latin American countries possessed historically rich archive collections of inestimable value. The setting up of a national system of archives is an essential element for a national system of information.

c) Deficient buildings and equipment result in deterioration, damage and loss of precious documents.

d) The archives were not provided with sufficient funds for the execution of all the tasks they have to accomplish.

e) There was a total lack of co-ordination in the majority of the countries, between the National Archives on one side and the regional archives and modern records on the other. This means omissions, duplications and discontinuity of the collections, different criteria and methods of organisation, waste of time, money and man-power.

f) There was a need to establish records management programmes in
order directly to serve the current administrative requirements of national governments.

g) In many countries, archivists were not considered as professionals and in all Latin America there was a lack of sufficient suitably qualified manpower to carry out the functions of storing and recording the nation's history for the benefit of future generations.

h) The direction of the archives was usually with persons with an historical background and no archival knowledge. Training courses needed to be set up.

i) There was a general deficiency in the specialized literature in Portuguese and Spanish and about the specific situation of the region.

To overcome all these problems the recommendations adopted by the meeting required activities at both national and international levels, leading to the creation of national archival and record management systems within the NATIS framework, in each country of the region, fully supported by UNESCO and other institutions concerned. They called for closer co-operation and co-ordination, whenever possible utilizing the Latin American Association of Archives, of archival activities of the region by UNESCO, OAS, IPGH, ICA and others.

On 29 March 1976, before the opening of this Expert Meeting, the Latin American Association of Archives - Asociación Latinoamericana de Archivos - founded in Lima in 1973, requested through its General Assembly to be recognized as ICA's new branch for Latin America by the ICA's General Assembly. This recognition was granted during the VIIIth International Congress in Washington later in that same year (27 September - 1st October 1976). Taking advantage of the presence of delegates at this International Congress the Latin American Association of Archives held an Interamerican Seminar on Regional Co-operation for the Development of Archives. The OAS and the Tinker Foundation of New York contributed with financial support. The administrative support was supplied by ICA, the NARS and the Society
Eighteen countries were represented in this seminar: Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Chile, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela and there were consultants from ICA and the Pan-American Institute of Geography and History (PIGH), OAS, UNESCO as well as from the United States, Spain and Sweden.

Twenty-four resolutions were passed covering matters like ecclesiastical archives, both from Catholic and non-Catholic churches, training of archivists, access and conservation of documents, oral archives, professional associations, archives of Presidents and Ministries of Foreign Affairs, publication of guides to archives and technical assistance to the archives of the region.

They were, on the whole, very general recommendations and an analysis of the archival scene in Latin America today will show that most of them were not followed. Resolution number five, for instance, is on "making the governments aware of the role of archives". It stated:

considering that
- the national public administration have not yet become aware of the importance and utility of archives;
- archives constitute the basis of the historical conscience of the peoples;
- this historical conscience is an indispensable prerequisite for the economic and technological development to become an asset to the whole nation and not only to groups or sectors of the society;
- the public administration is the first sector to benefit from a good archival organisation, since good archives give administrations a better basis for planning;
- it is urgent to promote the retrieval and protection of the national historical heritage through a national programme for archives.

It recommended that

a) National or regional archives should be given the importance they deserve for the role they play in a country,
b) public archives should be given the necessary financial support by the authorities,

c) archive services should be provided with professionally trained staff and appropriate buildings in order to allow better use and better conservation of documents,

d) Government authorities should be invited to organise conferences, seminars and other meetings designed to give to public administrators a better knowledge of the importance of archives and records management for each Government office and, consequently for the whole nation,

e) a national system of archives should be planned and developed under the supervision and with the support of the director of the National Archives, the associations of archivists and the Asociacion Latinoamericana de archivos,

f) the indiscriminate destruction of records should be avoided, taking into consideration that these records will become future sources for history. The National Archives and professional association should be granted the power for establishing rules for the appraisal of documents.

g) a good archival organisation should allow a better evaluation of the public administration and should be a reflection of the efficiency of this administration and a basis for the formation of a national awareness. 31

6.2.3 Conclusions

In the six years that have passed since this meeting, some important changes have taken place but, as a rule, governments in Latin America are not more aware now than they were in the past of the real importance of archives. In most of the cases they are still considered by the authorities more like a museum for old records than a centre of
information for the government as well as for historians and the general public.

The national archives of Latin America were, in their majority, created in the nineteenth century when the historians were transforming the European Archives into laboratories for historical research and causing the neglect of the administrative functions of these institutions. In the developed world this phase has long passed and there is a new approach to the role of archives and the use of records. In Latin America the nineteenth century characteristic can often still be found. This and the economical problems particularly acute in the region today, greatly affect the archives budget and consequently their performance.

A comparison between the two surveys of the national archives of the region, made within a period of approximately thirty years, show how slowly these institutions changed and adapted to the new challenges and technical development that took place during that time.

In spite of the awakening of archivists to the world of archives organisation and the beginning of international co-operation in that field, the old problems of old buildings, inadequate staff, antiquated methods, lack of equipment and facilities and especially neglect on the part of the governments remained.

Evidence of any improvement that occurred in the last ten years will emerge from the analysis of the eleven replies to the questionnaire that was sent in September 1981 to all Latin American national archives.
NOTES AND REFERENCES - CHAPTER 6


7. In 1974 there was a decision in the 18th Session of the General Conference of UNESCO for a study in the subject of migrated archives.


11. Only the Spanish and Portuguese speaking countries of the American Continent have been studied here, thus excluding French speaking countries from the discussions.


19. PILOT project on records management in Peru. UJISLAA 3(2):139, 1981.


26. PROGRAMA archivistico de la OEA. Boletín Interamericano de Archivos, 1:10-14, 1974.

27. RESPUESTAS al cuestionario sobre el estado de los archivos nacionales Boletín Interamericano de Archivos, 4: 79-144, 1977.


Three surveys on the national archives of Latin America have been carried out. It is proposed to analyse and compare them in order to seek an assessment of the changes and evolution that have taken place in these organisations since the Second World War.

The first of these studies is the survey, already mentioned, carried out by the American archivist Roscoe Hill in the early forties. It consisted mainly of the historical background of the national archives of the region - their establishment, early problems they had to overcome, the losses, disasters and vicissitudes they suffered, their transformations - and the description of their buildings and holdings examined by Hill during his visits. Hill's work is still the best source for historical data on Latin American national archives and some of the situations he described still prevail.

The second is the questionnaire designed by OAS experts in 1972. It was supplemented by visits of some of these experts to the various national archives. It is an open questionnaire which makes the answers sometimes difficult to analyse. (The OAS seems not to have done this). The study of these answers gives, however, a good picture of the trends, problems and characteristics of these institutions in the early seventies and shows how they have changed since the first survey by Roscoe Hill.

The third questionnaire was designed as an attempt to assess how modern techniques and tendencies have influenced national archives in Latin America, what changes had taken place in the ten years that had brought new features to the archives in Europe and North America. The questionnaire consisted mainly of closed questions and had the purpose of making possible some sort of objective comparison between the archives of the region. Lack of response from some archives and some misunderstanding of the questions made the comparison difficult.
7.1 Roscoe Hill's survey (1945)

This first comprehensive study of the history and conditions of the national archives was necessarily tentative and offers general information about each institution rather than a complete description of the state of the archives. Its main weakness was the lack of a systematic plan for the interviews and visits carried out in the different archives. For this reason, the amount and type of information given varies from one institution to another. The following items were listed for the majority of the institutions with varying detail and accuracy.

a) Name of the archives
b) Origin (date and law of creation)
c) Legislation and internal regulations
d) Building and location
e) Staff
f) Holdings (nature, age, quantity, organization)
g) Finding aids
h) Conservation
i) Publication
j) Accession of documents
k) User services (reading rooms, type of users, limitation of use, reproduction facilities)
l) Other archives in the country.

7.1.1 Name of the Archives

The nineteen archives of Latin America visited by Hill in the early forties were the following, in alphabetical order:
2. Bolivia - Archivo General de la Nación, Sucre.
5. Colombia - Archivo Nacional, Bogota.
6. Costa Rica - Archivos Nacionales, San Jose'.
11. Haiti - Archives Nationales, Port-au-Prince.
13. Mexico - Archivo General de la Nación, Mexico,
15. Panama - Archivo Nacional, Panama.
17. Peru - Archivo Nacional, Lima.

El Salvador did not possess a national archives at that time.

7.1.2 Origin

Several of the Latin American archives date from the early years of independence and reflect the influence of the archival administration in their mother countries.

Five archives, more than a quarter of the total covered by the survey were established in the first half of the nineteenth century. They are Argentina (1821), Mexico (1823), Bolivia (1825), Brazil (1838) and Cuba (1840).

Argentina was, thus, the first Latin American country to create a national archive. In August 28, 1821 the Governor of the Province of Buenos Aires issued a decree establishing an archive to care adequately for governmental records. Its nationalization, however, only took place in 1884. The Argentinian government considered that the archives at Buenos Aires, because of their origin and the character of documents, were essentially a national institution, even though they had been administered by the Province of Buenos Aires up to that time. A commission was appointed to make arrangements with
the Provincial Government for the transfer of the archives to the Nation. Following this work, the agreement was confirmed by the decree of nationalization, issued on August 29, 1884. The law no. 1520 of October 3, 1884 provided the funds for the National Archives.

In Mexico, the idea of a general archive to care for the increasing mass of official documents first occurred to the Viceroy, Conde de Revillagigedo, in 1790. He even drew up regulations in 1792 for the transfer of government records more than thirty years old. No effective steps, however, were taken during the Spanish era. One of the first acts of the Republic was the decree of August 22, 1823, by which the Government would "arrange and form an archivo general y público, which should contain all completed records, documents and other ancient things of interest to history".2

The first development of the institution was very slow. The attempts to collect records scattered throughout the country in governmental offices received little collaboration from these agencies and the work of organization of the records in the newly established archives was in the hands of retired soldiers without any archival training.

Civil disturbances, especially in 1840 and in 1847 (American occupation) brought additional problems with further losses to the archives. In 1846, in view of the lamentable state of the national archival institution the President of the Republic issued a new decree on November 19, promulgating regulations for the Archivo General y Público de la Nación: these regulations were still in force at the time of Hill's visit to the Mexican archives.

In the introduction to his book, Hill stated that Bolivia was the third country to have a national archives in Latin America and 1825 is the date he gave for its establishment. But when writing about the Archivo General de la Nación in Sucre he admitted that 1825 was when a resolution to establish a general archives was taken. Plans for it were made, however, but never put into practice. In reality the institution dates from a much later period. Hill, himself, made this clear when he quoted a report of the Ministry of Public Offices to the Supreme Court
In 1856 emphasizing the need of an archive for the neglected official records.

In this capital there exist the archives of the ancient Real Audiencia and the Curia Metropolitana de la Plata (Ecclesiastical Court) containing thousands of volumes which, especially those of the Audiencia, lie in the dust and are turning to dust in a low damp room next to the toilet of the Palace of Justice, where, after several transfers effected in sacks, as if the documents were harvested grain, they have been stored without any order or plan, so that when requests come from Lima or Buenos Aires to search for documents of interest it is not possible to find them even after expense and sterile investigation because none of these archives has an index or inventory.3

The real foundation of the national archives of Bolivia took place only in 1883.

In view of these facts, the Arquivo Nacional established in Rio de Janeiro in 1838 can be considered the third national archives to be created in Latin America. Also here the idea of a national archival institution preceded the actual foundation. The first constitution of the new nation issued in 1824 declared in its Article Seven that after "an act is signed, countersigned and sealed, the original shall be kept in the Public Archives". These archives, however, waited for an imperial decree of January 2, 1838 to be established and placed under the Secretary of State for Imperial Affairs. It was decided that the archives would consist of three sections:- legislative, administrative and historical.

These were the primary divisions still found by Hill on his visit to the archives in the forties.

For the first two years the Archives existed only on paper and it was the decree of April 25, 1840 that gave them an autonomous existence. Regulations were drawn up and its first director started the struggle immediately in order to obtain the transfer of historical records from the ministries which held them. Some ministries refused to send anything at all during the first years of the Archives' existence, but at the time of the death of the first director, after seventeen years
of service, approximately 40,000 documents had been gathered and given some form of organization.

28 January 1840 is considered the date of the establishment of the Archivo Nacional de Cuba. At that time Cuba was still a Spanish colony, as it was the last of the Spanish American countries to achieve independence. The royal order that created the Archivo General de Hacienda was accompanied by a regulation for the suitable conservation and administration of the records. Only documents from the Treasury and its dependencies were at first housed in the Archives. Other records, however, soon began to be put under the custody of this institution and the Archives started to take a more general character. In 1857 a royal order abolished the Archivo General de Real Hacienda and created in its place the Archivo General de la Isla de Cuba. On that date the Archives became de jure, what they had been de facto for some years.

Accessions continued during the last decades of the nineteenth century but some losses also occurred. Transfers of documents were made to the Archivo General de Indias in Seville, and careless handling of the records during the moving of the Archives to another premises resulted in total chaos and further losses.

The second half of the nineteenth century saw the setting up of seven more national archives: Haiti (1860), Colombia (1863), Paraguay (1871); Honduras (1880), Costa Rica (1881); Dominican Republic (1884); Nicaragua (1896).

Haiti's Archives Nationales was established by the decree of 20 August 1860. Little material dating from the colonial days had survived and the holdings consisted mainly of material from the Republican era. Hill offered very little information about their creation, its early years or the Archives in general.

More information was provided about the Archivo Nacional de Colombia: In conformity with the law of 11 May 1863, the National Archives was created by a presidential decree on 17 January 1868. Placed under the Ministry of Interior and Foreign Relations, it received immediately
a set of internal regulations. The records were to be divided into two sections: the Colonial Epoch and the National Period. The regulations were one of the first in Latin America to make special reference to the handling of useless papers which should be separated in order that the commission named by the Secretary of Interior shall examine them. This having been done a list of them shall be published in the official periodical advising that after three months they will be destroyed if no one makes a claim regarding any of the documents. If there is any claim, the individual making it shall indicate in writing to the National Archives the basis for the said claim.4

It seems that Paraguay had some kind of archives dating from the colonial period. There is a resolution of the Town Council of Asunción dated November 23, 1596 and kept in the present National Archives that made provision for the organization of archives in the city, but no information can be found about the institution for more than two hundred years. In 1855 there was a presidential decree ordering the creation of a National Archives; it was, however, only after the decree of January 28, 1871 that this institution came into existence. Since that time there have been four distinct periods in the history of the Archives.

The first (1870-1895) began with a considerable amount of financial support from the government which was slowly withdrawn until all grants finally disappeared, and the Archives were attached to the Escritorio de Gobierno. By the law of August 24 1895 the Archives were re-created and put under the Ministry of Interior.

The third phase of re-organization took place in 1902, when the Archives, together with the National Library and Museum were placed under the direction of the Ministry of Justice, Worship and Public Instruction. Finally in 1932 the Archives were separated administratively from the National Library and Museum and placed under the newly created Ministry of Education. Nothing had changed since then until the time of Hill's visit.

Honduras had its Archives established by the decree of March 5, 1880.
From the beginning it was a very small archives and no further historical data was given by Hill.

The Costa Rican Archives were created through the inspiration of one of the country's Ministers of the Treasury, Dr. Leon Fernandez, who urged the President to issue a decree establishing the Archives Nacionales. This was done in July 23, 1881 and in this decree the Archives were placed under the Treasury. In 1894 the Archives were transferred to the direction of the Ministry of Government and in June of this year it was ordered that the records of all ministries should be deposited in the Archives.

The Dominican Republic, the old Audiencia de Santo Domingo was the place where the first archives in the New World were founded. It had a short life, however, and was destroyed by Francis Drake's men in 1586. The National Archives did not come into existence until 1884. For many years like other Latin American archives the Archivo General de la Nación led a rather precarious existence and it was only after the law of May 23, 1935 and the regulations issued on July 10 of that same year that this institution came into life again.

In 1896 the last Latin American national archives founded in the nineteenth century was set up in Nicaragua. A presidential decree of July 7, 1896 was issued at the instigation of the Nicaraguan historian José Dolores Gomez, then Minister of Education. It was never well provided with funds - a fate it shared with all the Latin American archives and also like the majority always improperly housed. Its history, however, has been more unfortunate than the other Latin American establishments. In 1931 an earthquake, followed by fire, entirely destroyed the Archives: only seventy bundles of correspondence of Jefes políticos (political leaders) with the various ministries and some printed material were recovered. Since that time Nicaragua has tried to reconstruct its record collection by asking for copies of documents related to its history kept in Spanish archives, especially in the Archivo General de Indias and in other national archives in Latin America. At the date of the survey (c. 1945) no transfer of records from the various governmental offices
to the Archivo Nacional had been made since the earthquake.

Seven other archives were created in the first decades of the twentieth century: Panama (1912); Venezuela (1914); Peru (1919); Chile (1925); Uruguay (1927); Guatemala (1937).

Panama had its first State archives created by a law of February 7, 1885. According to this law a position of public archivist was to be created in the city of Panama who should receive the expedientes (files) of the concluded cases of the Superior Court and of all lower courts of the capital, as well as the records of the notaries of Panama city. At that time Panama was still a Spanish colony and the Archives had never functioned as a National Archives. It was one of Panama's presidents, Belisario Porras who, after visiting foreign archives in Europe became very aware of the important role a National Archives plays in the administration of a country. As a consequence, the Law 23 of December 14, 1912 was enacted and the National Archives of Panama were created to maintain "in scientific and methodical order the documents from the archives of all the public offices and agencies which exist in the country".

The National Archives of Venezuela were established by the law of March 23, 1914 during the celebrations of the centenary of independence. In 1926 another law passed by Congress on June 15th confirmed the creation of the National Archives. It was housed in the building of the Guipuzcoa Company, reformed and modified interiorly to receive the historical documents of the Nation.

Peru, one of the most important Spanish colonies, seat of a viceroyalty, possessed a considerable amount of documents from the 16th century. It was, however, very slow in making provision for the care of these documents and many losses occurred before the creation of the Archives Nacional by the law of March 23, 1919. The Archives were in fact established four years later when a new law, No. 466 of May 15, 1923 and a decree of July 26 of that year, authorised the reorganization of the Archives.
Chile had its historical records kept in the National Library since 1846 and in a more official way after the creation of the Manuscript Division of this library in 1885. Librarians devoted much of their attention and funds to concentrate on the Library records scattered in the various governmental offices. In 1887 the Archivo General del Gobierno was created to conserve documents of the ministries of the Republic and a more stable organization was given to the Archives by the law No. 480 of August 21, 1925. According to this legislation, each year records more than three years' old were to be transferred from the ministries.

The Archivo Histórico Nacional was created in May 30, 1925 in substitution for the Manuscript Division of the National Library. These Archives were to receive records more than sixty years old from the Archivo General, which had the function of a records centre. In 1927, however, the Decree of November 25 established a new institution: the Archivo Nacional, bringing together the Archivo General del Gobierno and the Archivo Histórico Nacional.

The new National Archives was placed in 1929 under the Dirección General de Bibliotecas, Archivos y Museos.

The establishment of the Archivo General de la Nación in Uruguay was confirmed by the law of October 28, 1926. The Archives started its function in 1927. It received the colonial records which were first housed in the Museo Nacional and later in the institution called Archivo y Museo Histórico Nacional and the documents of the different Ministries that until that date had kept their own archives. During the year 1939 records from the Judicial Courts, the General Accountancy Office and the Escritorio de Gobierno y Hacienda (Secretary of Government and Finances) started also to be transferred to the National Archives.

The National Archives of Guatemala are, perhaps, the most important archives in Central America, as the Kingdom of Guatemala during the Spanish colonial period covered the territories of the Southern part of Mexico and all of Central America to the borders of Panama. The
seat of Government was in Guatemala City and it was there, therefore, that documents of the colonial period of what are now the central American republics were kept. The Archivo General del Gobierno functioned for years almost since the independence without any decree of authorization. On April 21, 1937, an executive decree was issued officially creating the Archivo General del Gobierno and placing it under the jurisdiction of the Secretaría de Gobernación y Justicia. The old Archivo General was the basis for the new organization which received also papers from the Colonial Archives, the archives of the Secretaría del Gobierno, various archives of the departments of the national government and the archives of the municipality of Guatemala City.

Ecuador was, in Hill's survey, the last country to have its National Archives established, by the executive decree No. 7 of January 14, 1938. The Archivo Nacional de Historia was created to receive all records of the old Audiencia de Quito and all documents of the Republic until 1890 from all ministries, (except those of Foreign Relations and Defence) and from tribunals of Justice and Notary Publics.

In 1945 El Salvador was the only Latin American republic not to possess a national archives and, according to Hill, had not taken any definite steps to provide such an institution.

7.1.3 Legislation and internal regulations

Almost all archives created in the nineteenth century were re-organized some time in the twentieth century and there is either a law or an executive decree that regulated this re-organization. Internal regulations of the majority of the archives have also been provided by decree and most of them had been updated in the previous two decades before Hill's survey.

For the Bolivian archives, however, Hill did not mention any law or decree related to the organization of the National Archives. Even a
law for the creation of the Archives seems not to exist since Hill stated that "the real establishment of the archives occurred in 1884 when Dr. Ernesto O. Ruck, a noted bibliographer, was named archivist". Hill did not refer to any internal regulations for this Bolivian institution.

Haiti had a decree re-organizing its National Archives in 1941, but subsequent regulations to this decree were not issued until after the publication of Hill's work.

Two other countries were quoted as not having proper legislation. One was Nicaragua which passed a decree of April 4, 1935 re-organizing the Archives after their complete destruction by an earthquake. No internal regulations were provided and the 1935 decree that ordered the transfers of documents to the Archives seemed not to have been implemented. Seven years after the passing of this decree Hill noticed that no record transfers had yet been made.

Hill did not refer to laws or decrees providing the National Archives of Paraguay with internal regulations. Two decrees of re-organization in 1871 and 1895 have only changed the organizational structure and moved the Archives from the control of one department to another.

In the other Latin American countries the law that created and organized the Archives covered all or some of the following topics:

a) Purpose of the National Archives,
b) Definition of the kind of documents to be included in the National Archives,
c) Transfer of records from the offices where they originated to the National Archives,
d) Prohibition of the removal of documents from the Archives.

Some countries also had in their archival legislation:

e) Guidelines for the organization of the records,
f) Duties and type of personnel to be employed by the Archives.

These last two items were, in most of the countries, included in the
Internal regulation of the Archives which were usually the effect of a separate decree.

The regulations were in most of the cases more often modified and updated than the basic legislation. Apart from personnel and the organization of records, internal regulations usually covered:
- provision of inventories and finding aids;
- conditions for the use of the Archives;
- how copies could be obtained;
- days and hours when the Archives were open to the public;
- general rules for the reading room, including among others: the prohibition or limitation of the use of ink, prohibition of smoking, number of records that can be ordered at one time and care required in the handling of records.

A good example of an Archives Internal Regulations is the Regulamento of the National Archives of Cuba, issued in 1944 and considered by Hill as "the most extensive and detailed set of rules and regulations ever issued by any Latin American archives."

In the General part of the regulations there is a definition of the record to be included in the archives, an indication of its basic legal organization, a list of the sections and collections of documents, the kind of indexes, inventories and registers to be maintained by the archives and the personnel to be in charge of the collection.

In its Interior part it deals in detail with the internal organization and operation of the office. The first section deals with general principles, registers, the users and the printing and binding office. The second is about the technical organization of records: inventoring, classification, cataloguing, indexing, repairing and shelving of documents. 7

The third section is about services to the public and the fourth considers accessions, donations, deposits and loans of documents. In the final section the duties of the members of staff are given
in full detail. The use of records by the public is regulated by very strict rules. Permission for the consultation of records has to be asked of the director and only the documents specified in the written permission may be examined by the researcher. Certain records are not open to public consultation. All documents must be examined in the search room under the supervision of a member of staff. Only one group of related documents can be used at a time and all records must be stamped before being used. Ink is forbidden as well as the use of chemicals designed to improve legibility. Special permission is needed to photocopy records. Anyone marking or in any way damaging a document will be reported to the judicial authorities. Smoking and loud talk is forbidden as well as ... working in shirt sleeves or with a hat.

