World Subud Association

Archives

REPORT ON THE STATUS AND PRESERVATION NEEDS OF THE WSA ARCHIVES

Prepared for the World Subud Association

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By

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Author's Note

This report is the result of a three year review of the whole WSA archive system. It's been very difficult to write, requiring a quantum shift from what was, to what needs to be.

Any recommendations provided herein are based on current reality and on current professional archival practice and knowledge across all formats. If it has not been possible to complete all the cost estimates asked for within the time frame, these will be provided as supplementary information as soon as possible.

Additional information can be provided on specific items not covered herein for expediency, by contacting Amalijah directly.

The 'why' of archives will be seen clearly from both an inner and outer perspective and it does not seem necessary to labour the point here. I would just like to touch briefly on my own experience from the time I became involved in the WSA archives in 1997 in that this experience created the need to 'pause' and step back from my perceptions about archives. Out of this 'pause' grew a feeling of respect, which in itself led to a journey of discovery. This journey, no matter what work I was doing on a day to day basis in the archives always, via multiple threads, formats and information, led me back to the source: the advice Bapak received for our guidance **and clearly beyond that** to the greater Power and infinite mercy of the One Almighty God, who decreed this gift for mankind at this point in time.

What became clear was that if this gift is not for us alone and, if it is not just for the present time, then we have a duty of care to respect and ensure there is a complete and authentic record showing clearly how this gift came into the world, how it spread and developed and perhaps more importantly, how our activities were always blessed and accompanied by the Power of God, despite our considerable shortcomings. That as we are one, so too the WSA archives are one and, as one they need to be managed.

And so, it is with a somewhat lighter feeling and gratitude to the One Almighty God for the opportunity granted herein, that the findings of this review are made available, as perhaps a first step into our collective future.

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Summary

This report on the status and preservation needs of the WSA Archives was requested by Zones 1 & 2, and by the MSF Chair and combines results of the review of the archive system.

The term 'archives' refers to the whole of the WSA archives collections and needs, not any particular 'centre' or unit, even though these may be dealt with separately in certain chapters in terms of their specific priorities and preservation requirements.

There are several critical areas of need which need to be addressed immediately, which require dedicated effort and funding as well as a significant shift in understanding as to how we need to manage archival resources into the future.

Digital technology does not eliminate the risks faced, it changes the way that risk needs to be managed.

The most critical of items include the following:

- The sound recordings of Bapak's talks.
- The infrastructure and administrative framework, including funding and resources.
- Establishment of one WSA Archive to complement the work of the archive in Indonesia, together with a revised security backup system able to deal with digital records to replace the 'five international archive centres' plus individual units, plus backup locations.

These items are all covered in full later in this document.

1. OVERVIEW: ARCHIVES WITHIN THE WSA

In Subud there are no holy relics, shrines or museums. We do not worship each other or the work we do. The only one we worship is Almighty God who decreed this gift for mankind at this point in time. In the WSA Archives we need to carry out the work we do not only with a feeling of respect for its content but by making good use of the abundance of knowledge and expertise available within the archival profession globally.

1.1 The Preservation Challenge

Archival materials all have different physical properties and, they have specific handling and storage requirements. They are not 'spiritual' items, even though they may contain a spiritual content and presence. They need to be managed according to the physical needs of the matter and technology that created them to ensure their natural degradation is slowed down as much as possible or, so that their content remains accessible, authentic, 'intact and unaltered' through technological changes.

This needs the right framework, infrastructure, expertise, facilities and resources in place to avoid losing significant material and, this is especially the case if we choose to put all our eggs at this point in time, into the digital basket.

Normal archival practice is designed to protect integrity, authenticity and appropriate access to archival materials via a range of preservation, documentation and conservation activities. When well managed, this can ensure that the permanent records of an organisation are able to survive in the long term. This aids the provision of proof – who and what the organisation stands for, how it carried out its business and, how it developed over time.