7.1.4 Buildings and location

Hill remarked that in general the national archives of Latin America were set up in cities which were the centres of the viceroyalties, governorships or audiencias and later became the capitals of the independent countries. This seems to be a common feature for national archives throughout the world and Latin American countries only followed the European tradition in this. What was however - and continues to be - a special characteristic of the Latin American national archives is the type of building that was designated for them.

In general they were old public buildings formerly used for other purposes and most of them entirely unsuitable to house historical records of a nation. Panama and Cuba, however, had in the first half of the twentieth century constructed purpose-built buildings for their archives. It is interesting to notice that these two were the Latin American countries where the influence of the United States and its financial aid was strongest at that time. Cuba had been under American protection after the war with Spain and had kept strong links with its powerful northern neighbour, while Panama's
special relationship with the United States dates from the first agreement for the construction of the Panama Canal in 1903.

The building of the National Archives of Panama was the first in America to be built for its purpose. Inaugurated on August 15, 1924 it had a floor area of over one thousand square metres and an upper floor space for about 300,000 bundles of records. Very early, however, the institution was to share the same fate of other archives in the region. The lower floor of the building was occupied by other government departments and, because of the crowded conditions of the archive premises, a decree was issued on November 9, 1933 suspending all transfers of records from the administrative offices to the National Archives.

The new building of the Archivo Nacional de Cuba was inaugurated in September 1944. It was constructed on the site of the old colonial edifice where the archives were housed previously, had three floors and was constructed in such a way that would permit later additions if necessary. Hill gave a detailed description of the premises, describing the rooms, shelving system, ventilation and lighting facilities, fumigation chamber, photographic laboratory and printing and binding plant. He classified the building as "a model of its kind".

All the other Latin American countries had to improvise in one way or another to house their historical documents. In some countries efforts were made to improve the physical conditions of the old buildings that were converted into their National Archives. In Argentina the old Congressional edifice was remodelled and a degree of fire-proofing introduced. Lack of space was nevertheless already becoming a problem by the time of Hill's survey and no additional accessions were being made. The transfer of the archives to the building formerly belonging to the Hipotecario Nacional, then in the process of adaptation for its new function, was the object of a law in 1932.

Venezuela was the other country where the reconditioning of the
building of the Guipuzcoa Company made it a better place to house the historical records of the country. Its location, in the centre of Caracas, however, is not considered the ideal one for an institution of this kind.

The situation was worse in the other fifteen countries.

The National Archives of Brazil, Hill observed, had never been adequately housed in its hundred years of existence. It had been moved on several occasions from one old, inappropriate building, to another. The premises it occupied at the time of Hill's visit - the same one it currently occupies - was highly unsatisfactory. It is a one-time private palace, near the Ministry of War, subject to fire hazard and situated in a dangerous zone in case of disturbances. There was no more space left for new accessions. Every director in his annual report to the Ministry of Justice and Internal Affairs had pointed out the problems of the archives building and the necessity for new and proper accommodation. Nothing was ever done about the matter.

While Mexico, Peru and Uruguay had their historical documents housed in borrowed space in some Ministry of Governmental palace, in Chile, Colombia and Honduras the archives were lodged in the National Library Building.

In some countries Hill found preliminary plans for the construction of new buildings. This was the case in the archives of Chile, Costa Rica and Nicaragua.

Summing up, the historical records of Latin America were not adequately housed or protected from hazards of fire, pollution and insects. There was not enough storage space to allow for the transfer of new records in the majority of the countries, and the crowded conditions made the work of the archivists even more difficult.
7.1.5 Staff

In the introduction to his book Hill remarked that along with the problem of buildings, the problems associated with personnel had always existed in Latin American archives. Never, he pointed out, had the governments provided adequately in their budgets for the care of the records. Salaries have always been low and the number of positions assigned had been far too small. In view of these adverse conditions Hill considered that the professionalism which the services in the archives in the various countries displayed, was quite remarkable.

The information he gave for each country in this matter was patchy and imprecise. A long list of directors of almost all archives with their period of service and sometimes their qualifications, was provided. For only one archives, however, that of Panama, did he give the number of employees, consisting of a Director, a sub-director, twenty five clerks and three minor employees. For some of the other countries he supplied only the professional posts existing in the archives. In Argentina there was a Director, an assistant director, divisional chiefs and clerks; in Brazil a Director, sector chiefs, archivists and assistant archivist. For the Ecuatorian archives Hill gave just Director, secretary-paleographer and inspector. Colombia had a Director, a sub-director, a secretary, three clerks and a messenger. In Costa Rica the survey found a Director, a sub-director, a chief clerk, three sector chiefs, a chief of indexes and other minor employees. The Mexican archives had a Director, a paleographer, a chief of the section of investigation and "other technical and administrative employees". Peru had a Director, a secretary, a treasurer, a notary public (to legalize the signatures to certified copies that are made in the archives), section chief, paleographers (that was the name given to technical staff), clerks, assistants, and minor employees. For Uruguay, Hill quoted a Director, section chiefs and other officials. Nothing is said about the staff of the nine remaining national archives.

The background of the technical staff was never mentioned and
the existence of training for archivists was only mentioned for two countries: Venezuela and Brazil. In the case of Brazil Hill observed that although one chapter of the regulations gave the details of a technical course planned for archivists, the programme outlined had not been fully carried out.

More information is given however about the training of professional archivists in Venezuela.

During recent years Venezuela has given more attention to the science of archivology than her sister republics. The outstanding feature of the progress was the provision made in 1941 and 1942 for better technical preparation on the part of the employees of the archives. The first step was the presidential decree of October 14, 1941 which created in the archives a technical service of paleography and cataloguing, in order to provide for more efficient service. A competent professor was to be designated to conduct the courses and the general direction was placed in charge of the Ministry of Interior Relations. In conformity with this decree the Ministry on November 20 issued the regulations for the course in paleography. The regulations specified those who should attend, the length of the course, the types of writing to be studied, the plan of examinations and the method of issuing certificates of proficiency. Maria Teresa Bermejo Zuazua who received her training in Spain was appointed technical adviser to the director of the archives and placed in charge of the course. Employees of the archives and others interested in the subject enrolled for the course which lasted five months. At the termination of the classes, fourteen individuals passed the examination and were granted certificates as expert paleographers.8

From Hill's account it seems that only paleography was taught in this training course for archivists. No mention was made of any other subjects in the Venezuelan course as there was no reference to activities in this field in other countries.

As Hill did not always collect all information on each topic for each country, it becomes impossible to conclude if training courses for archivists exist or not at that time in other Latin American countries.

The duties of each category of staff, however, were specified for most of the national archives, since these duties are an important topic
among the internal regulations of these institutions. In the first place come the duties and obligations of the director.

- He is in charge of the administration of the institution and has ample authority (Argentina, Colombia, Costa Rica, Chile, Panama, Peru, Uruguay, Venezuela);
- He is empowered to address any authority in the Government (Argentina, Ecuador);
- He has the duty to secure the transfer of records to the archives in accordance with the laws (Argentina, Brazil, Chile, Ecuador, Uruguay);
- He recommends the destruction of useless records to the Ministry in charge of the archives (Argentina, Ecuador, Uruguay);
- He contracts or suggests the contract of new employees (Argentina, Chile, Ecuador, Mexico, Costa Rica);
- He promotes employees (Argentina, Brazil);
- He grants short leaves of absence to members of staff (Argentina);
- He maintains discipline and recommends punishment for infraction of duty (Argentina, Costa Rica, Ecuador, Mexico);
- He is in charge of planning and supervising the organization, classification, cataloguing and indexing of the documents under his supervision (Argentina, Chile, Cuba, Ecuador, Mexico, Uruguay);
- He authorizes the making of copies of records and certifies their authenticity (Argentina, Costa Rica, Colombia, Cuba, Mexico, Panama, Uruguay, Venezuela);
- He writes an annual report to the Ministry upon which the archives depend (Brazil, Chile, Costa Rica, Ecuador, Mexico, Peru, Venezuela);
- He directs all publications relating to the archives (Chile, Colombia, Ecuador, Peru, Uruguay, Venezuela);
- He is authorized to see that the governmental offices employ uniform methods of classification and filing of records (Chile, Ecuador, Cuba, Panama);
- He conducts correspondence with similar institutions at home and abroad (Argentina, Costa Rica, Cuba, Uruguay);
- He deals with the public (Ecuador, Mexico);
- He informs the Supreme Court regarding the lists of public documents which notaries are required to file by law (Costa Rica);
- and he is obliged to be in the archives every day (Mexico).
Duties of the chiefs of sections or divisions are also given for some of the countries. Generally they have to report directly to the archivist, and supervise the documents and the work of the employees in their sections.

7.1.6 Holdings (archivalia)

Hill gave all the information he could find about the amount, nature, age and organization of the archival holdings. For some of the better organized archives he transcribed complete lists of sections and subsections and the number of volumes (sometimes that of documents) in each section. He gave such a breakdown for the archives of Argentina, Chile, Colombia, Cuba, Guatemala, Mexico and Venezuela. For some countries this data is not complete (Brazil, Costa Rica, Panama, Peru, Uruguay). For Bolivia, Honduras and Paraguay there were only brief descriptions of their archivalia and for the remaining, the organization schemes were still at the planning stage and very little could be mentioned about their archival holdings.

A common arrangement of the records in the national archives was the division into two periods: the colonial (or historical according to some) and the national (or republican for the majority of the countries). This could be found in Argentina, Bolivia, Chile, Colombia, Ecuador, Guatemala, Mexico and Venezuela.

In countries where the history could not be so nearly divided into colonial and independent eras, this was sometimes reflected in the organization of the records in the national archives. In Uruguay, for instance, the documents were divided into:

a) colonial period, from the sixteenth century until 1811.

b) period of independence 1811-1830, which included paper relating to the struggles with Spain, and also to the Portuguese and Brazilian domination and the wars of independence.

c) constitutional regime with records from 1830 onwards.
The archives of the Dominican Republic have classified its holdings into ten divisions according to the historical events in the country.

a) **Epoque Colonial Española** 1492-1795.
b) **Período Colonial Francés** 1795-1809.
c) **Período de la Española Boba** 1809-1821.
d) **Independencia Efémere** 1821-1822.
e) **Dominación Haitiana** 1822-1844.
f) **Primera República** 1844-1861.
g) **Anexión a España y Guerra de la Restauración** 1861-1865½
h) **Segunda República**, 1865-1916.
i) **Occupación Norteamericana** 1916-1922.
j) **Período Contemporáneo**, from 1922.

In some archives there was what is imprecisely called "historical sections" which usually contained documents from the colonial period and the remaining records were divided into Administrative, Legislative and Judicial sections. The Brazilian Archives was one of those that used that division, but its "historical section" was a miscellany of papers belonging to different fonds of both colonial and national period. In this section were kept registers of royal letters, patents, charters, orders and other documents of the colonial period together with the original of the certificates of birth, baptism and marriage of the Imperial family, all documents relating to the Independence, originals and copies of documents relating to the proclamation of the Republic and many others. All documents considered of special historical interest were classified here: the principle of "respect de fonds" was not followed at all.

In Costa Rica the historical records were arranged in eight sections according to their provenance and Cuba divided its archival holdings into

a) Administrative Section,
b) Judicial Section.

The Administrative section was divided into: Historical collection, Treasury collection and miscellaneous collection. The Judicial section consisted of **causas civiles** and **causas criminales**.
In Panama also the archives had a Judicial and an Administrative division. Peru divided its records into: a) Historical section (Colonial period); b) Judicial section; c) Notarial section; d) Administrative section. The Honduran archives had four sections: a) Land titles; b) Historical records - mainly colonial records, but included also documents from the independence period; c) Periodical section - bulletins, periodicals and pamphlets; d) Civil Register, 1880 to date - registers of birth, marriages, legitimization of children, emancipations, deaths and divorces.

Paraguay, which did not transfer to the archives documents dating from after 1870 had three sections in its archives: a) Civil matters - titles of properties and wills. b) Criminal and civil records. c) Historical documents.

In Haiti and Nicaragua schemes for the organization of records were being drawn up, but until the time of Hill's survey the documents had not been given any sort of organization.

In Nicaragua the small number of records found after the earthquake made that task even more difficult. Most of the archives included a section for private records, consisting usually of papers of outstanding national leaders which have either been donated to, or acquired by the archives.

Apart from the already mentioned "historical sections" the records were generally arranged according to the offices or agencies which produced them. Under these headings most often the papers were in chronological order, although alphabetical order was sometimes found. Occasionally there were smaller sections classified by subject, especially in archives where the documents had been subject to disarrangement and subsequently had to be reclassified.

As far as their physical arrangement was concerned, the records were, in the majority of cases, kept in bundles (legajos) whilst some were
bound in volumes. Venezuela had been the first to introduce cardboard boxes for filing loose papers and in Brazil tin boxes were used to protect the documents from moisture and insects.

7.1.7. Finding aids

In most of the national archives indexes and catalogues of different sorts were found. Some had been made in the colonial times and were quite inadequate for the use of twentieth century researchers, having more an historical than a practical value. In none of the archives did the indexing and description cover a substantial part of the material. Colonial records had, as a rule, received more attention than the documents belonging to the national period.

Most of the archives were created in the nineteenth century and were influenced until quite recently by the dominant feature of the archives of that period: that of laboratories for historians. And the historical trend of that time was towards the study of the earlier, formative years of a nation.

In the thirties card cataloguing was introduced in some Latin American archives. There was at that time a tendency to follow the library model and describe (or catalogue, according to the terminology of the period) each individual document. This was to prove entirely impractical and in the United States, for instance, was soon abandoned. In the early forties, however, it was still in fashion.

Argentina, Brazil, Costa Rica, Cuba, Panama and Venezuela had catalogued in this way part of their collection. The Argentinian archives had also, according to Hill's testimony, done more than other Latin American archives in subject cataloguing. It had not, however, published any index or inventory in contrast with Brazil and Mexico which had printed numerous indexes and inventories for part of their collections.

Bolivia, Chile, Costa Rica, Cuba, Dominican Republic, Guatemala, Peru, Uruguay and Venezuela also had some inventories published,
mainly in their official Boletín or Revista. They covered, in most of the cases, a small group of papers related to an important person or event in the history of each country.

The existence of finding aids was not mentioned in the descriptions of the national archives of Ecuador, Haiti and Nicaragua. Some indexes did exist in the Paraguayan archives but, Hill remarked that "work proceeds very slowly".

Summarising, lists and inventories of records were found in most of the archives but subject indexes were very few and covered a small part of the material kept in the national archives.

7.1.8 Conservation

Hill pointed out the many problems of conservation existing in Latin American archives and the very few measures taken by these institutions to prevent decay, insect and fungus attacks, and fire.

Tropical climate is not conducive to the preservation of old papers and many Latin American countries suffer from this problem.

"Humidity and moisture are the worst enemies of papers in Brazil" stated Hill. Describing the old Archival building in Cuba his comments were:

The old cuartel de Artillería, part of which was occupied by military materials, afforded many hazards for the documents. It was almost a miracle that the records never suffered from fire. The wooden floors and wooden shelving involved great risks on account of the fact that they served to harbour both the comején and the polilla, tropical insects which have caused such great ravages to the documents.

In Bolivia, Dr. Gutierrez the director of the National Archives from 1920 to 1925, stated that many documents have been lost or disappeared, whilst others have been destroyed by dampness in relatively recent times.
Fire and earthquakes also threatened the historical documents of the region. Nicaragua, as had been already mentioned, lost the great majority of its historical records in the earthquake and the fire that followed it in 1931.

In Peru the earthquake of 1940 was the cause of the loss of the new building for the Archives and in May 1943, during the fire that destroyed the National Library, the Archives suffered considerable damage from water.

In Paraguay the Archives were moved to better quarters only after "a fire caused by a passing train threatened the destruction of the entire collection".

In Brazil, at the beginning of the century the director in his annual report again called attention "to the unsatisfactory building and the four fires which had threatened the destruction of the Archives".

However, wars, revolution, and general negligence by the authorities surpassed natural disasters in the destruction and loss of records.

In Argentina the careless administration of one of the first directors of the National Archives led to serious losses of important documents. In Bolivia "time has dealt harshly with the documentary sources of this region with the result that the archive now possesses only a fragment of the original materials that at one time existed".

Costa Rica had very poor quarters for its historical records and in 1938 a portion of the floor in one of the rooms collapsed and caused disorder for the documents in a large number of bundles.

Cuba had more than its fair share of damages caused by negligence. The Archives suffered some notable losses from its collection during the last years of the Spanish rule. In 1898 the Spanish authorities sold a considerable quantity of records for waste paper and others, because of their damaged condition, were incinerated.
The two transfers of the records in 1899 and 1906 were also disastrous to the Archives. In the last, the move had to be completed in forty-eight hours and bundles of documents were thrown from the windows onto the carts of garbage collectors that dumped them at the new quarters just as if they were garbage.

The first disaster suffered by the Dominican's records was their destruction as early as 1586 by Francis Drake's men.

Haiti has suffered many visitations since its independence from France. The unsettled conditions which have so often prevailed there have not been conducive to the preservation of the records of its history. The Archives Nationales did not acquire a very large or very complete archivalia for this reason.

Mexico has had perhaps more revolutions and wars than any other Latin American country. In each of these its Archives received some damage: in the independence wars, in the civil disturbances of 1840 and during the time of the American occupation in 1897.

In Peru many losses of historical documents occurred during the war of the Pacific (1879-84) and on another occasion a fire caused much damage. Also, perhaps because of insufficient protection and interest, Peru had lost many documents which passed into the hands of foreigners.

Paraguayan Archives suffered heavy losses during the war against Brazil and Argentina, which left the country prostrate. It is stated that in 1869 thirty-seven boxes of historical documents were removed from the National Archives of Paraguay and taken to Brazil by the occupation troops.12

Still more damage was inflicted on the records at a later date, during the Paraguayan-Bolivian war.

Measures for the protection of the rich heritage of the national archives were scanty. Only Panama, Cuba, Uruguay, Argentina and
Venezuela had any kind of fire-proofed building. In Brazil tin boxes were used in one section for protection against humidity and insects.

As far as conservation and restoration facilities were concerned, the only point mentioned in Hill's survey is the existence of a fumigation room in the new Cuban Archives. No reference was made to any other facility in any other country. Restoration laboratories seem to have been non-existent in the archives of the region at that time.

7.1.9 Publication

Most of the archives had a programme of publication. Two main types of publication existed: a periodical bulletin and a series of volumes appearing at irregular intervals.

The contents of these bulletins consisted of reproductions of important or interesting documents from the archives, inventories and lists of part of the archival collections and general news about the institution. Hill found that most of the national archives published a Boletín or Revista.

In some cases there was a joint publication by the Archives and the National Library, as was the case of Bolivia and Honduras, or of the Museum and the Archives, as it was in Ecuador.

Only in the archives of Haiti and Nicaragua were there reports of no publications, while in Bolivia, Ecuador, Panama (which had just published one number of the Boletín del Archivo) and Peru, nothing else was published other than the bulletin. On the other hand Brazil was the first of the Latin American countries to have a formal set of publications issued by its National Archives - starting in 1886. It had produced a long series of individual volumes, including indexes, inventories and collections of documents, usually commemorating important events in Brazilian history.
The Mexican National Archives had also to its credit a considerable number of publications, the first issued in 1910. The plan followed had consisted of presenting unedited documents relating to colonization and the movements for independence. Some indexes and lists were also published.

Argentina in its turn had an extensive series of publications but they were, in the main, devoted to the reproduction of documents of the collections of the Acts and Resolutions of the Council (Cabildo) of Buenos Aires. Colombia and Costa Rica also had a reasonable number of publications, consisting mainly of indexes.

Hill gave a detailed list of all the publications of each national archives with a brief indication of the material included in each of them.

7.1.10 Transfer and accession of documents

In the introduction to his book, Hill stated very clearly the situation of the Latin American archives in the area of transfer of inactive documents from governmental offices to the archives.

In practically every country there is provision, either by law or executive decree, for the transfer from time to time of records from the administrative and other offices of the nation to the national archive. However, many departments of the government are loath to lose control of the records of their activities, and therefore they are reluctant to follow this precept. In most cases the directors are authorized to take steps to secure the transfer of non-current records but an examination of the list of materials in the various archives shows the limited progress that has been made in this matter. Apparently in most cases the ministries and other offices consider that they need the records at hand or perhaps from mere inertia they fail to take any steps in adding the concentration of records into one repository. Particularly the departments of foreign affairs and war are inclined to retain their documents and in some countries they have developed well organized and well cared for archives of their own... The countries which secure the greatest degree of compliance with the provision of regular transfer from all department offices are Chile and the Dominican Republic. Elsewhere
the various departments are disposed to be quite remiss in transferring their records even though they are no longer necessary for the general conduct of the affairs of the office. It may be pointed out on the other hand that some of the difficulty lies in the fact that the archives do not have adequate space for receiving accessions.13

There were particularly bad cases in this already gloomy picture. One was the National Archives of Paraguay which was conceived as more a museum for historical papers than a national archive. It did not keep any record dated later than 1870 and no legislation had been provided for periodic transfer of non-current records. These were kept in the offices of origin, not always in ideal conditions. Another example was Nicaragua, where a law instructed the transfer of records from governmental departments every ten years. After the 1931 earthquake, however, no further transfers had been made to the National Archives.

In Panama the decree of 1927 ordered the transfer of all judicial and administrative papers after they have been considered inactive for one year, and records from notaries more than twenty years' old, but in 1933 another decree suspended the transfer of all documents, due to lack of space in the archive building. In Honduras the law provided for the transfer of documents from the governmental departments to the Archives but, because of lack of space in the Archives and the indisposition of the ministries to part with their records, no such transfer was being made. In Brazil the tendency toward decentralization of archives was stronger than anywhere else in Latin America, according to Hill's testimony. The Ministry of Foreign Affairs kept its own, very well organised Arquivo do Itamaraty and so did the Ministry of Defence. The Argentinian and Chilean Departments of Foreign Affairs also kept their own historical records and in Mexico the Treasury followed the same system.

In most of the countries legislation did not give the archivist the power to request and supervise the regular transfer of records to his institution. The authority was left with the individual ministries and the archives had to rely on their willingness to allow it to fulfil
its important role in the country's administration.

7.1.11 Users Services

Access to the national archives was fairly easy in almost every country surveyed. Permission from the director was usually required and, in some cases, that of the corresponding minister had to be obtained. In some countries the interpretation of this item of the regulations was very strict. In Argentina a permit from the Ministry of Justice and Public Instruction based on a report of the director of the archives was essential for anyone wanting to read any archival material. This permit was strictly interpreted. Colombia also asked for a permit from the Minister of Government. In Honduras the permission of the Ministry was required but readily obtained. Mexico also required the permission of the minister but only for special cases. This was also the position in Uruguay where researchers on "subjects affecting vital interests of the nation" needed the authorization of the Minister of Public Instruction. In Panama and Costa Rica the use of records of the Presidency of the ministries required authorization from the Minister of Government and Justice.

In contrast, in Brazil access was easily obtained with very few restrictions. Anyone "over sixteen years of age and decently dressed" could be admitted to the Archives search room. For confidential documents, however, a permit from the Ministry of Justice was required.

In countries like Chile, Cuba, Ecuador, Dominican Republic, Peru and Venezuela the permission of the director was what was required and the archivist had the right to withdraw this authorization if the researcher did not conform to the archives' regulations.

If the investigator wanted to make copies of the documents, special permission from the director had to be sought and in most countries the request for this authorization had to be made in written form. When interests of the Government or of third parties might be involved, it was sometimes required that the search should be made by an employee of the archives (Cuba, Mexico).
Normally the investigator was allowed only one document at a time and careful handling of the material was insisted upon. All documents had to be examined in the search room under the supervision of an employee. Access to the stacks was allowed in special cases and the researcher was always to be accompanied by a member of the staff. (Chile, Ecuador).

In general no documents could be removed from the archives, although some countries made exceptions which led to certain difficulties. In Costa Rica documents requested by the courts could be taken out and in the Dominican Republic under special authorization ministries could withdraw records from the Archives. Also in Chile, by special permission of the President, some documents could be taken out of the repository.

The archives of few of the countries were adequately provided with space for students. The search room was in general improvised and in the worst cases consists only of a table in a crowded office area. Argentina, Cuba and Uruguay were exceptions and offered the student suitably comfortable reading rooms.

Copying facilities were also a problem in Latin American archives: only three, those of Cuba, Mexico and Uruguay had installed photographic equipment. Elsewhere the investigator had to bring a professional photographer or do the work himself. In some cases a copy of the photograph taken had to be supplied to the archives. In Brazil, when the permission to print documents was granted, the author was asked to give ten copies of his work to the Archives.

All archives were open to the public five days a week for a period of time that varied from four to seven hours a day.

The users of the national archives in Latin America were mainly, or almost exclusively, historians. These institutions kept the characteristics of the nineteenth century European archives until the twentieth century: colonial records were given most attention and care, modern documents not being considered equally important were,
In most cases, kept in their office of origin. Government officers therefore rarely made use of the records in the national archives and the public in general was not yet aware of, or interested in, these old papers.

7.1.12 Other archives

Hill's survey covered only the national archives of each Latin American country. He had, however, pointed out in the introduction of his book that not all the records of a country were to be found in its national archives. They were housed also in provincial, municipal, ecclesiastical and private archives, many of which contained valuable and important collections of records. Sometimes the papers kept in these institutions were produced by administrative or judicial entities of the central government, but in most cases the records came from subordinate jurisdictions such as municipalities or lesser governorships which are now represented in the provinces, or states in which the present countries are divided. They were sometimes ecclesiastical archives; sometimes semi-governmental archives related with certain phases of the development of the country and possessing such historic interest that they really should be in the national archives.

Also large and important collections of papers could be found in libraries and museums. In the case of Brazil, the National Library possessed an extensive and valuable collection of colonial records. As early as 1883 the then director of the National Archives pointed out the fact that those records were really a part of the fonds kept in the Archives and that they should be transferred. In every annual report since that date each director had called the attention of the government to this point in no uncertain terms, but the papers in question still remained in the library at the time of Hill's visit.

The National Library in Buenos Aires had also extensive and valuable
material that would be better placed in the archives. However, at least it carried out an active programme of publication of these documents. A similar situation could be found in Cuba, Colombia, Peru and Venezuela. In Mexico rich archives were found in the cathedrals and in several convents. Also the National Museum and the National Library kept archival material.

In some countries, as already noted, some ministries had never transferred their records to the national archives and kept their own archivo histórico alongside the archivo administrativo (modern records). In Paraguay, in addition to the National Archives, the various agencies of the Republic maintained their own archives for all records produced after 1870.

The result of all this was that the various national archives were never really national in scope.

Another point made by Hill was the fact that the presence of so many colonial records in the national archives of Latin America gave them a particularly interesting relationship to European archives. In the Spanish and Portuguese archives there were also records dealing with colonial periods which were a counterpart to those of the archives of the respective ex-colonies. Among the principal archives with a special relationship with the Latin American archives were the Archivo General de Indias, at Seville, the Archivo Histórico Nacional at Madrid, the Archivo General de Simancas in Spain and the Arquivo da Torre do Tombo and the Arquivo Ultramarino, in Portugal.

7.2 The OAS Survey (1972)

The following survey was planned during a Technical Meeting on Development of Archives in Washington, July 1972, organized by the Organization of American States, with support from the International Council of Archives.
The suggestion for updating information on Latin American national archives came from the American archivist, Dr. Morris Rieger, and the survey consisted of two parts: a questionnaire sent to all Latin American and Caribbean national archives and a visit to each country by archival experts. Dr. Vicenta Cortez had already visited the archives of Venezuela, Brazil, Argentina, Peru and Mexico in order to collect information for the planning of the OAS meeting and had published a report on these visits. Hence, according to an article in Boletín Interamericano de Archivos, Venezuela and Mexico were not requested to fill the questionnaire. As Brazil, Argentina and Peru provided replies to the questionnaire, in spite of the visit of Dr. Cortez, the reasons for the missing data about Venezuela and Mexico are not clear. No further explanation was given for this lack of information that made the survey incomplete. Answers from the Uruguayan National Archives are not included in the issue of the Boletín Interamericano either and no reason is given.

The reply from Peru was obtained in 1976 during a visit to this country's archives by Dr. Aurelio Tanodi and was included in the publication. Information from the National Archives of Ecuador proved difficult to obtain: the questionnaire was not completed by the archivist due to bureaucratic problems. Similar problems caused the archive premises to be closed for some length of time and this coincided with Dr. Tanodi's visit. In order to provide the answers to the questionnaire, Dr. Tanodi had to rely on information obtained through talks with the director of the archives and other members of staff.14

It seems that no attempt was made to obtain information about the Cuban National Archives which was never mentioned in any of the articles published about the survey.15 Haiti was placed among the Caribbean countries.

The questionnaire for the Latin American countries was written in Spanish and consisted of twenty-five questions.16

- Name of the archives
- Address
- Director's name and title
- Origin of the institution (year and legal instrument that established the institution)
- Basic legislation
- Jurisdiction
- National archival structure
- Internal structure
- Personnel
- Training
- Records management
- Disposal policy
- Accessions policy
- Acquisitions of records other than official documents
- Building
- Present holdings
- Storage conditions
- Conservation
- Finding aids
- Publications
- Users services
- Exhibitions
- Library
- Suggestions and special requirements of the institution
- Opinion about the utility and importance of three OAS projects on archives

7.2.1 Name of the Archives

The Boletín Interamericano de Archivos published the answers of sixteen national archives from fifteen Latin American countries. They are:

1. Argentina - Archivo General de la Nación
2. Brazil - Arquivo Nacional
3. Chile - Archivo Nacional
4. Colombia - Archivo Nacional
5. Costa Rica - Archivo Nacional
6. Dominican Republic - Archivo General de la Nación
7. Ecuador - Archivo Nacional de Historia
8. El Salvador - Archivo General de la Nación
9. Guatemala - Archivo General de Centro America
10. Panama - Archivo Nacional
11. Bolivia: Sucre - Archivo Nacional
    La Paz - Archivo de la Paz
12. Honduras - Archivo Nacional
13. Nicaragua - Archivo Nacional de la Nación
14. Paraguay - Archivo Nacional
15. Peru - Archivo General de la Nación

There were modifications to the name of some of these archives from the time of Hill's survey. There was also the establishment of a new national archives, that of El Salvador, the last of the Latin American countries to create a National Archives. The archives of Sucre, Bolivia, changed its name from Archivo General de la Nación to Archivo Nacional. In contrast, the Nicaraguan and Peruvian archives are now called Archivo General de la Nación, not Archivo Nacional. No explanation can be found for these name changes since they have exactly the same meaning and do not imply a change in the scope or organisation of the institution.

In Costa Rica the plural form Archivos Nacionales, undoubtedly an influence of the English language, was dropped in 1966 in favour of the more correct form of Archivo Nacional.

Guatemala decided to call its national institution Archivo General de Centro America. Luis Rodríguez Morales, in the report of his visit to the archives gave as a reason for the name the great documental wealth related to all the Central American countries kept in the Guatemalan archives, since this country was, in colonial times, the seat of a Capitanía General that covered a great part of the region.

7.2.2 Address

As Hill did not include the addresses of the National Archives in
his survey a comparison cannot be made as to how many institutions had changed their sites in that thirty years' period. Their current 1982 addresses are listed in the appendix.

7.2.3 Directors

This question asked for the official title of the position of director and for the name of the current director.

The title given to the director in most cases was Director del Archivo (Bolivia, Dominican Republic, Guatemala, Honduras and Nicaragua); Director do Arquivo in Brazil or Director General as in the case of Argentina, Costa Rica and Panama. The archives of Colombia called its director Jefe del Archivo and Chile, Conservador del Archivo. In El Salvador it was Oficial de 4ª clase con funciones de Director. In Paraguay there is one Director General de Archivos, Bibliotecas y Museos de la Nación. An important point to emphasize is the presence of two women as directors of national archives in Central America: this was in Honduras and in Nicaragua.

7.2.4 Origin of the institution

The questions are summarised below:
What is the date of the establishment of the institution?
Which legal authority established the Archives?

The answers are summarized in Table 1.

There are some discrepancies between these dates and those given by Hill in his book. In the case of the Chilean archives Hill gave 1927 as the date of foundation and quoted the Decree number 7217 of the Ministry of Public Education dated November 25, 1927. The archivist in his answer to the OAS questionnaire also quoted a decree, the DFL (decree acting as a law) No. 5200 of the Ministry of Public Education dated November 18, 1929 and declared that a copy of this legislation was being sent with the complete questionnaire.
**Table 1: Origin of the institution**

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Date</th>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>28.8.1821</td>
<td>Decree of Governor of the Province of Buenos Aires</td>
</tr>
<tr>
<td>Brazil</td>
<td>2.1.1838</td>
<td>Decree of the Regent Pedro Araujo Lima</td>
</tr>
<tr>
<td>Chile</td>
<td>18.11.1929</td>
<td>Decree of the Ministry of Education</td>
</tr>
<tr>
<td>Colombia</td>
<td>17.1.1868</td>
<td>Decree of the President</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>23.7.1881</td>
<td>Decree of the Executive</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>1935</td>
<td>Act of the National Congress</td>
</tr>
<tr>
<td>Ecuador</td>
<td>17.1.1884</td>
<td>Decree of the Interim President</td>
</tr>
<tr>
<td>El Salvador</td>
<td>4.10.1948¹</td>
<td>Decree of the Legislative</td>
</tr>
<tr>
<td>Guatemala</td>
<td>20.10.1846</td>
<td>Decree of the President</td>
</tr>
<tr>
<td>Panama</td>
<td>14.12.1912</td>
<td>Act of the Presidency of the Republic</td>
</tr>
<tr>
<td>Bolivia</td>
<td>18.10.1883</td>
<td>Act of the President</td>
</tr>
<tr>
<td></td>
<td>- Sucre</td>
<td>Act of the President</td>
</tr>
<tr>
<td></td>
<td>- La Paz</td>
<td>Decree &quot;supremo&quot;</td>
</tr>
<tr>
<td>Honduras</td>
<td>5.3.1880</td>
<td>Act of the President</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Paraguay</td>
<td>25.11.1596(sic!)</td>
<td>Act of the Governor</td>
</tr>
<tr>
<td>Peru</td>
<td>15.5.1861</td>
<td>Law of the Congress proposed by the President</td>
</tr>
</tbody>
</table>

1. Date of creation - the archives were established in 1958.
2. Nicaragua sent copies of the decree that created the archives but details were not published in the *Boletín Interamericano de Archivos*. 
In an issue of Archivum devoted to Legislation on Latin American archives (V.21, 1971) there is an explanation for this discrepancy. The decree 7217 of 25 November 1927 amalgamated into one institution - the Archivo Nacional - the two archival institutions of the government, the Archivo Histórico Nacional (created in 1925) and the Archivo General de Gobierno (established in 1887). The Decree 5200 of 18 November 1929 gave the archives the definitive organisation and placed it under the Dirección General de Bibliotecas, Archivos y Museos.  

Again, the year given by the archivist as the date of the establishment of the archives in the Dominican Republic was, according to Hill, the date of its re-organisation. Hill gave 1884 as the foundation year, but added that the archives "led a rather precarious existence for many years".  

As far as Ecuador is concerned, the difficult circumstances under which the data for the OAS questionnaire was collected helps to explain the difference of dates: Hill quotes the decree No. 7 of January 14, 1938 as the legal act which created the National Historical Archives. The archivist gave the 17 January 1884 as the date of foundation, without giving the number of decree or law. Hill stated that the archives of Guatemala had functioned for years without any special decree of authorization and gave 1937 as the date of its legal creation. In the answer to the OAS questionnaire the archivist gave 1846 as the date of establishment. This recognized the years the national archives were really in existence and functioning, even if it had not been legally created.  

In the case of the archives of Sucre, Bolivia, the date in the OAS questionnaire is the correct year of foundation. Hill's date, 1825, is not consistent with the historical facts (see chapter 7 p.169). The answer the Paraguayan archivist gave to this question cannot be taken seriously. He based his reply on a document kept in the archives which refers to the existence of an archive repository.
established by the Spanish Governor, Hernandarias de Saavedra, in 1596. The fact that the National Archives only started their function in the late nineteenth century invalidated this information.

Although the archivist of Peru quoted 1861 as the year of foundation of the archives, the legal date is 1923, given by Hill in his survey, when the decree of law of 15 May and the decree of 26 July were issued, re-organising the National Archives. However the word "re-organisation" used in the law gives reason to assume that some kind of archival organisation existed in the country before 1923.

During the three decades between Hill's survey and the OAS questionnaire, two National Archives were created in Latin America. El Salvador created its national archive institution by decree in 1948, but it only came into existence ten years later in 1958.

Bolivia has two capital cities: Sucre is the legal capital and La Paz the seat of the administrative and legislative powers. Its National Archives were established in Sucre because this city was the centre of the administration until 1898 and, for many years after, it was still known as the nominal capital of Bolivia. In 1971, however, another national archive repository was established in La Paz, not only for keeping regional records but mainly for caring for the documents produced by the Central Government departments located in La Paz. The need for this new record office was pressing, since the crowded conditions of the archives at Sucre made it impossible for this institution to receive new accessions. There is no administrative relationship between the two archives, which function entirely independently of each other.

7.2.5 Basic legislation

The questions are summarized below:

Is there a basic law on archives, covering the administration of all official archives?
Which are the principal conditions to be fulfilled in the act?

In the case of non-existence of a basic law, are there any plans for such legislation?

The answers are summarized in Table 2.

Forty-four percent of the archives replied that they did not have basic legislation on archives. Those which had a basic law either summarized the main articles of this law in their answers (as in the case of Brazil) or sent copies of the legislation, or quoted the number of the law.

The contents of these acts are very similar. They usually give the name of the national archival institution which is considered head of the governmental archive system. (In countries with federal regimes the State archives are independent). Then they give the purposes and functions of the archives, that is, to gather, preserve, organise and make available to the government and to the public records of historical value, which have arisen in governmental departments. They also define what is considered as an historical document and the kind of records the archives should have in their custody. Some fix the period of time after which the records should be transferred to the archives.

The law that organised the Archivo General de la Nación in the Dominican Republic, for instance, gives detailed regulations for transfers, fixing different time limits for different kinds of documents.

In the majority of the countries the donation of private archives and the sale of historical documents, particularly to foreign persons or institutions are also subjects of regulation by the archive law.

Only two countries declared that they had plans for new legislation on archives which was a little disturbing, in view of the number of countries (seven) without legislation. Argentina which had already
Table 2: Basic archive legislation

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Present Legislation</th>
<th>Plans for legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Columbia</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (for 10) 6 4

| Bolivia          |                   |     |     |
|                  | Sucre             | X   | X   |
|                  | La Paz            | X   | X   |
| Honduras         | X                 |     |     |
| Nicaragua        | X                 |     |     |
| Paraguay         |                   | X   | X   |
| Peru             | X                 |     |     |
|                  |                   | 9   | 7   |

Total (for 16) 9 7
a basic law also had a proposed law waiting for a resolution from the Executive. In Chile the proposed new law was to regulate not only governmental but also private archives.

Discussing the problem of legislation of Latin American archives, Dr. Tanodi remarked in his report that the main problem is not, as it would seem, the absence of laws but the fact that the laws are not implemented. It is, he declared, a well known problem in Latin America having, it seems, roots in the colonial times.22

7.2.6 Jurisdiction

The questions are summarized below:

How complete is the jurisdiction of the Archives?

Is it limited to records from the Central Government or is it extended to:
   a) regional, provincial and local offices
   b) public, semi-public and private organizations (e.g. commercial, cultural, ecclesiastical etc.)
   c) private persons?

The answers are summarized in table 3.

The majority of national archives have jurisdiction only over the documents produced by the central Government. In some countries this jurisdiction is not extended to records produced by all three powers of the government (administrative, executive, judicial) as it is in Argentina, Chile and Panama. In the federal regimes of Argentina and Brazil the archives of provinces or states are independent of the National Archives, which can offer them only advice and guidance.

Five of the national archives replied that they had jurisdiction over private archives, when they were considered of historical value.
Table 3: Jurisdiction

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Central Government</th>
<th>Local, Provincial Government</th>
<th>Semi-public private institutions</th>
<th>Private Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>(Executive and Legislative)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Executive and Legislative)</td>
<td>(Municipal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador(^1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td><strong>9</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(- Sucre)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(- La Paz)</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nicaragua(^2)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paraguay(^3)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td><strong>14</strong></td>
<td><strong>4</strong></td>
<td><strong>7</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

1. Jurisdiction not established.
2. The Nicaraguan reply was: complete jurisdiction.
3. The Paraguayan archives received manuscripts from the XVIth to the XIXth Century, until 1870.
They were not, however, very specific about the legal powers they had. The replies given by Nicaragua and Paraguay are not clear, while in El Salvador the jurisdiction of the archives had not yet been established.

7.2.7 Archival structure

The questions are summarized below:

Where are the Archives situated in the governmental organisation?

Is the National Archives the only official archival institution or are there other archives (subordinate to, or under supervision, or entirely independent)? Give details.

The answers are summarized in tables 4 and 5.

More than half (56%) of the National Archives were placed under the Ministry of Education. Some belonged to a department or division of this Ministry.

In Chile they were under the Division for Libraries, Archives and Museums; the Colombian archives were part of the Institute of Culture and in Ecuador of the Casa de la Cultura (House of Culture). In Bolivia the archives in Sucre were placed in the Under Secretariat of Culture, together with the National Library. In La Paz they were a dependency of the University of San Andre. In Honduras the General Direction of Artistic, Educational and Cultural Extension was the department of the Ministry of Education in charge of the National Archives and likewise the National Institute of Culture in Peru.

The place given to the archives in the administrative hierarchy showed clearly that the Governments of these countries viewed the National Archives as a cultural institution, and not as an organisation with an important role to play in helping in the administration of the country.
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Ministry of Education</th>
<th>Ministry of Justice</th>
<th>Ministry of Home Affairs</th>
<th>Ministry of Government</th>
<th>Ministry of Government and Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>El Salvador(^1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>- La Paz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicaragua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Paraguay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Peru</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td>9</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

1. No answer given
Table 5: Other official archives

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Only official archives</th>
<th>Other archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Yes (X)</td>
<td>Ministry of Foreign Affairs; Ministry of Religion; Ministry of Defense; Legislative and Judicial powers; Provincial and Municipal archives.</td>
</tr>
<tr>
<td>Brazil</td>
<td>Yes (X)</td>
<td>Ministry of Army; Ministry of Foreign Affairs; State and Municipal Archives</td>
</tr>
<tr>
<td>Chile</td>
<td>Yes (X)</td>
<td>Regional archives</td>
</tr>
<tr>
<td>Colombia</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>Yes (X)</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>Yes (X)</td>
<td></td>
</tr>
</tbody>
</table>

Total (for 10) 4 3 3

Bolivia
- Sucre Yes (X)
- La Paz Yes (X)

Honduras Yes (X)

Nicaragua Yes (X)

Paraguay Yes (X) All Ministries and Departments have their own archives

Peru Yes (X) Only the Central Government records are under the National Archives control

Total (for 16) 4 8 4

NA = No answer given
Only Costa Rica, Panama and Nicaragua placed their National Archives under the authority that the experts hold most suitable for this institution: the Ministry of Government (Ministry of Government and Justice in the case of Panama). Four countries, Chile, Dominican Republic, Guatemala and Panama declared that the National Archives were the only governmental archives in the country. Chile stated, however, that regional archives were going to be created that year (1972) under national control and the Dominican Republic pointed out that there were independent ecclesiastical archives in the country. The general feature was the existence of more than one official archive - even for the central government records as in the cases of Argentina, Brazil, Bolivia and Paraguay. In Paraguay all governmental offices kept their records dating as far back as 1870 and organized their own archives. In the case of Bolivia there were two independent National Archives.

7.2.8 **Internal Structure**

The question on this topic was:

"How are the Archives organised internally?"

The institutions were asked for copies of organisational or functional charts. The archives of Argentina, Costa Rica, the Dominican Republic and Nicaragua included these charts with their answers to the questionnaire but they were not published in the Boletín. The archives of Ecuador and El Salvador did not reply to this question. The remaining countries gave the following organisational schemes.

**Brazil**: One director with a deputy director and a secretary, and the following divisions:

a) Council for the Administration of Archives (not yet established).

b) Written Documentation Service with six sections:

- Legislative
- Judiciary
Presidency of the Republic
Ministries
De-centralized administrations
Historical documents
c) Cartographic and Phono-photographic Service with six sections:
Maps
Photographs
Films
Microfilms
Sound archives
Phono-photographic archives
d) Historical Research service with one section
Courses on archives
and a group on publications
e) Register and Assistance Service with three sections
Register of Archives
Union catalogue of archives
Technical assistance for archives
Three other sections are directly subordinated to the director:
Library
Restoration Service
Administrative Section
A new internal structure was being planned.

Chile: A conservador with the function of director of the institution
and three sections
Administrative Section
Historico-Judicial Section
Microfilm section
There were proposals for three future sections:
Publications,
Conservation and Restoration,
Binding.

Colombia: Three sections
Research and inspection
Reference and information
Maps
Guatemala: Seven sections under the supervision of the director:
  Palaeography
  Restoration and lamination
  Classification
  Control of the use of documents
  Microfilm
  Library
  Periodicals (Hemeroteca)

Panama: A General Director and two sections
  Judicial
  Administrative

Bolivia (Sucre): Did not give the organisational chart, but the number of posts in the archives. They were: director, deputy director, eleven cataloguers and two assistants. The staff was the same for the Archives and the National Library.

Bolivia (La Paz): This centre also gave the number of posts: a director, four technical staff and two clerical staff.

Paraguay: A director, palaeographers, librarians and typists.

Peru:
  a) Direction - director
  b) Linear services with four sections:
     Administrative archives
     Historical archives
     Notarial archives
     Regional archives (Arequipa, Cuzco, Trujillo, Tacna).
  c) Support services: administration
  d) Technical support services: co-ordination and supervision office.
  e) Consultancy and assistance service.
      Technical Council on Archives.

It is interesting to note here the criticism of the internal organisation of the Brazilian archives made by Elio Ladolini. He criticised the
perpetuation of an "Historical section" among the services of written documentation, as if the holdings kept in the other five sections were not also historical. Lodolini also disagreed with the creation of a section of Maps and the existence of a Map section. In his opinion the maps should be kept with the written records since they were created by the same departments.

An historical section could also be found in the organisational chart of the Peruvian archives and Chile had an historico-judicial section.

The Panamanian answer seemed to refer to the organisation of records more than to the administrative organisation of the archives.

7.2.9 Staff

The questions are summarized below:

How many people work in the Archives?

How many of them are professional archivists?

How many are non-professionals?

The answers are summarized in table 6.

Professional archivists were almost non-existent in Latin American archives. Countries with archives of considerable size like Argentina and Chile did not have any professional archivist on their staff.

In Argentina the professional staff were former lecturers in history or related subjects. In Brazil thirty one of the 135 employees were professionals, but among them twelve were documentalists and five were librarians - professionals who would be better placed in a library. To aggravate the situation the archivists belonged to an
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Total staff</th>
<th>Professional</th>
<th>Non-Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>74</td>
<td>-</td>
<td>74</td>
</tr>
<tr>
<td>Brazil</td>
<td>135</td>
<td>12 documentalists, 5 librarians, 14 archivists</td>
<td>104</td>
</tr>
<tr>
<td>Chile</td>
<td>28</td>
<td>-</td>
<td>6 non-professionals in professional posts</td>
</tr>
<tr>
<td>Colombia</td>
<td>19</td>
<td>1</td>
<td>6 assist. cataloguers, 4 reference and vigilance staff, 6 typists, 2 reprographers</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>28</td>
<td>2 (director, chief of historical section)</td>
<td>26</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>19</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>6</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>El Salvador</td>
<td>6</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>15</td>
<td>1</td>
<td>6 non-professionals in professional posts</td>
</tr>
<tr>
<td>Panama</td>
<td>12</td>
<td>-</td>
<td>12</td>
</tr>
<tr>
<td>Bolivia</td>
<td>15</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>- Sucre</td>
<td>15</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>- La Paz</td>
<td>1 plus 4 students of history</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Honduras</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>7</td>
<td>3 archivists</td>
<td>4</td>
</tr>
<tr>
<td>Paraguay</td>
<td>Director, Palaeographers, Librarians, Typists</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Peru</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Peru added the information about personnel in an appendix which was not published.
inferior professional category in relation to the other professionals, and received lower salaries.