The structure of Subud is designed so that no person, group, family or country can "own" it, yet this very aspect of constantly changing and moving, without any real material foundation or infrastructure, can also leave us vulnerable, disorientated and disjointed. We often have no sense, knowledge or understanding of the building blocks that were laid in the foundation before *we* came along and decided to erect a few walls here and there.

Information only lasts as long as someone cares about it and work that relates to the long-term preservation of information and knowledge is vulnerable and greatly affected by instability, lack of continuity and lack of appropriate management and expertise. Archival practice is not something static. It's a dynamic and evolving profession dealing with complex technical issues during a period of transition and global chaos.

1.2 WSA Archive Collections

In brief the WSA Archive collections contain sound recordings, film and video (classified as audio visual archives), paper records, photographs, publications, media clippings, artworks, maps and plans, ephemera and electronic records. They contain correspondence, talks, minutes and reports and much more, all of which document in various ways, what happened when. Even though many early records have been lost and there are significant gaps in collections, there is a good foundation of material to build on, so that it can be made clear to anyone who wasn't there what actually happened, why and how.

1.3 Future Preservation Management

While it's necessary to have fresh ideas right across our work in Subud, to regularly revise our work programs to ensure they remain pertinent, valuable and effective and, to have the right people doing the right work at the right time, it is equally necessary to have a framework and infrastructure that facilitates and supports this work.

Matters relating to the collection, documentation, preservation, conservation and provision of access to archives and records, need to be *constant* activities to be effective and they need to be managed with full awareness of current professional practice. They are *permanent* functions and need some kind of *permanence* to support and facilitate needed work programs.

Technology, while difficult to manage in its present form, is also a gift which enables us to record and disseminate information in a way that was not possible before. Yet this very development also creates greater

vulnerability, **making it harder to retain information in its pure form** for long periods of time.

The first duty of care of archives is preservation of the original content and materials they're entrusted with, as well as ensuring records are maintained within the context they were created so that they can be understood in future. Whereas it may be necessary to make derivative and surrogate copies of material for various reasons, the real proof and 'content' lies more clearly and strongly with original documents.

Each surrogate copy or derivative 'loses' or 'adds' something, until eventually there may be little or no connection between the original document or sound and, what survives into the future.

1.4 Access and Use

In order to access and use archives safely, not only do the records need to be documented and organised so that it is clear what information exists, clear access protocols need to be in place according to whether the record is classified as open, closed or restricted for certain periods, either for legal, copyright, privacy or confidentiality reasons. This is the same for any archive whether they are government, corporate, religious, organizational or personal archives. Other records are always in the public domain or 'open', for example published material.

It's a responsibility of any archive management system to ensure material can be accessed when it's needed while at the same time retaining the safety and security of those records which are not yet in the public domain. Any WSA archive policy needs to take this into account to ensure office bearers and those appointed to manage archives understand and are willing to abide by these principles.

Nor are archives are collected for the purpose of rotting away in dusty, mouldy basements to be 'rummaged around in' by grey haired be-spectacled persons in grey cardigans from time to time. They serve a useful purpose and are collected because they're considered valuable in some way. Either because they document events and activities or because they contain information that will be needed in future – the

building blocks of knowledge upon which the development of civilisation is based.

Archive material can and should be used. They bring history to life and with today's technology this is possible via new and varied means. It requires resources and infrastructure to do this **safely**. For smaller archives usually starved of funds and resources or not managed professionally, it can be very difficult to balance preservation and access needs. This can result in either: 'no' access; access that results in damage and loss of original material; chaotic conglomerations of material circulating out of context, inaccurate and incomplete on websites; removal of records from their original context with resulting diminished value of the overall collections.

Everyone loses out in that scenario, now and in future and the 'loss' experienced is not only of the physical record but of the context within which it was created which holds the real 'content' and information in its pure and original form.

Clear protocols need to be in place especially relating to the use of Bapak's and Ibu Rahayu's correspondence, as well as for other item of sensitive nature in the WSA archives.

2 REVIEW FINDINGS AND RECOMMENDATIONS

2.1 The Review Brief

It was clear after some months into this current position that a complete review of the archive system was needed to find a more sustainable way forward with an aim to simplify and professionalise the WSA Archives system, so that it could more effectively carry out its mission and purpose.

2.2 What the Review Covers?

The review covered:

- The old SAI (Subud Archives International) structure and system.
- The role of the WSA Archives Coordinator, including representation, communications and reporting.
- The place of the archives within the framework of the WSA including relationships with other parts of the organisation and, the affect of the transitory functions of ISC/WSC.
- The process of duplication, supervision and management of security backup material.
- Role, appointment and management of coordinators/archivists appointed to individual units or 'Centres' where it is feasible these may exist in future in an existing or new location and, what the role of any such units or 'Centres' may be.
- Collection, management, preservation and provision of access to archive materials including ownership and relationship of records created within the WSA.
- Procedures, protocols & policy relating to privacy and copyright issues regarding both internal and external access to archival records.
- Collection management systems and documentation – databases, finding aids, catalogues, subject guides, online facilities.
- Infrastructure, funding and resources including existing facilities, equipment, standards, expertise, locations
- Current global archival standards and professional practice across all formats.

- The current world situation politically and geographically.
- The scope, condition and preservation needs of specific archival collections such as film, video, sound, photographs, paper, microfilm and digital records in order to confirm a prioritized preservation plan.
- The offer by SPI to take over the WSA archives audio visual archives.

2.3 Review Findings

In essence, the key findings are that:

1. The WSA archives are lacking the resources and management systems needed to function effectively now or into the future.

   This statement has been made before over a long period of time, which tends to create images of struggling to push huge boulders up hills only to have them roll back down the minute you take your hand away.

2. What it really means is that the archive system is currently overcomplicated for an organisation this size which has little in the way of physical infrastructure or professional expertise in the field *at this time.*

3. What is important is to lay a firm and cohesive foundation now 'as one organisation' to provide a stepping-stone for sustained growth and development towards greater aspirations in future.

2.4 Recommendations:

These recommendations are based on the understanding that archival resources form part of the most valuable foundation of the WSA, which is therefore committed to and confirms its *permanent* support for the establishment and sustainability of needed archival resources and activities and, that matters relating to the **ownership and responsibility** of WSA archival material, its management and supervision need to be clearly visible in the centre of the WSA.

The recommendations:

1. That a framework for the work of the WSA Archives is established which will ensure sustainability beyond transient office bearers, at any level with the WSA.

2. That it is necessary to establish in the short term one professionally managed WSA archive to complement the work of the WSA archive in Indonesia.

   This will simplify the currently difficult to manage and resource – five archive centres, plus additional individually managed private archives concept, currently scattered in fragmented bits all around the world. It would bring under one consistent management system all audio-visual archives, as well as the records needed to show the development of the WSA over time.

   It does not preclude the establishment of 'country' archives, which may or may not take some responsibility for looking after backup material in additional geographic locations. It's felt that the WSA needs one dedicated archive serving the overall needs of the WSA as it emerges into the world, rather than the current fragmented, somewhat 'exclusive' and 'competitive' system which is difficult to sustain.

   Under the general umbrella of a WSA Archive, a dedicated digital repository needs to be created based on current archival technical specifications to enable long term accessibility of digital archives including text, sound, film and video. From the two WSA archives concept a more simplified collection system is also feasible, to ensure critical WSA records remain in their original order and context.

3. The current system of security backup material needs a revised format and framework, in conjunction with item 2.

   Different skill sets and management systems are needed to cope with new technology. New agreements need to be determined to clarify ownership of backup material, how it is supervised and maintained and the expertise and systems needed to deal with digital material.

4. That the WSA enables fundraising and establishment of a dedicated or permanent fund in liaison with MSF and SPI for the purpose of providing stable funding and resources for the archival needs of the association on a permanent basis.

   The absence of such a fund and a dedicated management system inhibits facilitation of the real archival needs of the WSA. Current funding decisions are often ad hoc and subject to the understanding or focus of transient office bearers, rather than long term preservation planning based on professional standards. This kind of system costs far more and can be guaranteed only to deliver very poor results in the longer term.