All OAS experts in the reports, written after visiting the archives, pointed out that archive staff were, on the whole, inadequately trained. Luis M. Rodriguez Morales\textsuperscript{24} stated that only exceptionally had he met professional archivists as the director or staff of the archives. Normally, he added, the director played no part in the recruitment of personnel and did not fix job admission requirements. The salaries were usually low, and without adequate salaries it was not possible to attract the right sort of candidates for the posts. Dr. Tanodi\textsuperscript{25} remarked that none of the countries he visited (Costa Rica, Panama, Colombia, Ecuador, Bolivia) had trained professionals in enough numbers for the task. Some countries had just one or two archivists according to the information he received. He concluded that without professionally trained staff it would be very difficult to have any national plan for archives because programmes, laws and financial support could not ensure the accomplishment of any plan, if the personnel were not adequately prepared. In his opinion professional training and the official recognition by the authorities of the importance and value of archivists were the main objectives to be achieved if archival development was to take place.

Elio Lodolini\textsuperscript{26} also considered the staff as the main problem in the Latin American national archives and pointed out that the lack of knowledge of modern archive techniques and practices could be detected merely from reading some of the answers given in the questionnaire.

7.2.10 Training

The questions are summarized below:

Did the staff receive their training in the country or abroad?
If they were trained abroad, is this trend to continue or are there plans for archival courses in the country?

The answers are summarized in table 7.

Forty-three percent of the archives replied that their personnel were trained at home. El Salvador and Guatemala pointed out that the training consisted only of in-service training, and the Nicaraguan archives declared that its staff followed short "Alliance for Progress" courses. More modestly Honduras and Paraguay stated that there was no archival training in their countries, and the archives of La Paz did not give a proper answer to the question.

Six countries (37%) had archivists trained abroad: Brazil, which has sent archivists to be trained in Paris; Colombia had personnel trained in Madrid and Seville; Ecuador also sent staff to Spain; Bolivia had one archivist trained at the American University and the National Archives of Washington; Costa Rica and Peru did not state in which country the training of their professionals had taken place.

Six countries declared they had plans to open archival courses, while Paraguay intended to send personnel to be trained abroad. However, nine countries (56%) had no answer to the question, which seemed to indicate that in the majority of them, no initiative was going to be taken.

The questionnaire did not include a question about the number of regular courses existing; in the reports of the experts it is clear that only Argentina and Brazil, among these fifteen countries, ran regular archive courses. 27

7.2.11 Records Management

The questions are summarized below:
Do the Archives offer any guidelines or give assistance to the government
Table 7: Staff Training

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Present Training</th>
<th>Plans for a Training Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Country</td>
<td>Abroad</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X⁴</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X⁴</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

| Bolivia           | - Sucre | X     |          |     | X  |          |
|                   | - La Paz|       | X²       |     | X  |          |
| Honduras          | X       | 3     | 3        | 6   | 1  | 9        |
| Nicaragua         | X       | 3     |          |     | X  |          |
| Paraguay          |         |       | X⁴       |     | X  |          |
| Peru              | X       |       | X        |     |    |          |
|                   |         | 6     | 3        | 6   | 1  | 9        |

1. In-service courses.
2. Answer not relevant to the question.
3. No training.
4. Training to take place abroad.
offices in the field of record management?

If they do, what are the procedures?

The answers are summarized in table 8.

The concept of records management was still new for Latin American archivists. Only five archives (31%) replied that they give some kind of assistance to the organisation of records in government departments. Guatemala's answer was very vague and in Costa Rica the project for modern records management was still in preparation. Panama quoted the legislation that provided for a records management programme, but did not specify how much of it was put into practice. The law of 23 January 1957 fixed for the Junta Nacional de Documentación y Archivos the obligation of, among other things, giving assistance and instruction to the public offices, and declared that all government departments were obliged to establish and maintain a record management programme in co-operation with the Junta Nacional de Documentación y Archivos.

Elia Lodolini²⁸ pointed out the necessity of legislation to allow the national archives to intervene in records management besides the provision of personnel for the tasks involved and concluded that this activity was included in the legislation of some countries but was lacking entirely in others. Where it existed, however, it was on a purely theoretical basis.

7.2.12 Disposal policy

The questions are summarized below:
Are there any procedures for the disposal of papers the departments consider useless?

What are these procedures?
Table 8: Records Management

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Yes</th>
<th>No</th>
<th>No answer</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td>Technical assistance and short courses. Attempts to standardize rules for filing etc.</td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td>Organisation of administrative records. There is a code of classification based on the characteristics of the docs.</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td>Project on Administrative Archives in preparation</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
<td>Give assistance and advice to Government offices</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
<td>Law 13 of 13/1/57 items 6 &amp; 7.</td>
</tr>
</tbody>
</table>

| Total (for 10)    | 5   | 3  | 2         |

| Bolivia          |     |    |           |
| - Sucre          |     | X  |           |
| - La Paz         |     | X  |           |
| Honduras         |     | X  |           |
| Nicaragua        |     | X  |           |
| Paraguay         |     | X  |           |
| Peru             |     | X  |           |

| Total (for 16)   | 5   | 9  | 2         |
Does the National Archives have any authority in that matter?

The answers are summarized in table 9.

Two countries - the Dominican Republic and Guatemala - replied that there were procedures to be followed by the departments for the disposal of useless papers, but these answers could be interpreted as a misunderstanding of the question. The articles of legislation they quoted did not give any disposal schedules, only stated that useless documents should be destroyed. It can be concluded, therefore, that no national archives in Latin America have designed procedures, schedules or tables for the disposal of records. Theoretically, however, half of the archive institutions had authority to supervise, veto or authorize the destruction of useless papers.

7.2.13 Accession policy

The questions are summarized below:

Are the Archives open to new accessions? If they are, which procedures exist to control the transfer of documents from the departments to the Archives?

Where are the records from regional, provincial and local government departments deposited?

The answers are summarized in table 10.

Two countries were not open to new accessions: the Paraguayan archives did not keep documents dating from after 1870. The archives of Ecuador had temporarily suspended all new accessions and was also closed to the public at the time the questionnaire was sent and during the visit of the OAS' expert. All the other archives were open to receive transferred material, but five (31%) of them stated that no more space was available in the archive building. Adding to these, the Costa Rican archivist stated that the archives were only partially open to new accessions, and in the Nicaraguan archives the transfers
Table 9: Disposal Policy

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Disposal procedures</th>
<th>Archival authority on disposal procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total (for 10)</td>
<td></td>
</tr>
<tr>
<td>Bolivia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- La Paz</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nicaragua</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paraguay</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Peru</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Total (for 16)</td>
<td></td>
</tr>
</tbody>
</table>

1. Copy not published
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Open to new accessions</th>
<th>Accession policy</th>
<th>Where regional records are kept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Yes</td>
<td>30 years old documents are transferred from Ministry (with exceptions). Every 5 years the Archives ask for transfer</td>
<td>Same procedures in the regional archives</td>
</tr>
<tr>
<td>Brazil</td>
<td>Yes</td>
<td>doc.30 years old</td>
<td>State and Municipal archives</td>
</tr>
<tr>
<td>Chile</td>
<td>Yes</td>
<td>In principle (no space available)</td>
<td>National Archives</td>
</tr>
<tr>
<td>Colombia</td>
<td>Yes</td>
<td>Only notaries records (no space for other docs.)</td>
<td>In the place of origin</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Yes</td>
<td>Partially open (sic!)</td>
<td>National Archives</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Yes</td>
<td>NA</td>
<td>National Archives</td>
</tr>
<tr>
<td>Ecuador</td>
<td>Yes</td>
<td>No space available</td>
<td>In the place of origin</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Yes</td>
<td>The archives ask the departments for transfer</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Yes</td>
<td>Depts. send docs. every 10 years. Docs. must be classified and bound.</td>
<td>NA</td>
</tr>
<tr>
<td>Panama</td>
<td>Yes</td>
<td>All inactive archives will be transferred in a time scale agreed between the Dept. and the Archives</td>
<td>National Archives</td>
</tr>
</tbody>
</table>

Total (for 10) 9 1

Bolivia
- Sucre | Yes | 30 years old docs. should be transferred (but no space is available) | In place of origin |
- La Paz | Yes | NA | NA |

Honduras | Yes | No space available | NA |
Nicaragua | Yes | Sporadic transfers | NA |
Paraguay | Yes | Law 19414 | NA |
Peru | Yes | It is only determined for the depts. under the Archives control |

Total (for 16) 14 2

1. Copy not published.
were made sporadically.

The situation, however, was even worse than the archivists admitted in their replies. According to Dr. Tanodi the Panamanian archives were only partially open to new accessions. Only records from the Ministry of Government and Justice were being transferred because of lack of sufficient space to receive new transfers from the other departments. The problem of space was also serious in the Brazilian Archives, according to the OAS expert, and the transfer of records was being made in an incomplete way.

The difficulty in receiving new accessions caused by lack of storage space made the use of disposal schedules for the Departmental offices impracticable. Dr. Tanodi also remarked that none of the countries he visited had legislation for the systematic, precise and detailed selection of records, based on the necessity for protecting the cultural heritage and eliminating useless documents.

This situation caused, on the one hand, the indiscriminate cumulation of records and, on the other, the arbitrary destruction of complete fonds. Detailed studies were advocated to solve that difficult and urgent problem.

7.2.14 Acquisition of other records

The questions are summarized below:

Are the archives authorized to receive documents other than official records?

Are these documents received as donations or deposits (temporal or permanent)?

Do the Archives run a programme of microfilming abroad, especially to copy records from archives of the mother countries?
### Table 1: Other Acquisitions

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Acquisitions</th>
<th>Donation</th>
<th>Permanent Loan</th>
<th>Temporary Loan</th>
<th>Microfilming</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No answer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- La Paz</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Paraguay&lt;sup&gt;1&lt;/sup&gt;</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Peru</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Answer not relevant to the question
The answers are summarized in table 11.

Seventyfive percent of the archives received documents other than official papers. These were mainly private archives belonging to important persons in the history of the country, and also church archives. Donations were common for private records, but Colombia stated that its archives accepted documents on permanent loan, while Chile had plans for receiving parish records on a permanent loan basis. No country had received archives on temporary loan. Private archives were an important part of some archival holdings. They were comprised of papers which had belonged to important past politicians and produced as a result of their public activities. By the nature of their contents these archives should be considered public and not private.

As far as microfilming was concerned, six countries had programmes of copying important documents from the archives found abroad, but lack of financial resources was the main reason for the absence of such programmes in other institutions (as was candidly stated by the archives of Costa Rica). The Colombian archives did not have a programme of microfilming abroad but, according to its archivist, the Government and the Colombian Academy of History sporadically sent persons to Spain to make compilations of documents in Spanish archives relevant to the country's history. These copies were published by the Academy.

7.2.15 Buildings

The questions are summarized below:

Do the Archives occupy only one building?

Do the Archives share the building with other departments?

Is there any project for a new building?
What is the current maximum capacity of the National Archives building in linear metres?

The answers are summarized in table 12.

The only country which replied as having more than one building for its archives was Brazil, but the archivist remarked that the annexe situated in the neighbourhood of the main building needed repair before it could be used for the storage of records.

It is significant that about 80% of the archives were sharing their accommodation with another department. The Chilean, Colombian, Bolivian and Honduran Archives shared their buildings with the respective National Library; the Panamanian Archives, whose building was purpose-built, had to share it with the Civil Register and the Oficina de Cédulación. The Dominican Republic was in the same situation: the Archives owned the building but were also obliged to house other departments. In El Salvador and Nicaragua the archives were housed in a section of the Governmental Palaces, and in Ecuador they were placed on the upper floor of the Casa de la Cultura Ecuatoriana (Ecuatorian Cultural Institute). Costa Rica replied that the archives did not own the building but did not clearly state if it is shared with other departments. The Paraguayan National Archives were located in the Museum of Fine Arts and the Peruvian archives were in the Palace of Justice. In La Paz the archival building belonged to the School of Engineering of the University of San Andres and was constructed to be a laboratory of hydraulics. The archives used about one third of the building space.

Only Argentina, Brazil and Guatemala replied that their National Archives had their own building. In the case of Brazil, however, the Brazilian Association of Archivists and the Association of Historical Research were temporarily occupying two rooms in the archive building.

The difficult problem faced by the Latin American countries to house their historical documents had been singled out already by Hill in the early forties. In the following thirty years, this problem had, if anything, worsened. The Italian archivist Lodolini, however, remarked as a comfort, that this seems to be a common problem for almost every country in the world. Less than half of the Latin American National Archives,
<table>
<thead>
<tr>
<th>National Archives</th>
<th>One building</th>
<th>Shared building</th>
<th>Project</th>
<th>Space in m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes  No</td>
<td>Yes  No</td>
<td>Yes  No</td>
<td>No answer</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>11,037m</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>8,250m</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>1,500m</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>827.01m³</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>1,500m²</td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td><strong>9</strong></td>
<td><strong>1</strong></td>
<td><strong>7</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>- La Paz</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>1,476.03m³</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Paraguay</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Peru</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>1,600m²</td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td><strong>15</strong></td>
<td><strong>1</strong></td>
<td><strong>13</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
however, had any plans for new buildings. In Bolivia, the archivist at the La Paz archives pointed out that there was a project, but "a long term project".

The six countries which did not reply to this question can be assumed as not having a project, at least for the near future. In Brazil, a project for National Archives in the new capital, Brasilia, has been discussed since the beginning of the construction of the city in the late fifties without any concrete solution. Replying to the questionnaire, the archivist thought that it would be more honest not to give an answer to that question. The lack of replies from six countries, and the lack of precision in some of the other answers, made any significant comparison or analysis of the capacity of the buildings difficult.

7.2.16 Present holding

The questions are summarized below:

What are the present holdings of the Archives in cubic metres?

What are the approximate percentages of public records? and private records?

What are the more important fonds?

What is the date of the oldest document and the oldest series kept in the Archives?

The answers are summarized in table 13.

The answers to these questions were very imprecise. The different measures in which the size of the holdings were presented forbade any comparison. Less than 50% of the countries gave the percentage of official and private documents kept in their national archives. From
<table>
<thead>
<tr>
<th>Country</th>
<th>Quantity</th>
<th>Public</th>
<th>Private</th>
<th>Main funds</th>
<th>Oldest doc.</th>
<th>Oldest series</th>
<th>Name of oldest series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>NA</td>
<td>95%</td>
<td>5%</td>
<td>Gobierno Colonial (1536-1810)</td>
<td>1421</td>
<td>1580</td>
<td>Acuerdo del Cabildo de Buenos Aires</td>
</tr>
<tr>
<td>Brazil</td>
<td>13000m</td>
<td>90%</td>
<td>2%</td>
<td>NA</td>
<td>1594/95</td>
<td>1609</td>
<td>Books of the Primeiro oficio de Notas do Rio de Janeiro</td>
</tr>
<tr>
<td>Chile</td>
<td>NA</td>
<td>Maj.</td>
<td>(sic.)</td>
<td>Contaduría Major/Subsecretaría de Guerra; Ministerio de Hacienda; Minist.de Justicia; Minist.de Interior; Minist.de Obras Publicas</td>
<td>1541</td>
<td>1559-1800</td>
<td>Scribas de Santiago</td>
</tr>
<tr>
<td>Colombia</td>
<td>1350m</td>
<td>90%</td>
<td>10%</td>
<td>Real Audiencia</td>
<td>1541</td>
<td>mid.16C.</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>98190</td>
<td>100%</td>
<td></td>
<td>Judicial</td>
<td>1549</td>
<td>1549</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td>NA</td>
<td>1746</td>
<td>NA</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Ecuador</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td>NA</td>
<td>16C.</td>
<td>16C.</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>El Salvador</td>
<td>(1)</td>
<td>NA</td>
<td></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Guatemala</td>
<td>NA .</td>
<td>NA</td>
<td></td>
<td>NA</td>
<td>1524</td>
<td>1524</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Panama</td>
<td>1000m</td>
<td>60%</td>
<td>40%</td>
<td>Notaries</td>
<td>1776</td>
<td>NA</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Bolivia - Sucre</td>
<td>NA</td>
<td>97%</td>
<td>3%</td>
<td>Audiencia de Chacas; Escribanías publicas; Cajas Reales; Tribunal Nacional de Cuentas; Ministerios del Estado; Juzgado</td>
<td>1541</td>
<td>1541</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>- La Paz</td>
<td>500m</td>
<td>1 collection</td>
<td></td>
<td>Corte Superior del Distrito Judicial de La Paz; Ministerio de Finanzas, Prefectura del Departamento de La Paz; Libros de Notarias</td>
<td>1593</td>
<td>1593</td>
<td>sena Guatemala</td>
</tr>
<tr>
<td>Country</td>
<td>Quantity</td>
<td>Percentage</td>
<td>Main fonds</td>
<td>Oldest doc.</td>
<td>Oldest series</td>
<td>Name of oldest series</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Honduras</td>
<td>40 appr.</td>
<td>NA</td>
<td>NA</td>
<td>1585</td>
<td>(3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicaragua</td>
<td>663</td>
<td>NA</td>
<td>NA</td>
<td>1526</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paraguay</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>1596</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peru</td>
<td>1200</td>
<td>98%</td>
<td>2% Notarios y Escritanos</td>
<td>1533</td>
<td>end 16C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) The quantity was given in number of shelves: 530 and file cabinets: 65.

(2) The answer was not clear. 34% of the holdings are printed matter.

(3) The archivist mistook "archival series" for "periodical series".
the answers given it can be said that the private archives are a small minority in the national archives, with the exception of Panama which gave 40% as the percentage of private records kept in its archives.

The oldest documents in the majority of the archives are from the sixteenth century. The Argentinian archives declared that it had a fifteenth century document, clearly not produced in the country since America was discovered in 1492 and the colonization of Argentina dates from decades later. Panama and the Dominican Republic are exceptions among the Latin American countries: their archives do not have any document previous to the eighteenth century. The OAS experts, together with other visitors to the Latin American archives, are unanimous in their praise of the quality and quantity of documents held by the majority of these institutions. This is particularly valid for the documents of the colonial period (sixteenth to early nineteenth century).

7.2.17 Storage conditions

The questions are summarized below:

What kind, how many, and how big are the storage rooms?

What type of shelves, boxes and labels exist?

Are the fonds kept in good order?

The answers are summarized in tables 14, 15 and 16.

Four countries did not describe their storage area in any way and just three of them: Argentina, Chile and Nicaragua, gave all the information asked for. This lack of data makes an analysis of the storage conditions in Latin American archives very difficult. Only Chile, Costa Rica and Guatemala stated that their storage rooms conformed to the specifications for the archive storage area. The testimony of the OAS experts was that the storage areas were insufficient in the
Table 14: Storage area

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Type of storage rooms</th>
<th>No. rooms</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>In some rooms offices and deposits are together, other rooms are only for deposits.</td>
<td>34</td>
<td>Between 30m² (small) and 400m² (larger)</td>
</tr>
<tr>
<td>Brazil</td>
<td>Galleries in the main building plus one annexe. All have windows and cold lights.</td>
<td>18</td>
<td>NA</td>
</tr>
<tr>
<td>Chile</td>
<td>Only one room built according to architectural specifications</td>
<td>9</td>
<td>2500 m²</td>
</tr>
<tr>
<td>Colombia</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Small rooms without ventilation, with temperature and light regulated</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Concrete building</td>
<td>20</td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td>4</td>
<td>1: 20 x 10m, 3: 15 x 15m</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Specially-built rooms, large and well ventilated</td>
<td>9</td>
<td>NA</td>
</tr>
<tr>
<td>Panama</td>
<td>Top floor in the government palace</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>- Sucre</td>
<td></td>
<td>2</td>
<td>NA</td>
</tr>
<tr>
<td>- La Paz</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Honduras</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>2 rooms in the attic</td>
<td>2</td>
<td>174 m², 120 m²</td>
</tr>
<tr>
<td>Paraguay</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Peru</td>
<td>Attic and 1st floor, both very high</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>National Archives</td>
<td>Shelves</td>
<td>Boxes</td>
<td>Labels</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------</td>
<td>-------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>metal</td>
<td>metal</td>
<td>X fixed</td>
</tr>
<tr>
<td>Argentina</td>
<td>wooden</td>
<td>card</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>(1)</td>
<td>Cardboard labels</td>
</tr>
<tr>
<td>Costa Rica</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td></td>
<td>X(2) NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

| Total (for 10)         | 6       | 6     | 1    | 3    | 3    |

| National Archives       | Shelves | Boxes | Labels                                      |
|                        | metal   | metal | X Classification code on spine of volume |
|                        | wooden  | card  | X                                            |
| Bolivia - Sucre        |         |       | X                                            |
| - La Paz               |         |       | X                                            |
| Honduras               | NA      | NA    | NA                                           |
| Nicaragua              |         |       | X(2) Self-adhesive labels                    |
| Paraguay (3)           | NA      | NA    | NA                                           |
| Peru                   |         |       | X                                            |

| Total (for 16)         | 9       | 9     | 1    | 5    | 5    |

(1) Special boxes (sic.)
(2) Metal cabinets
(3) All documents are bound in volumes
Table 16: Archives kept in good order?

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Yes</th>
<th>No</th>
<th>Partially</th>
<th>N.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (for 10) 4 - 3 3

Bolivia - Sucre X
- La Paz X

Honduras X

Nicaragua X

Paraguay X

Peru X

Total (for 16) 5 - 5 6
great majority of the archives visited and, in some cases, far from ideal: crowded rooms, in attics and galleries, without any form of environment control.

In spite of the fire hazard that this represents, 50% of the archives had wooden shelves. In four of them, Chile, Costa Rica, Dominican Republic and Sucre, Bolivia, the wooden shelves were the only type to be found, the other four archives had both metal and wooden shelves. In Peru 70% of the shelves were metal, the remainder were wooden.

Chile and Bolivia (Sucre) stated that their shelves were much too high and there was the need for a ladder to reach the top levels. Clearly the majority of the archives were not provided with appropriate furniture and had to make do with what was available.

Seven of the countries did not use boxes to protect the records. In El Salvador and Nicaragua steel cabinets were used for unbound papers. In the Paraguayan archives all documents were bound in volumes and most archives had part of their holdings also in this form. Brazil was the only country to use steel boxes in an attempt to protect the papers against insects. There was a project to substitute all card boxes and wrapped bundles by steel boxes, five hundred of them having been already ordered. The Costa Rican reply did not specify the type of "special boxes" used to protect part of its records. Very few archives declared they use identification labels but it seems rather unlikely that some form of label was not used for the identification of boxes, volumes or bundles. The retrieval of material would be almost impossible without them.

Five archives (31%) declared their archives were kept in good order. Another five admitted they were only partly organised: Costa Rica gave 65% as the proportion of records organised and Peru put it at 40%. No country admitted complete disorder in their archival holdings but six institutions were evasive in their answers to this question. In his report, Dr. Tanodi pointed out that in the Panamanian archives masses of documents waited for proper organisation and quoted the archivist of Ecuador as saying that the process of organising and describing the records in the National Archives was being carried out at a very slow pace.
Dr. Tanodi also confirmed that the documents at the National Archives of Colombia were only partially in good order.

All the experts remarked that the colonial records are usually better organised than the more modern ones. This reflected the importance given by archive authorities to older papers and the lack of staff that made difficult the complete organisation of the total of archival holdings.

7.2.18 Conservation and Restoration

The questions are summarized below:

Which facilities do the Archives have for protection of the documents against external enemies?

Generally, what are the physical conditions of the records?

Which restoration facilities do the Archives have?

What are the restoration needs in the Archives?

The answers are summarized in tables 17 and 18.

Twentyfive percent of the archives classified as good the physical condition of their records. Three of these archives are in Andean countries where the climatic conditions, dry and with moderate temperatures of 18° or 20° centigrade are ideal for the conservation of paper. They are not infested with insects or rodents, in contrast with the other countries of the region, with generally tropical and sub-tropical climates. To add to the natural problems, very few archives have any protective measures against high temperature and humidity, pollution and insects. Only Panama declared that an air-conditioning apparatus was being installed in the archives. No other national archives in Latin America had this facility. Fumigations
Table 17: Protection measures and physical conditions of the records

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Protection Measures</th>
<th>Condition of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Cleaning and disinfecting with chemicals</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>Precarious measures (sic!)</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>Occasional fumigation; good climatic conditions</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>Insecticides; good climatic conditions</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Fumigation (occasionally)</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Fumigation</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>None</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Fumigation</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>Fumigation; air condition being installed</td>
<td>X</td>
</tr>
<tr>
<td>Total (for 10)</td>
<td></td>
<td>3 3 2 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Protection Measures</th>
<th>Condition of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolivia - Sucre</td>
<td>Protection against fire and water. Ideal climate</td>
<td>X</td>
</tr>
<tr>
<td>- La Paz</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td>Sporadic fumigation</td>
<td>X</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Paraguay</td>
<td>Disinfection by DDT</td>
<td>X</td>
</tr>
<tr>
<td>Peru</td>
<td>Disinfection with chemical products</td>
<td>X</td>
</tr>
<tr>
<td>Total (for 16)</td>
<td></td>
<td>4 5 4 3</td>
</tr>
</tbody>
</table>
and disinfection, in some cases only occasionally carried out, seemed to be the common measures utilized by most archives against the attack of insects and fungus: 63% of the archives replied that they carried out fumigation and disinfection of their records. Countries like Brazil, Colombia, Bolivia (La Paz) and Nicaragua were clearly very unhappy with the bad physical conditions of their holdings.

All the OAS' experts in their reports expressed their concern about the physical state in which they found the majority of the documents. Dr. Tanodi pointed out that in Costa Rica the conservation problem was acute: dust, insects, rodents, humidity, floods, fire and sunlight were threatening the archives and there was no protection against these hazards. In Panama, he observed, that large numbers of documents needed urgent restoration due to paper decay caused by high humidity and by the attack of termites.

In Colombia a good number of records, mainly those transferred from the coastal zone where it is hot and humid, needed restoration. In La Paz, Bolivia, Dr. Tanodi observed that the majority of the documents were in need of urgent care: a group of records which had been damaged by water seemed to be beyond repair. Luis Rodriguez Morales noticed that in Nicaragua the archives did not have adequate ventilation or environmental control. The same conditions were observed in Honduras and Guatemala. In the Dominican Republic the situation was even worse, with infiltration of water through the roof.

Elio Lodolini pointed out the conservation problems the climatic conditions of the country have caused to the Paraguayan archives, conditions that also prevailed in Brazil. In Argentina and Chile the problems were not so pressing, but Lodolini confessed himself "astonished to feel a strong smell of humidity" in the storage area of the Argentinian National Archives.

Four archives replied as having laboratories for restoration (table 18). In Argentina, according to Lodolini's testimony, there were fairly reasonable restoration facilities.
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Restoration laboratory?</th>
<th>Need for restoration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>Restoration work carried out regularly</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>Urgent need of restoration for 2/3rds of the documents</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>Very few documents need restoration</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>Restoration of maps and documents will start soon</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X¹</td>
<td>Need 1 or 2 restoration technicians and establishment of good laboratory</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>More technicians and aid for acquisition of materials and equipment for restoration laboratory</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>Many documents in need of restoration</td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td></td>
<td><strong>4</strong>  <strong>4</strong>  <strong>2</strong></td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td>X</td>
<td>Defence against fire is the priority</td>
</tr>
<tr>
<td>- La Paz</td>
<td>X</td>
<td>Urgent need for experts in restoration</td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>X</td>
<td>Need training for technicians in restoration</td>
</tr>
<tr>
<td>Paraguay</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>Peru</td>
<td>X</td>
<td>Establishment of restoration laboratory very much needed</td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td></td>
<td><strong>4</strong>  <strong>9</strong>  <strong>3</strong></td>
</tr>
</tbody>
</table>

1. Very basic
The laboratory of the Brazilian Archives was established in 1972 and a proper place for fumigation and disinfection was being prepared. The archivist, however, was alarmed by the condition of the papers and estimated that 2/3 of them needed repair.

The Colombian Archives had a member of its staff sent to Rome and Florence for training in restoration techniques and was then preparing to send this technician to the National Archives of Washington for instruction in lamination techniques.

Costa Rica replied it had only a very basic laboratory. Dr. Tanodi considered it had none, since he recommended the establishment of a laboratory in the National Archives and pointed out the need for a foreign technician to help in the installation of the laboratory and train archives staff in these techniques. Dr. Tanodi noted the lack of restoration facilities in the countries he visited (Costa Rica, Panama, Colombia, Ecuador and Bolivia). All these countries needed a laboratory urgently. He suggested the establishment of a regional laboratory if the archives of each country were not able to afford their own.34

This suggestion could be extended to the other countries of Latin America, taking into account the requests for technicians and equipment made by the majority of the archivists when replying to the questionnaire.

7.2.19 Finding Aids

The questions are summarized below:

Which is the basic archival unit for the description of fonds: document, volume, bundle, record group, or other unit?

Which kind of finding aids exist?
Is there a general guide for the Archives fonds?

Do the Archives compile lists and inventories?

Do the Archives compile indexes?

Are finding aids published?

The answers are summarized in table 19.

Finding aids were few and not always very adequate in the National Archives.\(^{35}\)

No archives had a general guide to their fonds, with the exception of Argentina which was preparing its Guide to the Archives for publication. In some countries there was a good amount of records without any listing or indexing and the work of describing and indexing the archives was generally done at a very slow pace. There was a lack of standards for these descriptions which made the work even more difficult since it was generally done by people without formal training.

For the identification and description of fonds the basic unit used most commonly was the isolated document (38% of the countries used it). This is quite contrary to the accepted practice of taking a series or a record-group (fond) as the basic unit. Only the archives of Colombia and Bolivia (Sucre) declared they had the record-group as the unit for the description of the holdings. Bound volumes and bundles of records were also used as basic units by half of the national archives.

The analysis of the answers given by the archivists and the personal testimony of the experts led to the conclusion that in this field also many things had still to be done.

Argentina seemed to be the only country where the work of description of the fonds was satisfactory. Bolivia was praised for having undertaken seriously the task of organisation and description of records in spite of the lack of staff and material. A complete list
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Description Unit</th>
<th>Type of Finding Aids</th>
<th>Finding Aid Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X X X X X X (1)</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X X</td>
<td>X X X X X</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>File</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>NONE</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td>X X X X</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X X X X X</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>NA</td>
<td>X X X</td>
<td>X</td>
</tr>
<tr>
<td>Total (for 10)</td>
<td>2 3 3 1 1 8 5 4 4 3 1</td>
<td>- 3 5 2</td>
<td></td>
</tr>
<tr>
<td>Bolivia - Sucre</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>- La Paz</td>
<td>NA</td>
<td>NONE</td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>NA</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Paraguay</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Peru</td>
<td>X X</td>
<td>X X X X X X</td>
<td>X</td>
</tr>
<tr>
<td>Total (for 16)</td>
<td>5 4 4 2 1 12 6 5 5 4 1</td>
<td>- 5 7 4</td>
<td></td>
</tr>
</tbody>
</table>
of the fondo was made and was prepared to be published. The Guatemalan archives were said to possess the best indexes of all Central American archives. The description of the situation in the Panamanian archives can be used to summarize the state of the affairs in the Latin American archives in so far as organisation and description of records were concerned. There were, Tanodi wrote, vast amounts of documents in need of organisation and description. Very little was done concerning the production of catalogues and indexes. Many documents cannot be described because they are not organised or have only undergone a preliminary organisation.

Only 44% of the archives have had part of their finding-aids published.

7.2.20 Publication policy

The questions are summarized below:

Do the Archives publish the more significant documents in their custody?

Is there a regular programme of publication?

Do the Archives publish: isolated documents, complete series, collections of selected documents, combinations of these three?

Are the publications in print or microfilm?

The answers are summarized in table 20.

Thirtyone percent of the archives replied that they did not have any publication policy at the time of the survey. Colombia had the publication of its archival journal interrupted in 1956. Four countries: Costa Rica, El Salvador, Guatemala and Nicaragua stated that they had regular programmes of publication. In general the archives had bulletins or journals, some published at regular intervals, some
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Publication Programme?</th>
<th>Regular Publication</th>
<th>Type of docs. published</th>
<th>Type of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes No</td>
<td>Yes No</td>
<td>Isol- ser- select</td>
<td>All N.A Print Micro-</td>
</tr>
<tr>
<td>Argentina</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X X NA</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X NA</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X X</td>
<td></td>
<td>X X</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X NA</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X X X X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Archives</th>
<th>Publication Programme?</th>
<th>Regular Publication</th>
<th>Type of docs. published</th>
<th>Type of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes No</td>
<td>Yes No</td>
<td>Isol- ser- select</td>
<td>All N.A Print Micro-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>form</td>
</tr>
<tr>
<td>Argentina</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Republic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total (for 10)</th>
<th>8 2 3 5 2 - - 2 6 8 -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolivia - Sucre</td>
<td>X NA</td>
</tr>
<tr>
<td>- La Paz</td>
<td>X NA</td>
</tr>
<tr>
<td>Honduras</td>
<td>X NA</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>X X</td>
</tr>
<tr>
<td>Paraguay</td>
<td>X NA</td>
</tr>
<tr>
<td>Peru</td>
<td>X X X X</td>
</tr>
</tbody>
</table>

| Total (for 16)    | 11 5 4 6 3 - 1 2 10 11 - |
irregularly. No microform publishing was done by Latin American national archives.

Sixtyfour percent of the archives did not specify the type of historical document they included in their publications. This could mean that the archival publications of some of these countries included finding aids, or news and short articles on archival subjects, but not the reproduction of important documents kept in the archives. For those which did include reproduction of documents, isolated important or curious documents were usually chosen, instead of complete series.

7.2.21 User services

The questions are summarized below:

What type of reading room does the Archives have?

Who are allowed to use the Archives?

Is there any limitation of the use of the Archives (e.g. age of the documents)?

What kind of reproduction facilities do the Archives possess?

Is any fee demanded for the use of the Archives?

The answers are summarized in table 21.

The Archivist of Nicaragua declared that the institution did not have a reading room and there were no answers from Ecuador, or from the Archives of La Paz to that question. All the other archives offered some type of reading place to their users, though in some cases it was far from ideal.

The Argentinian Archives were the only one to have two separate rooms for its readers; in one of them the researcher could use typewriters
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Type of reading room</th>
<th>Users</th>
<th>Restrictions</th>
<th>Reproduction</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>1 reading room</td>
<td>Researchers</td>
<td>X</td>
<td>Yes</td>
<td>Photo</td>
</tr>
<tr>
<td></td>
<td>1 room for typing</td>
<td>Univ.student</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>1 room</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>1 room for reading/typing</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>1 room</td>
<td>Hist.student</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>1 small room</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican R.</td>
<td>Library &amp; reading</td>
<td>General publ.</td>
<td>X</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>room together</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>NA</td>
<td>Researchers</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>1 small room</td>
<td>General publ.</td>
<td>X</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>1 room</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>1 room</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>sub total</td>
<td></td>
<td></td>
<td>7</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Bolivia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sucre</td>
<td>1 room with libr.</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>- La Paz</td>
<td>NA</td>
<td>Staff &amp; Resear.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td>2 rooms</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>None</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Paraguay</td>
<td>NA</td>
<td>General publ.</td>
<td>X</td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Peru</td>
<td>1 room</td>
<td>General publ.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>12</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>
and make copies from microfilm. Both rooms were supervised through a closed TV circuit. In Chile the same room was used for reading and typing and in the Dominican Republic the library was also used as a reading room.

The archives of Costa Rica and Honduras had only very small reading rooms and in La Paz the reading place was common to the National Library and the National Archives.

The great majority of archives were open to the public in general, the restrictions to their use were very few and there were no fees.

The National Archives of Chile and Colombia asked foreign users for an introductory letter from their Embassy before allowing them to consult the archives. The Chilean Archives also asked students for a letter of introduction from their University. Argentina put restrictions on the handling of damaged documents, and Honduras restricted the use of records related to lands in the area of the border with El Salvador.

Xerox copying machines were the most common form of reproduction facility offered by the archives (50%) but about one third of the institutions also offered microfilm copying to the users who required it.

7.2.22 Exhibitions

The questions are summarized below:

Is there a room for exhibitions?

If there is, are the exhibitions permanent, periodical or occasional?

The answers are summarized in table 22.
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Exhibition Room</th>
<th>Type of Exhibition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total (for 10)</strong></td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Bolivia - Sucre</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>- La Paz</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Honduras</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nicaragua</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Paraguay</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Peru</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total (for 16)</strong></td>
<td>6</td>
<td>10</td>
</tr>
</tbody>
</table>
Exhibition rooms were not a common feature in Latin American archives which is not surprising in view of the accommodation problems faced by most of these institutions. Only 38% of the archives had exhibition rooms, but the Guatemalan archivist stated that the archives held occasional exhibitions in its entrance hall.

Periodical exhibitions held to celebrate events of civic or historical importance were the most common (five archives).

7.2.23 Library

The questions are summarized below:

Does the Archives have its own library?

How many volumes does it have?

Is the content of the library mainly administrative, archival or historical?

The answers are summarized in table 23.

The Costa Rican Archives did not have a library. Neither had the Archives of Sucre, Bolivia, but, as it was housed in the same building as the National Library and shared most of the facilities, there was little need for a separate collection of books. In La Paz the Archives was planning its library.

All other archives had collections of books and periodicals ranging from 155,000 volumes in Argentina to 355 volumes in Peru. In Costa Rica's archives there were books but, as the library was not organised and classified it was not open to the public.

The majority of these collections were quite small and the contents heavily biased towards history. Only six archives (38%) affirmed
<table>
<thead>
<tr>
<th>National Archives</th>
<th>Yes</th>
<th>No</th>
<th>Number of Volumes</th>
<th>Type of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Admin. Archives</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>app.175,000</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td>35,000</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td>1,700</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td>10,000</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td>3,000</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td>small</td>
<td>X</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td>NA</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>15,000</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>2,000</td>
<td>X</td>
</tr>
<tr>
<td>Total (for 10)</td>
<td>9</td>
<td>1</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

|                    |     |    |                  |                    |
| Bolivia - Sucre      | X   |    |                  |                    |
| - La Paz             | X   |    | in project       |                    |
| Honduras              | X   |    | NA               |                    |
| Nicaragua            | X   |    | 1,000            | X                  |
| Paraguay              | X   |    |                  |                    |
| Peru                  | X   |    | 355 vol.         | X                  |
| Total (for 16)        | 12  | 4  |                   | 6                  |

1. Books received according to the legal deposit
to have works on archives in their libraries. (Ecuador had only periodicals on this subject, which could not have been very many since not very many are published).

Not one library had publications on management or administration. This is very much a consequence of the orientation towards history taken by the archives, almost totally ignoring their administrative role.

The libraries of the national archives of Argentina and Honduras received books according to the Legal Deposit legislation.

7.2.24 Suggestions and requirements

A requirement for technical aid and for grants for the training of professional archivists and technicians, special emphasis on the need for restoration laboratories and equipment, were the common notes of all answers to this question. There was a realistic plea from the archivist of Guatemala who stated: "before suggesting any type of aid from the OAS it is necessary for us to know precisely how much funds this organisation can offer to the Latin American archives and to our institution in particular".

7.2.25 Opinion on some OAS projects

In the final question the archives were asked to give their opinions on the utility for the archives of the region of three OAS projects:

A general guide of the archives of Latin America and the Caribbean.

The creation of a regional branch of the ICA for Latin America.

The establishment of regional centres for the training of archivists.
All suggestions were greeted with enthusiasm by the majority of the archivists. Words like: necessary, very useful, very important, transcendental (sic!), most interesting, were used in the replies. However, the archivist of the National Archives of Bolivia in Sucre, an internationally known and well respected professional, Dr. Gunnar Mendoza had some sound advice to offer about the compilation of general guides to Latin American archives. It seems obvious, he declared, that the descriptions of the archival fonds of Latin America should go from the general to the particular and that it would be a serious mistake, since most of the fonds are not even organised, to go from the particular to the general. Therefore, before a detailed guide we should plan the listing of the existing fonds, then a summary guide and only then attempt to compile detailed national guides.

In relation to the proposed ICA regional branch in Latin America, Dr. Gunnar Mendoza pointed out the existence of the Committee on Archives of the Pan American Institute of Geography and History, and advised against duplication of staff, expenses and work. He admitted, however, that the work of the IPGH had not been effective and that the involvement of an international association would probably produce more results.

The Peruvian archivist agreed on the need for a regional centre for the training of professionals at a higher level, but thought that national centres were nevertheless indispensable for the general training of archivists to meet the country's needs.

7.2.26 Further comparisons between Hill's survey and the OAS survey

Hill summarized the main problems faced by the Latin American archives as:

a) Lack of appropriate buildings;
b) Lack of well trained and well paid staff;
c) Lack of new accessions due both to the reluctance of the Departments to part with their historical documents and to the lack of storage space in the archives;
d) Few and inadequate finding aids in the majority of the institutions;
e) Insufficient facilities and space for the users.

An analysis of the answers given to the OAS questionnaire shows how the same problems were still present, and in some cases made worse.

The crowded conditions of the archival buildings were aggravated with time and very few governments took any measures to improve these conditions. The staff were still low paid and poorly prepared, in their majority.

The work of organising and making the records available to the public proceeded at a very slow pace, due to the lack of the right material conditions and skilled professionals.

Very few archives had improved their standards in relation to preservation and restoration of records. Only one or two had installed restoration laboratories.

Record Management was practically non-existent. The need for intermediate archives could be detected in many countries but nothing had yet been done in this field.

Reproduction facilities represented one of the few areas where a clear improvement was apparent with the great majority of archives offering to their users the possibility of obtaining photocopies of documents. A good number of institutions also offered copies on microfilm and some archives maintained photographic laboratories.

Furthermore, the picture in other areas was not always bleak. Small but important improvements were made by individual countries in some aspects of the archival work.

The Argentinian Archives seemed to hold a unique position among the sixteen institutions studied. They had a reasonable building, received new transfers regularly, had the majority of its fonds organised, and were planning to publish a general guide to its holdings. They had
also a laboratory for restoration of documents and good accommodation for readers.

In Brazil better opportunities for training were offered to archivists, a much needed restoration laboratory was installed and the publication of a very useful monthly bulletin started in 1970.

Bolivia had made real progress in the description of their records.

Chile was planning the creation of regional archives and the establishment of an archival network in the country. It was also the only country where the creation of an intermediate archives had been in the plans of the Government.

Guatemala had a good storage area and the housing conditions for records were also good in the Dominican Republic.

In El Salvador there was a project for a programme of records management.

In Panama a good part of the documents had been microfilmed and Colombia had a technician in restoration with a good professional training.

All these positive aspects, however, did not allay a sad diagnosis of the situation of the national archives of Latin America by Dr. Tanodi, who wrote in his report to the OAS: "Summarizing: the conditions of national archives and the other archives I visited are alarming."

7.3 1981 Survey

In order to update information on the national archives of Latin America and to find out how much the new techniques have been adopted by these institutions, a questionnaire was designed by the author and sent to the Latin American national archives in September 1981.

The questionnaires were written in Spanish and Portuguese and sent to nineteen countries. Haiti, following the OAS example, was considered part of the Caribbean region and not included in this survey.

Follow-up letters and new copies of the questionnaire were sent to the institutions from which replies had not been received in November, and again in January. Replies have been received from the following eleven countries: Argentina, Brazil, Chile, Colombia, Costa Rica, the Dominican Republic, Ecuador, El Salvador, Guatemala, Mexico and Panama.

7.3.1 The questionnaire

The questionnaire has forty-six questions, the majority of them of the closed question type and the open ones ask for very brief answers. Ten main aspects of archive policy and techniques are covered in the questionnaire:

A. General information about the archives (name, address, etc.).
B. Building.
C. Archival holdings.
D. Description of documents.
E. Accession and disposal policies.
F. Accessibility of the collection.
G. Staff.
H. Facilities and maintenance.
I. Legislation.
J. Automation and publication.
7.3.1.1 General Information

There are five questions asking for general information about the institution:
- Name of the Archives
- Address
- Parent institution
- Year the Archives were established
- Annual budget for 1981

No changes had been made in the name of the ten national archives since the OAS survey. Only the name of the Mexican institution, which was not included in the 1972 survey has to be added. It is called the Archivo General de la Nación.

A complete list of the present names and addresses of the national archives is given in the appendix. One of the institutions, the National Archives of Chile, changed its address in 1982.

The Ministries under which the national archives are placed are shown in Table 24. They remain mostly the same as in 1972. Five of the eleven archives are under the Ministry of Education, either directly or belonging to a cultural institution. This is the present situation as far as the position of the national archives in the Government structure is concerned.

The archives of Costa Rica were disassociated from the Ministry of Government and placed under the newly created Ministry of Culture, Youth and Sports. The Mexican archives are correctly placed under the Secretary of Government. In the 1972 survey there was no answer to this question from El Salvador. From the answer given to the 1981 questionnaire it was established that it belongs to the group of Latin American countries that place their national archives under the jurisdiction of the Ministry of Education.

It is not important to tabulate the reported date of foundation of each institution, even if small discrepancies were again apparent.
Table 24: Parent Institution

<table>
<thead>
<tr>
<th>Countries</th>
<th>Ministries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Education</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X¹</td>
</tr>
<tr>
<td>Costa Rica</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X²</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
</tr>
<tr>
<td>Mexico</td>
<td>.</td>
</tr>
<tr>
<td>Panama</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

1. Instituto Colombiano de Cultura
2. Casa de la Cultura Ecuatoriana “Benjamin Carrion”.

---

1. Instituto Colombiano de Cultura
2. Casa de la Cultura Ecuatoriana “Benjamin Carrion”.

---

260
A third date is given as the year of establishment of the Chilean archives: 1925. This is, as already remarked, the date of the foundation of the **Archivo Histórico Nacional** which was amalgamated with the **Archivo General del Gobierno** in order to form the **Archivo Nacional** in 1927.

The archivist of Guatemala gives 1968 instead of the 1846 of the OAS questionnaire, or the 1937 that Hill gave in his survey, and explains: "This was the year of the unification of all Government archives". On that date the decree No. 1768 of June 25 changed the name of the National Archives to **Archivo General de Centroamérica** and ordered the incorporation of the historical records from all Government departments to the **fonds** of the National Archives.

The fifth question was about the Archives budget for the year 1981, in U.S. dollars.

Three countries; Brazil, Chile and Mexico did not give a reply. This made comparisons and conclusions extremely difficult. The answers to the question are summarized in Table 25.

Five of the national archives had a budget of less than US$100,000. Among them, the $1,100 of the Costa Rican archives seems not enough to cover the basic expenses of such an institution for even one month.

The archivist of Ecuador replied that the $16,757 was the total expenses in 1981, which seems to indicate that the archives do not have a fixed budget but have to request money when it is needed. The amount consigned in 1981 shows that the financial resources available for the archives are quite limited.

The Dominican Republic had a much better budget for an institution of its size, nearing $200,000. It compares well with the much larger Argentinian archives which have a budget of $423,300.

In the case of Colombia which has the biggest budget among the eight archives that replied to this question, the answer was given in
### Table 25: Budget for 1981 (in US $)

<table>
<thead>
<tr>
<th>Countries</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>less than 10,000</td>
</tr>
<tr>
<td>Argentina</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>1,100</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>16,757</td>
</tr>
<tr>
<td>El Salvador</td>
<td>60,000</td>
</tr>
<tr>
<td>Guatemala</td>
<td>79,462</td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>95,200</td>
</tr>
</tbody>
</table>
Colombian pesos (29,000,000), and the quotation of the peso given as 55.00 to the dollar. It is possible however that some mistake had been made.

The absence of replies from Mexico and Brazil, which together with Argentina have the biggest archives in Latin America, both in holdings and staff, made an interesting comparison impossible.

7.3.1.2 Building

Four questions were asked about the housing conditions of the archives:

- Was the Archive building specially designed for this purpose? If not, what was its original purpose?
- In which year was the building finished?
- Is the storage area adequate for the housing of the collection at the present time? If yes, how many future years do you estimate to have space?
- How many seats for users do the Archives have?