5. That the WSA needs to appoint a WSA Archivist to represent and manage the overall archival needs of the WSA.

   Now is the time to ensure professional practice and standards right across all areas of the WSA archives so that if the eyes of the world are suddenly to be opened to Subud, it is ready. The parameters of this role need to be very clearly defined in line with current archival practice and then very clearly communicated across all sections of the WSA.

   This function may or may not relate to managing 'an archive' or 'work program' under the general umbrella of the WSA Archives system. It would be a paid position under an initial three year contract to implement the most critical developmental needs facing the WSA archives and includes a training and education program to aid the establishment of country archives to build on the availability of expertise with the WSA.

6. To support that function and, the long term preservation needs of the WSA, its recommended that the WSA establish an advisory council - **Advisory Council for Archives, Copyright and Publications** (hereinafter called the ACACP) to facilitate and support the changes needed to the archive system.

7. That the first ACACP is formed immediately, together with the WSA Archivist for an initial three year term to ensure continuity between congresses.

   At the end of that period, participants would be replaced on a rotating basis as needed to ensure both freshness and stability. It's recommended that the first council be made up initially of representatives from SPI and MSF and would permanently include whoever had the role of WSA Archivist. This body would report to the WSA annually. See initial brief below which includes the ability to coopt additional expertise as needed.

If the recommendations herein are not the best framework to facilitate and support the changes needed, then it's urgent that the right framework is determined at the coming WSC meeting and before another round of office bearers are selected at the coming world congress. This can't wait.

There have been numerous workshops, resolutions, discussions relating to archives since 1959. All that is needed now is to simply put current archival knowledge and expertise into practice through the provision of the resources, facilities, infrastructure and systems that will allow the services to be provided easily for the overall benefit of the WSA.

3 SPECIFIC ARCHIVAL COLLECTIONS

The current archive collections comprise a range of sound recordings, film and video, paper based documents, photographs, publications, media clippings, artworks, maps and plans, ephemera, electronic records and digital versions of original items. The items in the collections are in various formats, held in various locations, managed in different ways to different standards and, are in various levels of safe preservation.

The most vulnerable items include analogue sound recordings, videos, some of the film collection, some paper records and photographs and digital records.

3.1 Sound Collections

3.1.1 Original analogue reel-to-reel tapes of Bapak's talks – 1957 and1987

These carry the only potentially unaltered/unedited recordings of talks received. Even though sometimes editing of testing was carried out during the recording process itself, these tapes seem to be the only pure version of the talks 'as they were received' that exist. They have been stored in open containers in a basement in Europe for many years and their exact condition is unknown.

3.1.2 Duplicate set of analogue reel-to-reel tapes

This duplicate set of tapes was created from the tapes in item 1 above. These have had a range of dynamic controls and some editing applied, depending on the quality of the original recording and its content. A percentage of these tapes have hydrolysis (see appendices) but many are in good condition. They are stored in a private home in Europe.

3.1.3 Derivative Digital Audio Tape (DAT) set of recordings.

Some further editing was carried out during the transfer to DAT. For technical information relating to DAT and its use in archives, see appendices.

*3.1.4 Digital derivatives in *.wav and *.mp3 format*

Based on the DAT duplicates (item 3 above) derivatives in wav and mp3 format were subsequently created. These can be classified as distribution versions of the original sound recordings. The limited sampling rate of

digital audio tape and the resultant 44 kHz 16 bit digital file, as well as limitations of analogue to digital converters in standard computer sound systems, plus the fact that the recordings have been altered over time, precludes these from classification as pure archival masters.