Answers to the first two questions are summarized in table 26 and tables 27 and 28 summarize the answers to the other two questions.

Four countries replied as having purpose-designed archive buildings. The case of Panama has already been discussed: since the early forties, at the time of Hill's visit, the archive building started sharing its premises with other government offices. This problem was also pointed out by the archivist Dr. Aurelio Tanodi when he visited the archives as an OAS expert in 1972. Almost ten years later the situation remains the same, if not worse, due to the increasing need of storage space for new accessions.
<table>
<thead>
<tr>
<th>Countries</th>
<th>Purpose-built</th>
<th>Initial purpose</th>
<th>Year of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>Bank</td>
<td>1906</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>Private House</td>
<td>1818</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>Historical Museum</td>
<td>1940</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>National Library</td>
<td>1938</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>Private offices</td>
<td>1950</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td>1954</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td>1960</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>National Palace</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>1956</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>Gaol</td>
<td>1981</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>1924</td>
</tr>
</tbody>
</table>

**Total**: 4 Yes, 7 No
The Dominican Republic also has a building purpose-built for its records, the same that it had in 1972 when the OAS survey took place. The building was, according to Luis Rodríguez Morales, quite spacious with good facilities to accomplish its function as archives. But here also, the space had been invaded by other offices. On that occasion the archivist expressed the hope that these rooms would be vacated as soon as they were needed.

The building of the Guatemalan national archives was also designed to fit its function and Rodríguez Morales testified to the good conditions and sufficient space for storage that the archives had in 1972. Reading rooms and accommodation for staff, however, could be better and more spacious.

The archivist of Ecuador replied in the affirmative to this question but, as the address was the same as during Dr. Tanodi's visit, this answer seems to contradict the OAS expert's observations. The administration and part of the records were housed on the upper floor of the Casa de la Cultura Ecuatoriana, the main storage area in the basement of the building. It did not seem that the building was purposely designed for the archives but rather than the archives were housed in the building belonging to its parent institution and not in ideal conditions.

The remaining seven archives are housed in adapted buildings. The Mexican Archives were recently transferred from the National Palace where they were lodged at the time of Dr. Cortez Alonso's visit in April 1972, to a building that had previously been designed to be a gaol, the Penitenciaria de la Ciudad de México. The edifice was thoroughly adapted and, according to recent information, is one of the best archives buildings in Latin America.

Prison buildings seem to be, after some modifications, quite adequate to house archives and this arrangement has been made in some European countries. The county archives of Lincolnshire, for instance, are housed in the ancient prison in the city castle.
The old private palace where the Brazilian archives are housed is the only nineteenth century edifice among the Latin American archive buildings, but the date 1981 given by the Mexican archivist - which would make this the newest archive building in the region - is probably the date of completion of the adaptations to the much older building.

The Chilean archives were transferred in 1982 to the building that previously housed the Historical Museum. The building, finished in 1940, was, according to the completed questionnaire, still in the process of adaptation to its new function.

No other building has been erected or modified to house national archives, since the OAS survey, although four countries: Chile, Costa Rica, Colombia and Argentina had then replied affirmatively to the question: Is there any plan or project for a new archival building?

As noted above, the Chilean archives moved in 1982 to better, but nevertheless temporary accommodation. In his reply to the OAS questionnaire, the archivist had stated that a new building with 10,000m$^3$ of area was at the blueprint stage and that while waiting the completion of the building, the records would be temporarily transferred to a provisional place. However, there is no reference to the new archive building in the answer to the 1981 questionnaire.

Costa Rica has a splendid project that constitutes the government counterpart in the UNESCO Pilot Project for a National Archives System.

In his comments at the end of the questionnaire the Colombian archivist declared that in 1981 the Instituto Colombiano de Cultura bought a building to be adapted as the future home of the National Archives. This building had at first been a seminary and then functioned as the headquarters of the National Police (DAS).

The Argentinian Archives remain in the same building and no mention of any project was made in the answers to this questionnaire.

Although the situation is still very far from ideal, some improvements
can be felt to have occurred in this area from the time of Hill's survey. More than half of the eleven archives analysed here have moved to better quarters since 1945.

Chile and Mexico, having moved their records to better buildings, can now afford to have recent historical papers transferred to the national archives which have storage space available for the next twenty and fifty years respectively.

The only other national archives in a similar condition are those of the Dominican Republic which were already properly installed during Rodriguez Morales visit. They either obtained the space occupied by other offices in the archive building or did not require it and had, in 1981, a surplus of storage space for twenty years.

The remaining three quarters of the Latin American archives had critical situations of lack of space aggravated with the passing of the years. In Guatemala the archivist and OAS visitor considered that the archives had an ample storage area. Almost ten years' later the archivist, replying to the author's questionnaire, admitted that the area is now not enough for new accessions. Only the Guatemalan and Mexican archives offer enough seating accommodation to their users. Here again, the reply to the questionnaire is difficult to reconcile with the testimony of Rodriguez Morales who, in 1972, declared that in the Guatemalan archives the room for users and staff was not spacious enough. Would it be possible that some of the storage area had been allocated for readers? It seems unlikely.

The Chilean archivist, when replying to this question, added that the archives would provide more space for its readers once the work of adapting the building was completed.

More than two thirds of the national archives have less than 50 seats, which is an entirely insufficient number, especially for the larger archives like that of Brazil. If one compares these numbers with
### Table 27: Storage area available

<table>
<thead>
<tr>
<th>Country</th>
<th>Enough space</th>
<th>For how long</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>

### Table 28: Number of seats for users

<table>
<thead>
<tr>
<th>Country</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to 25</td>
</tr>
<tr>
<td>Argentina</td>
<td>80</td>
</tr>
<tr>
<td>Brazil</td>
<td>36</td>
</tr>
<tr>
<td>Chile</td>
<td>24</td>
</tr>
<tr>
<td>Colombia</td>
<td>22</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>30</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>40</td>
</tr>
<tr>
<td>Ecuador</td>
<td>20</td>
</tr>
<tr>
<td>El Salvador</td>
<td>40</td>
</tr>
<tr>
<td>Guatemala</td>
<td>200</td>
</tr>
<tr>
<td>Mexico</td>
<td>300</td>
</tr>
<tr>
<td>Panama</td>
<td>12</td>
</tr>
</tbody>
</table>
the facilities offered by most of the European Archives (in England the Public Record Office Repository at Kew offers 250 seats in its two main reading-rooms) the inadequacy of the buildings and facilities in the national archives of Latin America becomes more evident.

7.3.1.3 Holdings

There are six questions on the volume, age and general arrangement of the archives holdings:

- Approximately what is the number of documents kept in the Archives?

- What is the year of the oldest document?

- What is the year of the most recent document?

- How many fonds does the institution hold, and what are the five major fonds?

- Does the arrangement of the fonds follow the original order?

- Is there an "historical section"? If yes, what kind of documents are included in this section?

The answers are summarized in tables 29, 30, 31 and 32.

As occurred with the OAS questionnaire, the different measures used by the archives to give an idea of the volume of their contents makes any comparison extremely difficult. Two countries did not answer this question and for some of the others the quantity given is just an educated guess since their holdings are not totally organised to permit a precise evaluation of their size. An admission of this fact can be seen in the Ecuadorian archivist's remark that the figures he gave referred only to documents that have been classified. In a better position was the Mexican archivist who was unable to answer this question
<table>
<thead>
<tr>
<th>Country</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>9,000m.</td>
</tr>
<tr>
<td>Brazil</td>
<td>18,000m or 2,000,000,000 documents</td>
</tr>
<tr>
<td>Chile</td>
<td>12,000m</td>
</tr>
<tr>
<td>Colombia</td>
<td>35,600,000 documents</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>5,000m</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>8,362m</td>
</tr>
<tr>
<td>Ecuador</td>
<td>4,263 volumes and 71,080 bundles</td>
</tr>
<tr>
<td>El Salvador</td>
<td>8,000,000 documents</td>
</tr>
<tr>
<td>Guatemala</td>
<td>200,000,000 documents</td>
</tr>
<tr>
<td>Mexico</td>
<td>NA</td>
</tr>
<tr>
<td>Panama</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Oldest document</th>
<th>Most recent document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>1508</td>
<td>1979</td>
</tr>
<tr>
<td>Brazil</td>
<td>1534</td>
<td>1960</td>
</tr>
<tr>
<td>Chile</td>
<td>1539</td>
<td>1974</td>
</tr>
<tr>
<td>Colombia</td>
<td>1540</td>
<td>1977</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>1539</td>
<td>1981</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>1607</td>
<td>1976</td>
</tr>
<tr>
<td>Ecuador</td>
<td>1538</td>
<td>1970</td>
</tr>
<tr>
<td>El Salvador</td>
<td>1612</td>
<td>1900</td>
</tr>
<tr>
<td>Guatemala</td>
<td>1524</td>
<td>NA</td>
</tr>
<tr>
<td>Mexico</td>
<td>1524</td>
<td>1980</td>
</tr>
<tr>
<td>Panama</td>
<td>1776</td>
<td>1981</td>
</tr>
</tbody>
</table>
because "the data is still being processed by the computer".

On the whole, the data given are not very reliable. The eighteen thousand linear metres of documents the Brazilian Archives is supposed to have does not coincide with the information given to the OAS survey, that of thirteen thousand records. The number of documents (2,000,000,000) is the same for both questionnaires. This and the fact that new accessions were virtually non-existent leads to the conclusion that one of the answers was a mistake.

On the other hand the figures given by the Argentinian Archives seems too small when compared with other institutions. It is very difficult to accept that the Argentinian National Archives is roughly of the same size as the Archives of the Dominican Republic. These discrepancies and imprecisions that have also occurred in the OAS survey do not give room for an analysis of the growth of the archives in Latin America during the period of time that has elapsed between the two questionnaires.

In relation to the date of the oldest document kept in the archives, a comparison with the 1972 questionnaire shows differences that are not possible to entirely explain. The only two countries which have been consistent when giving the year of their oldest document are Guatemala and Panama.

Of the remaining countries, Mexico was not included in the OAS survey, El Salvador did not answer the question in the 1972 survey, and the answer given then by the archivist of Ecuador was not precise due to the already mentioned circumstances under which the answers were obtained.

For the six other countries the explanation for their contradictory answers is not easily to find. Argentina gave 1421 in the first questionnaire and 1508 in the second. There is a strong possibility that the document referred to in the first answer was only a copy and not the original, since it was not produced in the country.

The date given by the archives of Chile and Colombia shows just one
or two years' difference between the two surveys and this could be attributed to difficulties of establishing the exact year in which the documents were written.

There is no apparent reason for the differing information given on the two occasions by the archives of Brazil, Costa Rica and the Dominican Republic.

Examining the data of the most recent record in each of the archives, it is clear that new accessions have not stopped entirely for the majority of them. The exception is the Salvadorian archives which registered as 1900 the year of its most recent record.

The presence of very new documents in the archives, in some cases dating from the year the questionnaire was answered, reflects the absence of a system of intermediate archives or record-centres.

In Brazil 1960 represents the year when the Central Government was transferred to Brasilia and from that date onwards the official records are kept in the new capital.

In his reply the Guatemalan archivist stated that the most recent documents kept in the archives were those produced by this institution itself. No mention was made to records coming from the other government offices.

In general the percentage of twentieth century documents kept in these institutions is small. As noted by Garcia Belsunce in a recent article, in the Brazilian archives only thirty-nine percent of the archives date from this century, in Costa Rica the percentage is 37%, 38% of these unsorted, he added. The Argentinian archives have 28% of its archives dating from the present century and in Colombia, where for the last twenty years no storage space was available, the figure is only 7%.

Garcia Belsunce also remarked that the amount of new documents presently received by the Brazilian and Argentinian archives is minimal and no
transfers are being made to the Colombian and Costa Rican archives.

In his article García Belsunce made a brief analysis of only four of the Latin American archives: Argentina, Brazil, Colombia and Costa Rica. In relation to the storage area available for new records the situation is very similar in the majority of the remaining countries (table 27).

According to Duchêin there are two different intellectual positions to be chosen in relation to the definition of fonds or record groups, in the American terminology. In the maximaliste definition, in Duchêin's terminology, fonds are great units: the totality of archives from all services and departments belonging to a ministry, for instance, form a unique fond. In the socialist countries of Europe, as mentioned in the description of the Russian archive system, this concept is taken to its extreme: all archives belonging to the state form a gigantic "Fond of the state archives" (see p.128 and 227).

The minimaliste position, in contrast, reduce fond to the level of the smallest organisational cell.

Considering the relatively small number of fonds that Latin American archives possess, and judging by the names of some of the main fonds it seems that in Latin America the maximaliste position prevails. The number of fonds declared by El Salvador and Ecuador (3 and 4 respectively) seem to indicate that they take an even broader definition of fonds.

The absence of replies on the part of Argentina, Panama and Brazil are a sign of the lack of organisation of the totality of the archive holdings. Any archives which had produced an inventory of its holdings should be able to answer how many fonds it keeps.

The so called "historical sections" are anomalies in the organisation of archives, since, in order to form these sections records are taken from the original order to form a separate sequence. These records are usually documents considered of special significance in the country's
<table>
<thead>
<tr>
<th>Country</th>
<th>No.</th>
<th>Main fonds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>NA</td>
<td>Donations; Colonial Period - Government; National Period - Government;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Period - Treasury; Photographic collection of &quot;Cara y Caretas&quot;</td>
</tr>
<tr>
<td>Brazil</td>
<td>Many</td>
<td>Ministry of Navy; Presidency of the Republic; Notaries; Tribunals;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private archives</td>
</tr>
<tr>
<td>Chile</td>
<td>60</td>
<td>Real Audiencia; Capitania General; Scribes (before 1810); Ministries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(from 1818); Notaries; Registries of real estates</td>
</tr>
<tr>
<td>Colombia</td>
<td>171</td>
<td>Republic; Notaries; Maps</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>30</td>
<td>Congress; Protocols; Ministry of Government; Ministry of Public Education;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministry of Finance</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>20</td>
<td>Secretary of Internal Affairs and Police; Secretary of Public Health;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secretary of Finance; National Congress</td>
</tr>
<tr>
<td>Ecuador</td>
<td>4</td>
<td>Old Presidency of Quito; Notaries, Supreme and High Courts; Ministry of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance (old); Ministry of Government</td>
</tr>
<tr>
<td>El Salvador</td>
<td>3</td>
<td>Judicial; Administrative 1700-1900</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Unknown (sic!)</td>
<td>Superior Government; Royal Finances; Ecclesiastic matters; Royal and Pontifical University of San Carlos; Ayuntamiento de Guatemala</td>
</tr>
<tr>
<td>Mexico</td>
<td>70</td>
<td>Presidents; Department of Work; Secretary of the Viceroyalty; Royal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finances</td>
</tr>
<tr>
<td>Panama</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
Table 32: Order of fonds

<table>
<thead>
<tr>
<th>Country</th>
<th>Original order</th>
<th>Historical section</th>
<th>Type of documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>NA</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total 7 3 6 5
history. The existence of these "historical sections" had been pointed out and criticized by the OAS experts in their reports on the visits to the Latin American national archives.

Six countries admitted to having an historical section in their archives. When asked to specify the type of documents included in that section only five did so (the answer from the Salvadorian archives is not consistent with the question).

Analyzing these answers it appears that these so called "historical sections" are not special collections of more important documents (as it used to be in the Brazilian archives, for instance) but are certain parts of the archival holdings, especially those from the colonial period.

It is a less serious fault than the disorganization of fonds but why call some sections of the archives "historical" just because those records are older? As the archivist of Ecuador remarked when replying to this part of the questionnaire "the whole archives are historical".

The answer from the Dominican Republic National Archives where all records from the colonial period until those produced twenty five years ago are kept, seems to indicate that the Archives includes a section of intermediate storage. That section would include documents less than thirtyfive years old (and not yet considered historical). In his answer to the question on the existence of intermediate archives, he replied that an archival centre had been planned and would start its function in 1982. (Table 37). It seems probable that the main archives were provisionally exercising both functions in maintaining separate sections.

7.3.1.4 Description of documents

Two questions were asked in order to establish the type of finding
aids the archives have produced:

- Which indexes do the Archives possess?

- Does the institution produce inventories? If yes, are they published?

The answers are summarized in tables 33 and 34.

Only one archives, that of the Dominican Republic, declared that no index of its fonds has been made. The majority have two or three kinds of indexes, that usually cover only part of the holdings. The Panamanian archives had only made special indexes for notaries, churches, lands and judicial tribunals.

In the archives of El Salvador there is, according to its archivist, a title index. As archival documents usually do not have specific titles, it is not clear to which titles the reference is made.

The answer given by the Mexican archivist was also not very precise, since she did not specify the kind of indexes the archives had but mentioned a "general index to the fonds and catalogues to fiftyfive sections".

Only three archives do not produce any kind of list or inventory of their holdings. The Colombian archives did not have any of the inventories it produced published, but published various indexes to its collection and was preparing a general guide to the archives.

The remaining seven countries published part of the inventories compiled by their national archives. The Argentinian archivist did not mention any instance of the publication of the General Guide to the Archives that, according to the 1972 OAS questionnaire, was being prepared.

On the whole the production and publication of finding aids by the national archives in Latin America have not made real progress since 1972.
### Table 33: Indexes

<table>
<thead>
<tr>
<th>Country</th>
<th>Names</th>
<th>Subject</th>
<th>Places</th>
<th>None</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Title</td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**: 7 7 4 1 3

General index of fonds. 56 section catalogues

Notaries; Judicial Churches, land.

### Table 34: Inventories

<table>
<thead>
<tr>
<th>Country</th>
<th>Production</th>
<th>Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Total**: 8 3 7 1
7.3.1.5 Accession and disposal

Among the mass of records produced by the bureaucratic machinery of any government today, only a very small fraction can be preserved for future generations. The decision of which records should be preserved is the most arduous and difficult task that the Archivist, or an Archival Commission in certain cases, has to perform. It should start with a well planned records management programme and requires well defined accession and disposal policies. In order to establish how the Latin American national archives deal with these problems the following questions were asked:

- Do the Archives have any records management programme? Give details.

- Do the Archives have an accession policy? Give details.

- Is there a records centre? When was it established?

- Do the Archives have a disposal policy?

- Do the Archives follow any disposal schedules?

The answers are summarized in tables 35, 36, 37 and 38.

From the three archives which replied as having a records management programme, the Argentinian institution did not give any explanation of the kind of programme it maintains. The Mexican answer would apply more to the question about accession or disposal programmes, although it can be taken as part of records management in a broader sense.

The Salvadorian reply was as follows: "We are organising the Municipal Archives, at national level. There are 261 municipalities and their archives are all in complete disorder. We have, however, a programme which has allowed us to recover documents dating from 1712 to 1899. We had organised 15 archives in two years, with professionals from this Institution". The Brazilian reply to this question is in
Table 35: Records Management Programme

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td>Plans</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td>Selection of records from the Ministries. Elimination tables or schedules</td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total: 3 Yes, 8 No

Table 36: Accession policy

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>There is a law but lack of space impedes reinforcement of the law</td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td>There is a law. Periods fixed according to types of docs.</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td>Very few accessions. Lack of space</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td>Legislation provides for transfer of docs. from Depts. to the Archives</td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td>Accession of docs. dating to 1900</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>Every 10 years the Dept. had to send docs. to the archives</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td>Acquisition; donations and transfers</td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total: 7 Yes, 4 No
contradiction to the answer on records centres (table 37). Archives which operate records centres have to have some type of record management programme.

To help Latin American archives in this important but ignored and neglected aspect of archival work, Unesco launched two programmes already mentioned in Chapter 6.

The first was the Pilot Project for a National System of Archives. As the Costa Rican archivist mentioned in her reply to this part of the questionnaire, when it becomes reality this National system of archives will co-ordinate the activities of the records producer organisation, the administrative archives and the National Archives.

The second Unesco project is in Peru, a country from which no answer was received to this questionnaire, and is a pilot project in modern records management that started in 1979.

If these projects prove successful, there will surely be an improvement in this field in the whole of Latin America.

Although more than half of the institutions replied that they had an accession policy, what the majority of them really meant was that they have a law or decree that provides for the transfer of documents from the Government offices to the archives.

It would be physically impossible for most of these archives to have a record transfer policy when there is no space available for new records in the archives building (see table 27).

Only Chile, Dominican Republic and Mexico, whose archive buildings have enough room for new accessions, could have a real policy in this field.

The Chilean archivist replied that there was legislation on the subject and the archivist had enough power to enforce this law. There are fixed periods for the transfer of records, varying according to the type of document.
In the Dominican Republic the law also establishes time periods for the transfer of documents from each department.

The Mexican archivist did not give enough details about the accession policy of the institution, only remarking that the archives acquire documents by transfer of public records, acquisition of documents (probably private archives) and donations.

There is a general awareness of the necessity for an accession policy in the majority of the countries, as the answers to this question show. Even in Brazil, where the archivist replied negatively to this question, there is a good project in this field that has not yet been disclosed. What does not exist in the majority of the national archives are the material conditions to put into practice laws, plans and projects for the accession of new records.

Brazil and Argentina are the two countries where a records centre started to operate in the late seventies. In Brazil it is situated in Brasilia and was created in order to find a temporary solution to the records produced by the government departments in the new capital. The National Archives in Rio de Janeiro did not have space for new accessions and a new archival building in Brasilia waits for funds and support from the government. Meanwhile the University of Brasilia agreed to let part of one of its buildings temporarily to function as an intermediate archive for governmental records that have ceased their active life. Until very recently the records centre was functioning in a rather precarious way in these premises. Better accommodation has been planned as part of the total modernization of the Brazilian Archives. These projects are not open to the public and little data can be obtained, beyond the information that projects are presently being made and submitted to various commissions.45

The archives in the Dominican Republic had a project for a records centre that should start its function in 1982.

The Costa Rican archivist replied that the National Archives also function as a records centre. In small archives, if there is enough
### Table 37: Records Centre

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Year of establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>1979</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td>1978</td>
</tr>
<tr>
<td>Chile</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td>Plans for 1982</td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

### Table 38: Disposal policy

<table>
<thead>
<tr>
<th>Country</th>
<th>Disposal Policy</th>
<th>Disposal schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>
space and a convenient way of separating functionally the two repositories, this is quite an acceptable solution. The present archival building in Costa Rica does not have enough storage room for its holdings, but space for an intermediate archives was certainly allocated in the new archival building presently being projected.

In the majority of the countries, the lack of funds prevents the provision of better accommodation for historical records, and also makes the creation of records centres a difficult achievement.

The disposal programme for the Costa Rican archives was designed during the Unesco project on a National Archives system and is in the process of implementation. Disposal schedules are being made and when the questionnaire was answered just a few were ready. The Argentinian archives, which has its own disposal policy, also had its disposal schedules partially made.

In Mexico the archivist replied that the archives do not have a disposal policy but are preparing disposal schedules, as she put it "for documents in other departments". As Mexico does not have a records centre yet, the disposal schedules have to be applied to the documents kept in the various governmental departments.

The Panamanian archives, on the other hand, do not prepare any schedules for disposal of unwanted records but replied that it has a disposal policy.

An analysis of the replies to this part of the questionnaire shows how bad the situation is in relation to accessions and selection of modern records in most of the countries. In general, there is no space for new transfers, just three countries have some form of records centres (one was still in project), disposal policies and schedules for selection and elimination of useless records are virtually non-existent. Unless each Ministry and other government offices keep their records that are not in active use in good order and under good conditions (and this seems most improbable in the great majority of cases), the countries are going to lose a great part of their twentieth century
official documentation. This is a problem that cannot wait for solutions any longer. Measures to protect and organise these records have to be taken now. Every government must be awakened to the importance of these papers and must materially support the necessary measures to preserve them.

7.3.1.6 Accessibility to the records

The opening of the contents of archive repositories to the use of the general public, is a relatively modern phenomenon. It has become an important issue in the last twenty years and was the theme of the last International Congress on Archives (London, September 1980). Archivists, however, are not in unanimous agreement on opening their institutions to a wider public. To assess the accessibility of the archives records in Latin America, the following questions were asked:

- Is there any restriction to access to the records related to the age of these records?

- What is the time limit for access?

- Are there any documents with restricted access (classified, confidential, etc.)?

- What type of documents are these?

- Are there any conditions imposed on the use of the archives? Please specify.

The answers are summarized in tables 39, 40 and 41.

The answers given by the archives of Costa Rica and Guatemala showed a misunderstanding of the question. They gave the restriction existent in relation to the use of the archives premises to the public, which was the subject of another question.
### Table 39: Time restriction on the access to records

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>30</th>
<th>25</th>
<th>20</th>
<th>15</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica¹</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Answers not related to the questions

### Table 40: Restricted records

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>Documents related to security and sovereignty of the Nation</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>External Affairs and Defence</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>Presidential archives and archives of State Ministries</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
Of the remaining, four countries declared they have time restrictions but Chile did not state what the time limit was. In Argentina and El Salvador only documents more than 30 years old are open to research and 25 years is the limit for the records in the Dominican archives. As the more recent records received by the Salvadorian archives date from 1900 (table 8) and no new accessions have been made recently, this 30 years access limit is reduced to a legal disposition.

The absence of any substantial amount of recent transfers in the majority of the other national institutions may be one explanation for the non-existence of any time restriction to the use of records.

Confidential or "classified" documents are exceptions in the Latin American archives, perhaps because any sensitive paper is kept in the department of origin.

The Guatemalan archives keep confidential documents and is one of the three to do so of this group of Latin American archives. They are records produced by the Ministries of External Affairs and Defence. In Brazil these Ministries do not transfer their records to the National Archives but maintain their own archives, which exercise more restriction on their use than the national institution, which replied as not having any classified records.

In the case of Panama, if all documents from the Presidency and Ministries are considered confidential - as the archivist declared in his answer - a very small part of its holdings would be open to the public. It seems more probable that this restriction is not absolute and just indicates that the reader who wants to use these records needs special permission from the Ministry involved.

In the Argentinian archives, a small group of documents containing sensitive information relating to the security of the country is classified as confidential and withdrawn from public access.

Half of the archives replied as having some special conditions to be fulfilled in order to use their records. In the cases of Costa Rica
<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Special requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td></td>
<td>Users have to be over than 18 years old</td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
<td>Foreigners need letter from their consulate. Chileans need a written application</td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td>General care in the handling of the documents</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td>Written application, specifying documents to be used</td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
<td>General care in the handling of documents</td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
and Guatemala this condition is care in the handling of records, which is generally a requirement in all archive reading rooms. The Ecuadorian Archives demand a written application from anyone wanting to research their records. The user has to specify the kind of document he needs for his work. The Chilean archivist remarked that although he had replied negatively to the first question, there are some conditions to be fulfilled: foreigners are asked for an introductory letter from their consuls and Chilean nationals need to submit a written application. In Argentina only persons over eighteen years of age are accepted as readers in the National Archives.

The Mexican reply is not coherent. The archivist stated as requirements for the use of the archives: "protection, conservation (sic), microfilming for conservation".

There was no answer from the archives of El Salvador to this and the following five questions. The person who replied to it seems to have missed an entire page.

On the whole the National Archives of Latin America are very liberal in allowing the use of their records. The main limitations to be found by a potential user lies more in the lack of finding aids, organised fonds and proper reading accommodation than in restrictions imposed by laws or regulations.

7.3.1.7 Staff

Well trained professionals are one of the main requirements for any improvement in the conditions of the Latin American archives. The absence of these professionals was pointed out by Hill in his survey and considered by him one of the problems that should be dealt with more urgently. In 1972 the situation had improved very little, in fact not at all in some countries. The number of professionally trained archivists was negligible and schools or courses on archives existed in one two or three countries.
The following questions were asked to find out if any improvement had occurred:

- Is the chief archivist professionally trained?

- What is his/her subject background (e.g. history, law etc.)?

- State, please
  a) Number of archivists employed
  b) Number of archivists with professional training
  c) Number of technical staff
  d) Number of clerical staff

- Are there any archival training schools or courses in the country? How many?

- How long are the archival courses?

- Are they at undergraduate or postgraduate level?

- Are the professional staff trained in the country? If not, where did they receive their training?

The answers are summarized in tables 42, 43, 44 and 45.

Fifty percent of the archives which replied to these questions did not have a professional archivist as its director. Nine of the eleven archives gave the background of their directors and it is interesting to note that some of them had more than one qualification. Six of them (66%) were historians or lecturers in History; three had a background in law; one trained as a librarian; one a sociologist and another a social anthropologist.

A background in history or related subject is the ideal for an archivist and all over the world there is a tendency for well known historians to be directors of archives, a trend that started in the mid-nineteenth century. A professional training in archives, however, becomes more
Table 42: The archives director: professional training

<table>
<thead>
<tr>
<th>Country</th>
<th>Archival training</th>
<th>Professional background</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Table 43: Number of Staff

<table>
<thead>
<tr>
<th>Country</th>
<th>Professional staff</th>
<th>Professional staff with training</th>
<th>Technical Staff</th>
<th>Clerical Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>NA</td>
<td>4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Brazil</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Chile</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Colombia</td>
<td>13</td>
<td>2</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>15</td>
<td>15</td>
<td>4</td>
<td>42</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>43(1)</td>
<td>4</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Ecuador</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Guatemala</td>
<td>29(1)</td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Mexico</td>
<td>74</td>
<td>22</td>
<td>18</td>
<td>-</td>
</tr>
<tr>
<td>Panama</td>
<td>5</td>
<td>5</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

(1) total number of staff
and more desirable at a time when specialization and awareness of new technologies are so important.

Four archives did not answer, or gave incomplete answers to the question relating to numbers of staff (table 43). The Chilean archivist explained that precise information could not be given at that time because the archives were in the process of changing its organisational structure. In Colombia 7% of the total staff are professionally trained archivists. The figure is 24% in Costa Rica, 9% in the Dominican Republic, 37% in Ecuador, 7% in Guatemala, 24% in Mexico and 83% (sic!) in Panama.

Garcia Belsunce\(^46\) gave as 4% the percentage of professional archivists among the staff in the Argentinian archives, and 0.6% in Brazil.\(^47\)

The stated percentages of trained archivists in the Ecuadorian and Panamanian archives are too high. There is a disproportion in both cases between the number of clerical workers and professional staff. This, together with the small number of total personnel (8 and 6 respectively) indicates that professional staff are carrying out clerical chores. It is also possible that the professional training consisted only of short courses or in-service training, especially in the case of Panama where only short courses on archives are provided, and no archivists have been trained abroad (table 44 and table 45).

In general an increase in the number of archivists with a professional training can be detected when these figures are compared with those given in the 1972 questionnaire (table 6).

All the archives which replied to this question have now trained professional archivists on their staff. Notwithstanding this improvement, generally speaking the level of professionalism is inadequate (except for Costa Rica, Ecuador and Mexico), as are the total numbers of staff. Further improvement can be forecast, taking into consideration the creation of new archival courses in some of these countries.

Only two countries: the Dominican Republic and Guatemala, replied
as not having courses of any kind for the training of their archivist (El Salvador did not answer this question). This represents a considerable improvement on the situation in the early seventies (see note 27).

The courses in Panama, however, are not a real archival training, they consist of occasional, very short courses of one week's duration only.

In Chile the one and a half year course is offered sporadically and is part of a programme of international co-operation.

In the other countries there are regular courses varying from two years (Costa Rica, Ecuador and Mexico) to five years (Colombia).

In Argentina the Centro Interamericano de Formacion de Archiveros linked to the University of Cordoba has offered a six month course since 1976, specially designed for archivists of other Latin American countries. The University has also a regular three year course at undergraduate level.

In Brazil a minimum curriculum for archive courses at undergraduate level was approved by the Federal Council of Education in March 1974. Three courses have been created since then.

In Colombia the School of Library and Archives of the Catholic University offers a combined course aimed at the training of archivists and librarians in a five year programme at graduation level. An analysis of the curriculum shows a bias towards librarianship.

In Ecuador, besides the regular two year graduation course a two-month, in-service training programme, is carried out at the National Archives.

The Mexican course is the only regular one at postgraduate level (the sporadic courses in Chile are also at postgraduate level). It is offered by the National School of Librarianship and Archives but unlike the Colombian course it is not a combined programme and only trains archivists.

The Archivist of the Dominican Republic added in her comments that there is a ten-hour course for all archive staff and from 1982 the Archives
### Table 44: Archives courses

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Number</th>
<th>Duration and level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>2</td>
<td>G 6</td>
<td>months - 3 years</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>3</td>
<td>G 3</td>
<td>years</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>1</td>
<td>P 1½</td>
<td>years</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>1</td>
<td>G 5</td>
<td>years</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>1</td>
<td>G 2</td>
<td>years</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>1</td>
<td>G 2</td>
<td>years</td>
</tr>
<tr>
<td>El Salvador</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>1</td>
<td>P 2</td>
<td>years</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>1</td>
<td>1 week</td>
<td></td>
</tr>
</tbody>
</table>

Total 8 2

G = Graduate level
P = Postgraduate level

### Table 45: Where the archivists were trained

<table>
<thead>
<tr>
<th>Country</th>
<th>Home</th>
<th>Abroad</th>
<th>In which country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>Spain, Cordoba (Argentina)</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td>Spain, Argentina, Italy</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td>Argentina, Spain</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td>Argentina, Spain</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td>Argentina, Spain</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td>X</td>
<td>Argentina, Spain</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td>Argentina</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>France (5)</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>X</td>
<td>France (5)</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
were planning a course for assistant archivists.

The majority of the countries (64%) have sent members of their national archives staff for training in other countries. They follow, usually, the six month course that takes place in Madrid with the financial support of the OAS and the Spanish Ministries of Foreign Affairs and Education since 1973, which is specially designed for Latin American archivists, and the course in Cordoba, Argentina. In Colombia one archivist was sent to Italy, and Mexico had five of their professionals sent to Paris for the Stage Technique International d'Archives, specially created for the training and updating of foreign archivists.

These courses abroad, all designed for foreign professionals, are of short duration, being basically "refresher" courses. They cannot be substitutes for longer and more regular training, but offer to the students the unique opportunity of visiting other archival institutions and exchanging practical experience with other professionals.

The regional training centre for Latin America, now given strong support by the ICA and UNESCO, if successful, will considerably improve the situation.

7.3.1.8 Facilities and Maintenance

The previous survey (OAS questionnaire 1972) and the testimony of visitors to the Latin American archives showed that the majority of the archival repositories were far from having the ideal conditions for the conservation of records. Air conditioning was non-existent, few archives had any form of environment control, protection against fire was deficient, and not many facilities were reported for the restoration of documents. These are the questions that were asked to assess any progress made in this field:

- Is the repository air-conditioned?
- Which of these processes of preservation of documents are in use on the archives:
  a) Fumigation
  b) Cleaning
  c) Deacidification?

- Do the Archives possess restoration facilities?

- Which processes of restoration are employed?

- What is the relative humidity in the repository?

- What is the average temperature?

- Are there any fire precautions?

- What type of extinguishers do the archives possess?

- Which reprographic facilities are in use in the archives?

The answers are summarized in tables 46 to 51.

The majority of the Latin American countries in this group have a tropical or semi-tropical climate, with high humidity and high average temperatures. In these conditions the deterioration of paper is greatly accelerated and the only ideal solution is climatic control by air-conditioning. Only three archives replied as having air-conditioning facilities. In one of these, the Mexican archives, the equipment just injects fresh air into the building: it is not air-conditioning equipment in the full sense of the word. In another, the Argentinian, because of the better climatic conditions prevailing in this country the existence of an air-conditioning facility is not as vital as it would be for the other national archives. It is not only lack of funds that prevents the archives from acquiring the necessary equipment; in most cases the adverse characteristics of the building occupied by the archives do not allow the installation of such equipment. This is certainly the case in the Brazilian
### Table 46: Air-conditioning

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total: 3 Yes, 8 No

### Table 47: Preservation Measures

<table>
<thead>
<tr>
<th>Country</th>
<th>Fumigation</th>
<th>Cleaning</th>
<th>Deacidification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 11, 9, 2
archives.

All archives fumigate their records. In some cases there are periodical disinfections of the whole storage area, in others this process is sporadic. Few have a proper fumigation room to disinfect records to be incorporated in their holdings.

Only two archives seem not to periodically clean their records but apart from the Colombian and Mexican archives, deacidification is an unknown process in Latin American archives. It is a slow and somewhat expensive process and demands trained staff and at least a small restoration laboratory.

At least two archives have been provided with a restoration laboratory since the 1972 survey: the Chilean and the Panamanian national archives.

The Argentinian archivist remarked in his answer that the laboratory was still being implemented and this was the reason why the processes of restoration employed were not specified. This information seems to contradict the statement of Lodolini after his visit to the Argentinian archives in 1972, that there was a functioning restoration laboratory in the institution at that time. Perhaps the facilities were being modernized and re-equipped in 1982.

In Chile the facilities were reported as "minimal".

The Guatemalan archivist replied that restoration facilities did not exist, yet he also declared that the Archives carried out manual restoration of documents. Therefore it is probable that the conditions of the Chilean and the Guatemalan archives in relation to restoration facilities were very similar, in spite of the apparently differing answers.

All the archives that have restoration equipment carried out manual restoration, but just one, the Colombian, had mechanical lamination. In 1972 the Colombian archives were going to send to the National
Table 48: Restoration Laboratory

<table>
<thead>
<tr>
<th>Country</th>
<th>Laboratory</th>
<th>Manual</th>
<th>Manual</th>
<th>Mechanical</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>lamination</td>
<td>lamination</td>
<td></td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Manual lamination</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Manual</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Leaf casting</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Manual</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
<td>4</td>
<td>7</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 49: Average Temperature and Humidity

<table>
<thead>
<tr>
<th>Country</th>
<th>Average humidity</th>
<th>Average temperatures working area</th>
<th>Average temperatures storage area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>ambiental (sic!)</td>
<td>ambiental</td>
<td>ambiental</td>
</tr>
<tr>
<td>Brazil</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Chile</td>
<td>NA</td>
<td>NA</td>
<td>15°</td>
</tr>
<tr>
<td>Colombia</td>
<td>NA</td>
<td>15°-25°</td>
<td>15°-25°</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>65%</td>
<td>27°</td>
<td>26°</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>It is not measured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>75%</td>
<td>19°</td>
<td>15°</td>
</tr>
<tr>
<td>El Salvador</td>
<td>50%</td>
<td>20°</td>
<td>20°</td>
</tr>
<tr>
<td>Guatemala</td>
<td>NA</td>
<td>18°-24°</td>
<td>18°-24°</td>
</tr>
<tr>
<td>Mexico</td>
<td>51%-54%</td>
<td>19.5°</td>
<td>18.5°</td>
</tr>
<tr>
<td>Panama</td>
<td>70%</td>
<td>16°-21°</td>
<td>16°-21°</td>
</tr>
</tbody>
</table>
Archives in Washington a specialist in restoration already trained in Europe in the more traditional restoration techniques, to learn the mechanical lamination process. Used for modern records, alongside the traditional methods it is extremely useful for archives which can afford to buy the relatively expensive equipment. The manual lamination technique specially designed for developing countries is less costly and is used in the Brazilian, Costa Rican and Panamanian archives.

Two other restoration processes were mentioned by the archivists of Colombia and Mexico: the manual incrustation and the modern "leaf casting" method.

The reason why some countries did not reply to the question on average temperature and humidity (table 49) is perhaps the same as that so openly expressed by the Dominican archivist: these conditions are not measured.

The ideal humidity for the conservation of paper is 50% to 60% and the temperature around 15°C (55°F) for storage areas and 20°C-21°C (69°F-70°F) for the working and reading areas. The Mexican archives are very near the ideal conditions, only the storage area temperature should be maintained two or three degrees lower.

In Costa Rica humidity is a little higher than it should be ideally and the temperature very much so, especially in the storage area. The Ecuatorian and Panamanian archives have a high humidity level but in the case of Ecuador the ideal temperatures make damage to the records less probable.

Another damaging condition for the records is the variation in humidity and temperature. They should remain constant, as fluctuations cause more damage to paper than constantly high or constantly low readings. The absence of air-conditioning in the majority of these repositories makes this control very difficult.
<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Water extinguisher</th>
<th>Foam extinguisher</th>
<th>Smoke detector</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Hoses</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Powder extingu.</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Smoke extingu.</td>
</tr>
</tbody>
</table>

Total                   | 10  | 1  | 4                  | 6                 | 2              | 3      |

<table>
<thead>
<tr>
<th>Country</th>
<th>Microfilm</th>
<th>Photocopy</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td>Video, photography, magnetic tape</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td>Photography</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>X</td>
<td>Photography</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total                   | 9         | 10        |
The Dominican Republic Archives do not have any fire precaution measures but was purchasing a foam fire extinguisher. Fifty-five percent of the national archives have foam extinguishers and Ecuador has a powder extinguisher. Both types are suitable to combat fire in libraries and archives. The water extinguisher is not recommended since the water can be even more damaging for the material than the fire itself and the Guatemalan Archives are equipped only with this type of extinguisher.

Only Mexico and Guatemala have smoke detecting equipment and the Panamanian archives stated that it had a "smoke extinguisher" (extintor de humo. Sic!).

There was no mention, by any of the institutions, of the existence of automatic systems to combat fire; internal fire alarm systems or fire alarms connected to the fire station.

The OAS survey has already shown the progress made by the Latin American archives in relation to reprographic facilities. This trend continued. In 1972 some 55% of the national archives did not possess microfilm equipment. In 1981 only the Dominican Republic and Ecuador (18%) did not have this facility. There was an increase in photocopying equipment also: only El Salvador does not have a photocopying machine in its National Archives.

Argentina listed video, magnetic tape and photography as additional reprographic facilities existing in its Archives. These may possibly be used for the reproduction of audio visual material kept in the Archives.

Costa Rica, besides photographic equipment mentioned grabación. The Spanish word grabación means both record and engraving and it is not possible to be sure to which one the Costa Rican archivist is referring.
7.3.1.9 Legislation

In order to establish if the basic legislation on archives has been updated to cover modern aspects of archival work, three questions were put to the archivists:

- Are the National Archives established by legislation? What are the dates of this law and of any subsequent laws?

- Does the existing legislation cover
  - accessibility to documents
  - accessions of records
  - disposal of records?

- What is the date of the most recent internal regulations?

The answers are summarized in tables 52, 53 and 54.

None of the replies were accompanied by a copy of the latest law or of the last regulation issued by the archives, although a request for them was made. They would have helped an analysis of how much the legislation has been adapted to the new aspects of archives in the last decades. By a fortuitous coincidence, Archivum, the international periodical on archives, published in 1982 the new archive laws that have been issued since the first survey on this subject published by the periodical, 1969-71 (1971 for the Latin American countries).

This information published in Archivum will be used to complement the data given by the archivists in reply to the questionnaire.48

Although the Colombian archivist replied that there was an archive act in his country, he also remarked that legislation was dispersed in numerous legal acts. Thus, in a strict sense there is not an archive act in Colombia.

In Costa Rica the legislation was being modified.
### Table 52: Law of creation of the Archives

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>10.11.1961</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td>2.1.1838</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td>1929</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td>1966</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>X</td>
<td></td>
<td>1935</td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>23.1.1981</td>
</tr>
</tbody>
</table>

| Total          | 8   | 3   |

### Table 53: Aspects of the archival function covered by law

<table>
<thead>
<tr>
<th>Country</th>
<th>Accession</th>
<th>Transfer</th>
<th>Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Brazil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

| Total          | 6   | 6   | 3   |
Three countries admitted to not having basic archival legislation: Ecuador, El Salvador and Mexico. To confirm this, no mention of any legislation on archives in Ecuador was made in either of the two issues of Archivum dedicated to this subject (V.21, V.28). El Salvador possesses only a decree of October 1948 creating the Archivo General de la Nación. It was published in the volume 21, 1971 of Archivum and has only one article: the creation of the archives under the Ministry of Culture. In Mexico there is some legislation related to archives and historical documents: a decree of 1943 still in force forbids the exportation of historical documents; the law of National Property (1968) defines archives as a national property; the Archaeological, Artistic and Historical Monuments Act of 1972 also includes archives among the institutions protected by the act; the Organic law on Public Administration mentions the Archivo General de la Nación under the Secretary of Government. These do not constitute basic archive law, but in 1980 the President of the Republic issued an Acuerdo (Agreement) on the National Archives defining this institution as the central authority in the Federal Government on every matter related to administrative and historical archives of the Federal Public Administration.

Brazil is the only country of this group where the nineteenth century archive law was still in force in 1982. Entirely new legislation on this subject is, however, being drawn up.

Only in three countries: Argentina, Costa Rica and Panama are there legal dispositions on transfer, accession and disposal of records. Countries with important archives and masses of administrative records, like Brazil and Mexico, do not have any legal coverage for these essential archive functions. In El Salvador the transfer of documents to the archives is regulated by Circular letters.

Only Brazil and Panama issued new internal regulations for their National Archives since the 1972 survey, while Costa Rica has a new regulation being studied and Ecuador also has new archival regulations in preparation. In Colombia, Mexico and Argentina, the age of the regulations still in use seems to indicate that new ones are needed
Table 54: Internal Regulations

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
<th>Date of the last regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
<td>1949</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
<td>1975</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
<td>1962</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
<td>1936</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
<td>1967 (new one in preparation)</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
<td>In preparation</td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
<td>1943</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
<td>1976</td>
</tr>
</tbody>
</table>

Total 7 4
to deal with the new aspects of the archive function that could not be included in a set of regulations issued in the thirties or forties.

7.3.1.10 Automation and Publication

In the 1970s the computer invaded the archives in the developed world. It is being increasingly used to control the retrieval of documents, in the description of records, for the production of finding aids, for compilation of statistics and, mainly in records centres, for the control of allocation of storage space.

In order to establish if any automation programme has started in Latin American archives, the following questions were asked:

- Has the computer been used for any purpose in the Archives? For what tasks?
- Are there any plans for future use? Please give details.
- Do the Archives keep machine-readable records? How many?

The answers are summarized in tables 55 and 56.

Only Mexico has started using computers for the compilation of indexes. The future application of automation in Latin America does not look very probable at least in the near future.

In Costa Rica there are plans for the use of computers in a field more related to modern records than to archives and in Chile studies about the viability of the use of automation had still to start. In all the other countries computers are not part of any short term programme. The reason lies in the prevailing poor economic conditions as the Panamanian archivist stated and also in the fact that fonds have to be in good order before any computer application can be implemented. In many national archives this basic organisation of part of the
Table 55 : Use of Computers

<table>
<thead>
<tr>
<th>Country</th>
<th>Present use</th>
<th>Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

Table 56 : Machine readable records

<table>
<thead>
<tr>
<th>Country</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ecuador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Salvador</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>
holdings has still to be carried out.

Some Government departments in Latin America have been using computers for data storage and data processing for some years and a considerable number of machine-readable records have been produced by these offices, at least in the more developed countries of the region. None of these records have yet been transferred to the national archives.

The lack of space and poor conditions for storage in these depositories is the main explanation for this, as is the fact that Government departments have policies of keeping records, even if they are not in active use, rather than transferring them to archives.

The non-existence of access regulations to records in almost half of these countries explains also the tendency of the Departments to keep sensitive information under their direct control.

The majority of the national archives have produced some kind of publication since Hill's first survey. The OAS questionnaire showed that only one fifth of this group of archives did not have any publication policy in 1972, although only three of them admitted to having a regular publication programme.

In order to find out any changes made in the last ten years, it was again asked if the archives had a publication policy, and of what it consisted. The answers are summarized in table 57.

Only Chile replied in the negative to this question. Colombia, that in 1972 had stopped the publication of its periodical, seems to have reassumed this programme and are preparing the publication of finding aids.