3.1.5 Original analogue reel-to-reel tapes of John Bennett's early talks

These tapes were recorded during preparations for Bapak to visit America and other places from 1958 onwards. A digital BWF derivative of most of the recordings was made in 2008. The tapes had been stored for a long time in a basement in Europe and even though they were shedding oxide during the digital transfer, the quality of the signal extracted was clear and vibrant on most of the recordings. One recording was lost due to extreme print-through (see appendices) and no sound could be retrieved. There are a few tapes still needing to be processed before the end of 2009. These recordings were 'historical gold' in the context they added to recordings of Bapak's talks and events that took place at the time in the way. **They aid bringing to life, that time that place and the experience of the latihan first coming into the world.** There is more work to be done on these and they need to be backed up outside Australia. It's hoped to fill gaps in this collection over the coming months.

3.1.6 Miscellaneous tapes of various, useful historical content

This diverse group includes talks and interviews, recorded during the early spread of Subud, in particular in the USA and a small percentage of audio cassette recordings, shellac and vinyl records, CDs and DVDs of a variety of meetings, music and radio interviews. They are held mainly in the archive in Canberra with some additional material held in the Subud USA archive.

3.1.7 Digital audio tape recordings and derivatives of Ibu Rahayu's Talks

These are in DAT, *.wav and *.mp3 format. It isn't known if the recordings are altered during the transfer process or what metadata is compiled.

3.1.8 Other significant sound recordings

Additional sound recordings exist and which the WSA archives needs to support and aid in their preservation needs. These include oral histories and interviews.

3.2 Film and Video Collections

3.2.1 Films in WSA Archive, Canberra

Part of the overall WSA film and video holdings were deposited to the WSA archive located in Canberra in 2001. The collection of approximately 65 original films plus a number of tape derivatives created during the 1990s onto various formats at various compression rates was subsequently checked, cleaned and transferred to archival film cans, courtesy of the Australian National Film and Sound Archive, which is also located in Canberra. A monitoring program to record degradation of the film holdings was also started at that time, in that it was clear that a percentage of the film collection was seriously deteriorating and exhibiting serious signs of vinegar syndrome. Some films were also losing their image through colour fading. (See technical information in the appendices)

Once the monitoring program was put in place, the films were deposited to a dedicated film cold storage vault while research was carried out relating to a satisfactory preservation plan. 2009 monitoring data shows that over the 7 years conditions and management improved, the rate of deterioration has also been reduced. Some films were at risk of being totally lost which is no longer the case and the results prove the benefits of good archival management and appropriate storage conditions.

Even though original film is separated from video derivatives in three different geographic locations in Canberra, the material needs backing up to more widely dispersed geographic locations. Until now the digital path for film has been unsuitable for 'preservation' purposes and is still problematic. A proposal is currently being developed which will be available in due course with cost estimates. The aim being to create a preservation master (film to film) of **the most important content**, plus a high resolution **uncompressed** digital master, plus low resolution cataloguing, editing, indexing and web access derivatives.

It's recommended that any existing original film not yet deposited to the WSA archives be transferred, so that it can be incorporated into the process.

3.2.2 Original video recordings of talks by Bapak and Ibu Rahayu

These talks are currently stored in private premises in Wales and London with an additional backup (format unknown) lodged with SPI (Subud Publications International). Interim backups were created on DVD and distributed to the USA, Australia and Japan late in 2006.

The archival masters had been created on a variety of video formats some of which are obsolete (see appendices) or, not considered good carriers for preservation purposes. The quality of many of the recordings is extremely poor due to the recording conditions themselves. Fortunately, well maintained professional quality equipment has been retained and located with this section of the video collection.

This archival collection has been maintained generously cost free to the WSA for a very long time which does not really show the true cost, or the complete archival needs the WSA is responsible to provide and plan for.

Due to changing circumstances, this video collection and associated playback equipment need to be relocated due to the pending sale of the property where the video masters are stored.

There is currently no international 'standard', or industry consensus for digitizing video (see details in appendices). Development of an international standard is being researched by a team of audio visual archivists currently, some of whom are based in Canberra. The standard may be released at the end of 2010 by the International Association for Sound and Audiovisual Archives (IASR). A proposal with cost estimates for this collection, as part of a total audio visual solution will be available in May with cost estimates.

3.3 Paper Based Collections

This section mentions only two areas and two archives due to time and focus constraints and in the absence of clear and current information from other sources.

3.3.1 WSA Archive in Indonesia

It would be beneficial to carry out updated research and obtain a condition report by a paper conservator relating to the paper based

collection in the WSA archive in Indonesia. It's almost 20 years since the documents were treated under a de-acidification process and now would be a good time to assess the physical condition of the documents to aid preparation or amendment of long term preservation priorities.

There may be new research available that supports new action or confirms there is no need for action, except to ensure optimum conditions and monitoring on a regular basis.

This archive was microfilmed as part of the security backup system in the early 1990s and, is the subject of a subsequent digitization program. Clarification is needed as to whether the purpose of the digitization program is to:

- Create a searchable database of the information contained in Bapak's correspondence (which is subject to issues of confidentiality and privacy);
- Reduce handling of original records which may need to be searched from time to time - this archive has no working copy of the microfilm created in the 1990s;
- Create a digital replacement of the original paper record or;
- A combination of the above.

Technology has advanced to the point where it's possible to combine digitization and microfilming processes. This may provide a more effective method of creating a digital version of the archive by simply digitizing a working copy of the existing microfilm which has already preserved an 'image' of the original document **in a visible but unaltered format**, rather than scanning fragile documents using OCR software which in essence creates an entirely 'new' and potentially 'different' document with associated ramifications. (See also appendices)

3.3.2 WSA Archive in Australia

There are significant paper records in the archive in Canberra, including media clippings, international helper records, ISC, WSC and world congress records, wings and MSF material, enterprise, publications and source material used by the history of Subud project. The archive is not currently held in a climate controlled repository, which over time continues to impact on the longevity of this material.

3.4 Photographs

The main WSA Archives photographic collections are in the centres in Cilandak, Indonesia and Canberra, Australia. It's not clear how much duplication exists between the two main WSA collections in these two locations. There are gaps in collections which need to be filled to ensure a comprehensive visual historical record is available and, backed up as part of the security backup system. Significant historical photos may exist in country archives and private collections which need to be copied in some instances to the WSA archives. (Technical information relating to digitization projects for photographs is added in the appendices)

3.4.1 Cilandak – Indonesia

Work on photographs in the archive in Indonesia is noted in the report annexed hereto.

3.2.2 Canberra – Australia

The condition of photographs in the WSA archive in Canberra is mostly good and they're housed in archival sleeves, boxes and albums. They're digitized on demand and, as resources are available. A percentage of these need metadata and identification added.

3.5 Digital Collections

The percentage of 'born digital' records in the WSA archives collection will grow in future, even though these do not currently form the bulk of the main collections, which are paper and analogue based. This is the case in most archives around the world.

Some collections in the WSA archives have been or are in the process of being digitised and at varying standards and for various purposes, not all of which are clear. (see appendices for parameters of digitisation projects)

Digital derivatives of talks (Bapak, Rahayu, Bennett) have been covered under sound recordings and are lodged in Canberra, Japan, USA, Britain and Belgium. Some of these derivatives are on hard drive, some on DVD and none comply with the safe standard (if there is one) for backing up digital files at this time (see appendices). It was found that the digital derivatives of Bapak's talks are not pure archival masters as such which,

given the condition of the original 'pure' recordings creates an urgent need for action as outlined further on in this document.

Archiving 'text' is a significant problem in comparison with the problems we already know exist for the digital archiving of film, sound and video in digital formats. Keeping context in electronic records, relating attachments to emails, 'signatures' and 'metadata', ability to easily alter digital files and fast moving obsolescence cycles, all create a very different 'archiving' environment to the benign neglect system many smaller archives operated under for long periods of time.

The "digital revolution" promised much from vendors of various products in relation to 'lossless' derivatives, easy and cheap storage, easy transfer and long storage life. The reality is far different and archives globally are grappling with the considerable issues faced relating to digital archiving (see appendices).

Without active and alert management and, an appropriate infrastructure to support that management, **all digital files are at risk of early obsolescence and irretrievability in the short term**. Whereas once a high quality digital master is made, it is true that the quality of that image or sound may not degrade over time it is equally true that in the transfer process the quality is already reduced due to the limited sampling rate available in some analogue to digital transfers (see appendices).