For most of the countries the only regular publication is a bulletin that varies in the periodicity of issue. The Brazilian Mensário is, as its name suggests, a monthly publication; Costa Rica has its Boletín published quarterly and in Guatemala it is twice yearly. The Argentinian Revista is an annual, and some of the others are produced irregularly.
<table>
<thead>
<tr>
<th>Country</th>
<th>Publication policy</th>
<th>Type of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>X</td>
<td>Revista del Archivo General de la Nación (annual). Collección auxiliares heurísticos</td>
</tr>
<tr>
<td>Brazil</td>
<td>X</td>
<td>Mensario do Arquivo Nacional (Since 1970)</td>
</tr>
<tr>
<td>Chile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>X</td>
<td>Revista del Archivo Nacional 77 issues. Finding Aids (in preparation)</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>X</td>
<td>Revista del Archivo Nacional</td>
</tr>
<tr>
<td>Dominican Rep.</td>
<td>X</td>
<td>Boletín Trimestral. Collección Monográfica</td>
</tr>
<tr>
<td>Guatemala</td>
<td>X</td>
<td>Boletín semestral</td>
</tr>
<tr>
<td>Mexico</td>
<td>X</td>
<td>Guides, Catalogues Collection of docs. Technical leaflets.</td>
</tr>
<tr>
<td>Panama</td>
<td>X</td>
<td>Informative Bulletin (one or two a year)</td>
</tr>
</tbody>
</table>

| Total               | 10                 | 1                                                                                   |
Forty-four percent of the archives declared that, besides the bulletin they produce guides, catalogues, finding-aids and similar publications. On examining the contents of some Revistas and Boletines a change can be detected in their focus of interest. Until 1972 the emphasis was more on historical themes, but since then the focus has been changing to archives studies. This is a welcome change that may reflect a new trend in archival policy in Latin America and close the gulf between these institutions and the archives in the developed world.

7.3.2 What has changed in nine years

7.3.2.1 Buildings

In 1972, 70% of the archives replied that they were sharing buildings with other institutions, and three of them declared they had projects for new archival buildings. In 1981 only one of these archives, the Chilean, had moved to better quarters. However, Colombia is planning the transfer of its National Archives to another building, already acquired for this purpose and Costa Rica is currently working on a building project.

Thus, less than a third of the countries made any positive move towards the provision of better accommodation for their records. Proper building continues to be one of the main problems of Latin American archives as it was at the time of Hill's survey.

7.3.2.2 Finding Aids

About 20% of the archives were not compiling any kind of index to their holdings in 1972. In 1981 only one of these countries, the Dominican Republic, still admitted to not having compiled indexes.
In 1972 30% of the archives declared they had prepared lists and inventories, by 1981 the proportion had been inverted and only 30% were not preparing these finding aids. Even considering that these figures can occasionally be misleading, there was some improvement in the processing of documents, in spite of the limited resources in terms of funds and trained staff in these institutions.

7.3.2.3 Records Management and Records Centres

Three countries, Brazil, Colombia and Costa Rica replied as having some sort of management programme in 1972.

None of these countries replied affirmatively to this question in the 1981 questionnaire, but Argentina and El Salvador (together with Mexico) reported having a records management policy. Costa Rica in 1972 had a project for administrative archives in preparation, but had still not put it entirely into practice in 1981. This UNESCO pilot project, however, has already introduced record management practices in Costa Rica.

Argentina and Brazil started a record centre in the period between 1972 and 1981. In time these repositories will help to improve communications between the offices that produce records and the national archives, and lead to real records management policies in these countries.

The Dominican Republic also had a project for a record centre to be established in 1982.

7.3.2.4 Transfer and Disposal Policy

In this area, again, there were some contradictions between the answers given to the two questionnaires. In 1972 only the Dominican Republic and Guatemala replied that their archives had a disposal policy and
quoted the legislation related to this subject. In 1981 neither of these two countries replied positively to this question, which probably shows that in the past the legal dispositions had not been carried out. Argentina, Costa Rica and Panama, however, seem now to have a records disposal policy and the first two countries are preparing their disposal schedules. In Costa Rica this aspect is also included in the UNESCO project.

In 1972 one country only, Ecuador, replied that its Archives were not open to new accessions, but most of the remaining archives admitted they did not have space for new records. The situation was almost the same nine years later: 50% of the archives declared they had an accession policy but only Chile and the Dominican Republic (and Mexico) had enough storage room to make it viable.

7.3.2.5 Staff

Argentina, Brazil and Chile did not provide answers to this subject in the 1981 questionnaire. For the remaining countries the total number of staff has increased for all archives, but the Panamanian, which in 1981 appears as having six instead of the twelve staff it had in 1972. Costa Rica, on the other hand had the number of its staff more than doubled and so had the Dominican Republic. More professionally trained archivists were to be found in all archives (they were virtually non-existent in 1971) but the proportion was still very low in most cases, as was the total number of staff for most of the institutions.

7.3.2.6 Conservation and Restoration facilities

Forty percent of the archives had some kind of restoration laboratory in 1972, although very basic for one or two of them. In 1981 this figure increased to 60% with Chile and Panama now providing some
restoration facilities. The Chilean archivist, however, remarked that they are still inadequate. As the situation is not very much better in the remaining countries, it seems that this is an area where UNESCO or some other international organisation should intervene and create a regional centre.

The conditions of records preservation did not improve much with only Argentina joining Panama in having air-conditioning systems fitted in its archives repository.

7.3.2.7 Legislation

Little new archival legislation was issued in this period, although some more was being projected. The legislation that created the archival system in Brazil was perhaps the most significant. Argentina and Costa Rica are now going to issue the necessary legislation for their national systems, and in Colombia a similar act is under preliminary study. These acts are a result of a UNESCO and ICA insistence on the need for every country to have a national archives system as an essential part of the national information system. When, and if, implemented, these new laws will bring radical changes to the National Archives, to record making and record keeping in general, and put the archives institutions in the position in the administration of the country in which they belong.
NOTES AND REFERENCES - CHAPTER 7

1. If one accepts the date given by Hill, 1825 is the year of foundation of the Bolivian National Archives, but see p.169.


7. Hill uses the terminology of his time, copied from the library services. Classification and cataloguing are not accepted as archive activities nowadays.


9. Hill did not mention the duties of the staff of the archives of Bolivia, Guatemala, Haiti, Dominican Republic and Paraguay, and very briefly those of the Brazilian archives.

10. All the directors of the Latin American National Archives until the date of this survey had been men.


12. In 1981 Brazil returned to Paraguay the documents confiscated during the 1864-68 war.


15. Cuba was, at that time, banned from the OAS.

16. It is interesting to point out that the English language questionnaires sent to the Caribbean countries had a question on the budget that was not included in the Spanish questionnaire.

17. Bolivia has two national archives institutions.

18. The answers to the questionnaire will be presented in two groups. The first group (with the addition of Mexico that did not appear in this survey) are the countries from which the answers for the author's 1981 questionnaire have been received. Their division is for comparative purposes.


21. HILL, R. op.cit. p. 82.


24. RODRIGUEZ MORALES, L. op.cit. p.76.


27. In 1971 the director of the Archives School of Cordoba, Argentina, Dr. Aurelio Tanodi, designed a questionnaire on the training of professional archivists in Latin America which was sent to all directors of National Archives and directors of archives schools in the region. It had ten questions covering items such as the existence of courses on archives in the country, the extension, level and number of students on these courses, short courses and in-service training offered by the archives to their staff, legal requirement related to the profession, professionals trained abroad and main problems related to professional training in each country.

Very few replies were received to this questionnaire: there were only the answers from the National Archives of Chile, El Salvador, Costa Rica, Mexico, Peru and Venezuela, from the Society of Archivists of El Salvador, from the University of San Marios, Peru and from a regional archives depository in Brazil. Most of the replies were entirely negative and little information could be gathered from them. Among the countries from which answers were received only El Salvador, Mexico, Venezuela and Brazil had some kind of archive training - still very deficient, according to the testimony of the authorities who replied to the questionaire. In-service training for new members of staff did not take place in any of the archives of these seven countries.

28. LODOLINI, E. op.cit. p.44.

29. TANODI, A. op.cit. p.67.


32. RODRIGUEZ MORALES, L. op.cit. p.70-75.

33. LODOLINI, E. op.cit. p.34-41.

34. TANODI, A. op.cit. p.66.
35. The archival terminology in Spanish and Portuguese is still very imprecise and inconsistent. The same word can be interpreted in different ways by different people. Inventories (inventarios) are sometimes taken as meaning lists, sometimes as calendars. Catálogos, in some contexts, means catalogues; in others lists, in others indexes. Therefore the categories given in Table 19 to the finding aids made by the archives arise from the attempt to interpret the answers to the questionnaires, helped by comments made in the experts' reports on this subject.

36. TANODI, A. op.cit. p.54.

37. RESPUESTAS al Cuestionario sobre el estado de los archivos nacionales. Boletín Interamericano de Archivos, 4: 107, 1977.


39. TANODI, A. op.cit. p.68.

40. An English language copy was also made and is included in the appendix.

41. RODRIGUEZ MORALES, op.cit. p.74-75.


45. MOREIRA FRANCO, C. De como está sendo guardada a nossa História Estado de Minas, Belo Horizonte, 30 set. 1981. cad. 2.p.l.

46. GARCIA BELSUNCE, op.cit. p.38.

47. GARCIA BELSUNCE gives 28% instead of 24% of professionals in the Costa Rican archives.


49. In Brazil these aspects will be included in the new legislation in preparation.

50. Volume 28 of Archivum shows that only 45% of this group of archives had new legislation issued between 1972 to 1981.

   Argentina published in 1979 a decree regulating the conservation of records in the governmental offices, including elimination, microfilming and transfers of documents.

   Brazil issued a decree in 1975 creating the General Information
system and in 1978 another decree creating the SINAR, National System of Archives. This act has not yet been implemented.

In Chile a 1980 decree created a Commission for selection and disposal of records.

The Dominican Republic established by decree of September 1976 the Centro de Inventario de Bienes Culturales (Centre of Register of Cultural Heritage).

Mexico issued, in 1980, the already mentioned Acuerdo del Presidente de la República sobre el Archivo General de la Nación that defines and gives the functions of the National Archives.

According to García Belsunce in his article in the UNESCO Journal (UJISLAA, 1983) Costa Rica and Argentina were in the process of framing legislation for the establishment of a national archives system.

51. Only ten countries can be included in this comparison, since the Mexican Archives were not part of the 1972 Survey.
8. Conclusions

Archives are rapidly assuming the role of information agencies, at least in the developed countries, which, together with libraries and information centres, conceivably form part of an integrated information system.

They are no longer the domain of scholars, having not only re-acquired their administrative role but also opened their doors to a wider public.

The new data processing and reprographic techniques that are replacing most of the traditional practices in information work have also been adopted by the archives institutions. This has increased the common characteristics between libraries, information centres and archives, though this is not to deny both the differences between these services and the unique characteristic of archival material.

In the developing countries the unstable social, political and economic conditions, as well as historical characteristics, conjure against good archive organisation and service. The non-profitability of archives puts them well down in the scale of priorities in economies where basic commodities like food, education and health care are still deficient. The conditions of Latin American national archives reflect all the problems that afflict the so-called "marginal economies" and are aggravated by some conditions peculiar to the archives of the region.

Most of the Latin American archives have documents dating back to the first years of colonisation (sixteenth and seventeenth centuries) and their national archives were in some cases established more than a century ago. Their holdings cannot be compared in age and quantity with those of archives in young developing nations and consequently the organisation of these records and the management of these institutions represents a more complex problem for the governments and archivists of the region.
Furthermore, archives in Latin America suffer from a nineteenth century syndrome which has lasted to today: they are considered only as cultural centres, still a place for erudites and academics, still a laboratory for historians. Their place in the organisational structure of their country's administrations clearly demonstrates this attitude: the majority of the national archives of the region are under the Ministry of Education or some Department of Culture. The extreme case of an Archives transformed into a museum for old documents is the Paraguayan National Archives which has not received any record dated later than 1870.

Being seen as a cultural entity and having no administrative importance makes the status of the archives even lower and so also their budgets. Since their establishment all national archives of the region have suffered from government neglect and consequent financial difficulties. Roscoe Hill's narrative of the history of these institutions highlights this point very clearly. In his visits to the national archives in the early forties, Hill identified the lack of adequate buildings, equipment and trained staff as the principal obstacles to the development of archives in Latin America - how striking must the contrast have been between these repositories and the then newly built National Archives of Washington.

These ills were identified again in the answers to the 1972 OAS questionnaire and were confirmed by the observations of the OAS experts in their visits to the national archives. Few improvements were to be shown ten years' later. The answers to the 1981 questionnaire reveal that only two national archives (Chile and Mexico) had moved to better quarters but even those institutions were still far away from the purpose-built repositories found in most of the developed countries.

Inadequate buildings usually signify a lack of sufficient storage space and consequently new accession cannot take place on a regular basis: less than a third of the archives covered by the 1981 survey were receiving regular transfers of records from government departments. Some, like the Panamanian, had stopped entirely the transfer of records.
In 1972 only one of the archives covered by the survey was provided with air-conditioning facilities and all the OAS experts expressed their concern about the poor state of the papers and the precarious restoration facilities to be found in the majority of the archives. More recently the 1981 survey showed that three out of eleven archives had air conditioning apparatus, therefore, humidity and temperature are very rarely maintained at ideal levels. Restoration laboratories, although improving a little in number and equipment were still insufficient.

That the numbers and quality of staff were inadequate in 1972 was shown not only by the answers to the specific questions of the OAS survey, but also by the appeal of the majority of the archivists in the comment section of the questionnaire. They emphasized the great need for provision to be made for training of archivists. Although the number of trained professionals has increased in the last decade the answers to the 1981 questionnaire indicate that there is still a great need for qualified personnel. Most of the staff of the national archives trained in the recent past received their training in short courses. New archival courses have now been established in some countries and the new attempt to transform the Escola de archiveros in Cordoba, Argentina into the Regional Training Centre for Latin America, if successful, will considerably improve the situation. These improvements, however, have until now only superficially influenced the conditions of the national archives staff. The percentage of professional archivists among the staff is generally very low (see table 43).

Insufficient professional staff and the inadequate training of archivists lead to poor quality technical services. This problem was discussed by the OAS experts in their reports in 1972 and can still be detected in an analysis of the answers to the 1981 questionnaire.

Modern records management programmes are still incipient. To be successfully implemented they need not only well prepared staff, but also an awareness on the part of the authorities of the role of archives
in the administration. They should be made aware that an efficient record management programme can save money and time in government offices, as has been proved by the experience of developed countries. The new Pilot Project that UNESCO started in Peru in 1981 will help enormously to modify the actual position in relation to records management and will serve as a model for other archive systems of the region.

Only the Mexican Archives have taken the first steps towards automation. Otherwise no plans for the use of computers exist in the other archives of the region. It is true that financial problems and the state of partial organisation of most of the archive holdings make automation seem impossible. However, archivists, especially in the more developed countries like Brazil and Argentina, must overcome the barriers and introduce automation to their institutions. Without it the gap between the archives in the developed world and those of Latin America will only increase. Most likely the introduction of computers will take place in a similar fashion to other technology- and market- led innovations. The rapid increase in reprographic equipment in the national archives in recent years is such an example. Organisers of archive courses should become aware of the importance of computers in this field, and give to the professionals they are training the skills that are needed to change the unsatisfactory situation in the national archives.

Prescription for development

1. International aid has increased in the last decade and has proved vital for the development of archives in Latin America. More help and expert advice from international organisations and developed countries is needed especially for

   a) the professional training of archivists and technicians. The Regional Training Centre in Cordoba needs all the assistance it can get in order to become an effective regional school for the archivists of the area. On the other hand, as Argentina is in the extreme south of the Continent, another training centre in Central America (or perhaps in Mexico) seems indispensable.
b) the establishment of a centre for restoration. There was a proposed project for El Salvador but no mention of it has been found in the periodicals of the last two years. There is no need here to emphasize again the urgent necessity for such a facility. Happily in this area, libraries and archives can share the same resources since their needs are similar.

c) the conferring of more scholarships for the training of archivists abroad. Even with the Regional Training Centres functioning satisfactorily some professionals should be sent to other countries for training. This would enable them not only to learn new techniques and more sophisticated methods but also visit institutions and see how these new techniques and methods are being put into practice.

2. Governments in the region should be persuaded to provide:

a) adequate buildings and equipment. Without them no archival development can ever take place.

b) larger funds to allow the institution to carry out their tasks and better salaries for archivists in order to attract better qualified personnel.

3. Associations of archivists should be formed where they do not exist and strengthened in the countries which have them. Collaboration with library associations is important and would make the archivists strong as a pressure group. They should campaign for

a) professional training at all levels; university courses on archives; short, refresher courses; in-service training programmes; training for technical staff and sub-professionals.

b) better buildings and equipment.

c) higher status for archivists.
4. Most important of all, official and public awareness of the importance of archives has to be achieved.

Only when archives are considered important agencies for the economic, social and cultural development of a nation will adequate funding and proper buildings be allocated to these institutions.
APPENDIX 1

Questionnaire sent to the National Archives in Latin America - September 1981

The objective of this questionnaire is to obtain data about archival policy in Latin America for a Ph.D. thesis. Your answer is indispensable to my research. Where alternative answers are given, please tick the appropriate boxes. Where space provided for answers is inadequate please use additional sheets of paper, indicating the numbers of the questions.

General Information

1. Name of the Archives: .................................................................

2. Full mailing address: .................................................................

3. Parent institution: .................................................................

4. Year the Archives were established: ...........................................

5. Annual budget for 1981 (please give amount in US$) .................

Building

6. a) Were the archives specially designed for this purpose? Yes ...... No ......

   b) If no, what was its original purpose? .................................

7. State year of building completion ...........................................
8. a) Is the storage area adequate for the housing of the collection at the present time? Yes .......
   No .......

   b) If yes, for how many future years do you estimate you have space?

9. Number of readers' seats ............

Collection

10. Could you estimate the number of documents in the archives .................

11. Please state the year of the oldest document .................

12. Please state the year of the most recent document .................

13. a) Please give the number of fonds possessed by the institution .................

   b) Could you please name 5 major fonds .................

14. Does the arrangement of the fonds follow the original order? Yes .........
    No .........

15. a) Is there an "historical section"? Yes .........
    No .........

   b) If yes, please state the sort of documents that section includes .................

Description of documents

16. Which indexes do the archives possess Names .............
    Subjects .............
    Geographical .............
    Others .............
    (please specify)
17. a) Does your institution produce inventories?  
   Yes  ............
   No  ............

   b) If yes, are they published?
   None  ............
   Some  ............
   All  ............

Accession and disposal

18. a) Do the archives have any records management programme?  
   Yes  ............
   No  ............

   b) If yes, please give details  
       ..............................

19. a) Does your institution have an accession policy?  
   Yes  ............
   No  ............

   b) If yes, please give details  
       ..............................

20. a) Is there a records centre?  
   Yes  ............
   No  ............

   b) If yes, when was it established  
       ..............................

21. Do the archives have a disposal policy?  
   Yes  ............
   No  ............

22. Do the archives follow any disposal schedules?  
   Yes  ............
   No  ............

Accessibility of the records

23. a) Is there any restriction to access to the archival holdings  
   Yes  ............
   No  ............

   b) If yes, is there a limit of access for  
      30 years  ............
      20 years  ............
      15 years  ............
      other  ............
      (please specify)
24. a) Are there documents with restricted access? Yes ............
     (classified, confidential, etc.) No ............

   b) If yes, please state the type of documents with restricted access
     ........................................

25. a) Are there any conditions imposed on the use of the archives Yes ............

   b) If yes, please specify No ............

Staff

26. Is the chief archivist professionally trained? Yes ............

27. What is the subject background of the archivist? (e.g. history, law, etc.) ........................................

28. Please give
   a) Number of archivists employed ........................................
   b) Number of archivists with professional training .....................
   c) Number of technical staff ........................................
   d) Number of clerical staff ........................................

29. a) Is there any archival training school or course in the country Yes ............

   b) If yes, how many No ............

30. How long are the archival training courses? (Please add a 'G' if it is an undergraduate course, or a 'PG' if it is a postgraduate course)

   Up to 6 months ........................................
   Up to 1 year ........................................
   Up to 2 years ........................................
   Up to 3 years ........................................
   More than 3 years ........................................
31. a) Are the professional staff trained in the country?
   Yes ...............  
   No ...............  
   Some ...............  

   b) If not, where did they receive their training?
   ........................................

Facilities and maintenance

32. Is the repository air-conditioned
   Yes ...............  
   Partially ...............  
   No ...............  

33. Which of these processes of preservation of documents are in use in the archives?
   Fumigation
   Yes ...............  
   No ...............  
   Cleaning
   Yes ...............  
   No ...............  
   Deacidification
   Yes ...............  
   No ...............  

34. a) Do the archives possess restoration facilities?
   Yes ...............  
   No ...............  

   b) If yes, which processes are employed?
   Manual ...............  
   Mechanical lamination ...............  
   Manual lamination ...............  
   Others (please specify) ...............  

35. Please state the relative humidity ........................................

36. Please give the average temperature ........................................
   in the storage area ...............  
   in the working area ...............  
37. a) Are there any fire precautions?  
   Yes  ............
   No  ............
   b) If yes, which type?  
      Water extinguisher  ............
      Foam extinguisher  ............
      Smoke detector  ............
      Others (please specify)  ............

38. Which of the following reprographic facilities are in use in the archives?
   Microfilm  ............
   Photocopy  ............
   Others (please specify)  ............

Legislation

39. a) Are the National Archives established by legislation?  
   Yes  ............
   No  ............
   b) If yes, please give the date of the law and any subsequent amendments.
      (Please send a copy of last legislation, if possible)  ............

40. Does the existing legislation cover the following aspects?)  
   Accessibility to documents  
      Yes  ............
      No  ............
   Accessions  
      Yes  ............
      No  ............
   Disposal  
      Yes  ............
      No  ............

41. What is the date of the most recent internal regulation? (please send a copy, if possible)  ............
Automation and Publication

42. a) Has the computer been used for any purpose in the National Archives?  
Yes  
No  

b) If yes, for what tasks?  
Control of documents  
Description of documents  
Retrieval of documents and/or information indexing  
Compilation of statistics  
Controlling of allocation of space  
Others (please specify)  

43. a) If not, are there any plans for future use?  
Yes  
No  

b) If pertinent, please give details  

44. a) Do the archives keep machine-readable records?  
Yes  
No  

b) If yes, how many  

45. a) Is there any publication policy?  
Yes  
No  

b) If yes, please give details  

Comments

46. Additional information or comments will be most welcome.

Thank you for answering the questionnaire.

Date of completion  
Signature  

Please return to ...  
by ...
APPENDIX 2

Names and addresses of the Latin American National Archives

Argentina
Archivo General de la Nación,
Avda Leandro N. Álem 246,
1003 Buenos Aires.

Bolivia
Archivo Nacional,
Calle España 23,
Sucre.

Archivo de la Paz,
Casilla 7820,
La Paz.

Brazil
Arquivo Nacional,
Praça da República 26,
20211 Rio de Janeiro, R.J.

Chile
Archivo Nacional,
Miraflores 50,
Santiago de Chile.

Colombia
Archivo Nacional,
Calle 24, No. 5-60, 4º piso,
Bogotá, D.F.

Costa Rica
Archivo Nacional,
Av. 4, Calle 7. Apartado Postal 10217,
San José.

Cuba
Archivo Nacional,
Compostela y San. Isidro,
La Habana.
Dominican Republic  
Archivo General de la Nación,  
Calle Modesto Díaz No. 2,  
Santo Domingo.

Ecuador  
Archivo Nacional de Historia,  
Calle 6 de Diciembre 794,  
Apartado 67,  
Quito.

El Salvador  
Archivo Nacional,  
Palacio Nacional – Planta Baja Lado Poniente,  
San Salvador.

Guatemala  
Archivo General de Centroamerica  
4a Avenida, 7a y 8a Calles, Zona 1,  
Ciudad de Guatemala.

Honduras  
Archivo Nacional,  
7a Avenida entre 6a y 7a Calles  
Tegucigalpa.

Mexico  
Archivo General de la Nación  
Edificio de Lecumberri,  
Mexico 1, D.F.

Nicaragua  
Archivo General de la Nación,  
Apartado Postal 1141,  
Managua, D.V.

Panama  
Archivo Nacional,  
Avenida Peru entre calle 31 y 32,  
Apartado Postal 6618,  
Panama 5.

Paraguay  
Archivo Nacional,  
Mariscal Estigarribia e Iturbe,  
Asunción.
Peru
Archivo General de la Nación,
Apartado 3124,
Lima.

Uruguay
Archivo General de la Nación,
Calle Convención 1474,
Montevideo.

Venezuela
Archivo General de la Nación,
Apartado 5935,
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