As files become more compressed and more and more dense in order to fit onto smaller and smaller carriers, they also become more vulnerable and more fragile.

Older, more stable formats like paper, photographs, microfilm and also analogue recordings can withstand benign neglect for limited periods of time and still be accessible. This is not the case with digital files. Missing one step in the migration cycle can lose the content of the file forever. Once it's gone it's gone and, it's gone forever.

Archives are created on the basis that their holdings have value to the organisation that created them and, that there is an intention to ensure the content of the material will be accessible in 50, 100, 200 years.....

Multiple backups are needed under an 'active' management system to ensure full integrity of masters and duplicated versions and, they need to be on different carriers for additional safety.

The more important the material, the more important is monitoring and keeping up to date with trends in technology as well as current archival practice. **The bigger reality is that it is necessary to archive both analogue and digital records in parallel over the coming decade and until the future for digital archiving is clearer.**

4 PRESERVATION PLANNING PRINCIPLES

4.1 Preservation Principles

The objectives of archives are to provide for the long term preservation needs of the collections in their care, as well as provide safe access to those records over time.

To achieve both of these objectives successfully, it's necessary to base actions on long-term preservation policies which have the aim of preventing or slowing down the deterioration of archival materials and to improve the preservation conditions of collections.

This requires an understanding of the properties of the materials themselves as well as knowledge relating to the affect of poor handling and unsuitable environmental conditions which exacerbate degradation.

This needs to be a consistent and constant part of the archival process with strategies and protocols in place to ensure 'best preservation and management practices' are in existence and sustainable.

These need to be regularly reviewed, updated and adjusted as technology and other changes dictate.

4.2 Sound Recordings

4.2.1 Why Keep Original Recordings?

Requests to throw out the original sound recordings of Bapak's talks have been received, presumably based on the belief that they are no longer needed as there are digital derivatives and that is all that is necessary. While it is true that the care and management of analogue recordings requires time, effort, expertise and resources, it's essential that these recordings are retained and looked after. No credible archive today would destroy original analogue recordings after creating a digital derivative, **even if** that digital file was of the highest quality, unaltered raw version of the original, nor would it simply abandon material of such value.

Not only does the original recording contain the proof and evidence of the 'event' as it happened, future generations of archivists and sound engineers may be able to apply new methods to extract better quality

and/or additional information compared to today's technology. The originals form part of the historic record and keeping the originals needs to be part of a complete backup strategy. It's important to make things as easy as possible for future archivists and successors two hundred and fifty years from now.

There is no recommendation internationally that archives rely solely on digital formats for preservation purposes. In fact, this is warned against even when advocating the need for digitization, especially as an aid access.

The world situation is chaotic and this is perhaps compounded by the somewhat ephemeral and 'unknown' future for digital file formats/software and hardware and compatibility issues. **Parallel processes need to be in place** and needed resources applied while this is necessary.

It's also necessary to make a clear distinction between distribution versions of material and archival masters.

4.2.2 Metadata – Related Data and Other Information

Neither analogue nor digital recordings exist in a vacuum. Printed or handwritten notes and other documents, photos and other images, and publications are often as important as the recordings themselves. In addition, technical information about both the recording and the digital transfer is a key part of the complete preservation package.

Metadata – 'data about data' – "is structured information that describes, explains, locates or otherwise makes it easier to retrieve, use or manage an information resource", *National Information Standards Organisation.* Within the context of a sound archive, access to metadata and other documentation is and will be essential when the next generation of archivists tries to recover and understand the contents and context of an archived collection of sound recordings.

The digital copy should be a complete surrogate for the original recording, including all the supplemental information (notes, labels, images of the box, sleeve or other container and all available technical information) that accompanies the original carrier.

4.2.3 Creating Digital Copies[1]

It's essential to transfer physical items such as analogue (or digital) master recordings using the following principles:

1. The archival master (also called the preservation master) digital files must be as accurate copies of the originals as possible; any compromise in the transfer will remain in the files forever (or until somebody goes back to the original masters, if they are still playable)

2. The transfer process should not add any artefacts or subjective changes. The initial digital transfer to archival masters is not the place for file compression or other data reduction such as MP3 encoding, change in dynamic range, or noise reduction that is not already encoded in the original signal.

3. The goal of preservation is to present an unaltered digital representation of the analogue recording for use by future generations. It's therefore essential not to introduce any audio processing, compression, normalisation or 'sweetening' during the digital transfer – that is done later on a secondary digital copy based on the presumption that the next generation of sound engineers are likely to develop a better way to clean up noise and distortion and it is better not to force them into a situation of having to undo less accurate processing.

4. **The archivist's role is to preserve history, not to rewrite it or 'improve it.**

5. The primary goal of the digital transfer is to create the raw material needed for other archivists, media producers and researchers, each of whom will have different requirements. Further derivatives of files can be used to reduce noise or apply other processing to meet specific needs without tampering with the original recording.

6. Detailed notes need to be kept relating to the digital transfer, including date and location, make and models of equipment used,

[1] Extract from the ARSC(Association for Recorded Sound Collections Technical Committee Paper on Preservation of Archival Sound Recordings, published April 2009

settings on the equipment, the signal path, any technical adjustments, the names of operators and as many technical details as possible about the source recording, the analogue playback and the digital copy. This information becomes part of the metadata that accompanies the digital audio file throughout its lifetime.

4.2.4 Formats for Digital Archival Masters

The de facto standards for master digital audio files are WAV and Broadcast Wave Format (BWF). In practice, BWF is a better choice in that it provides a specific, defined location within the file itself for metadata about the content, ownership, source recording and digitising signal chain as well as a unique source identifier. It also provides a timestamp to allow related files to be sequenced in correct order.

The de facto standard sample and bit rates are 96 khz and 24 bits.

The analogue to digital converter is an extremely important link in the process of making digital copies. These need to be those designed for 'professional' applications rather than consumer-quality sound cards and audio processors on computer motherboards. Best practice locates the converter outside the computer.

4.2.5 Storing Digital Files

Storing digital files for preservation presents some challenges. Long-term storage demands a careful strategy to ensure that the content remains viable over a very long time, even if it moves to different storage media.

This required a shift from **traditional archiving which aims to preserve the carrier of the content or information for as long as possible and this is what is still needed in terms of existing analogue materials.** The focus for digital archives has to be active and alert management in touch with current professional archival practice to ensure the content can survive extremely short-lived and unreliable media.

Methods for verifying data integrity need to be in place as does monitoring for errors and degradation over time, as well as the need to closely monitor the life cycle of file formats.

Digital preservation unfortunately requires **a constant cost commitment** and ongoing active management including data integrity checking, evaluating obsolescence issues and planning for the next migration. It is no longer possible to put storage media on a shelf and forget about them.

This constant cost factor can put more traditional formats seriously at risk which can cause significant loss of highly significant material in the competition for funds, just at it can put digital files at risk. If there are no funds for the next migration and, no resources or expertise has been properly applied to preserving original formats, predicted black holes in history are inevitable.

No single storage media is perfect for long-term storage of digital files. Each has advantages and disadvantages.

Data tapes are inexpensive, reliable, and robust but the tape drives needed to produce them are expensive up-front and require specific knowledge to integrate them into a data storage system.

Hard drives are familiar, easy to use, and they provide random access, but as mechanical devices, they are not as reliable or robust as data tape over long period of time.

RAID arrays remove some of the disadvantages of individual hard drives while they provide larger capacities also. They are easy to use, especially when supplied as network-attached storage, but still need to be considered as mechanical devices which can fail at any time. A single RAID array is not adequate for long-term storage.

Optical disks require special mention as unsafe preservation storage media. The format cannot hold files at higher bit depth and sample rate than 44 khz and 16 bit which is far less than the de facto 24 bit, 96 khz standard. In addition the migration of an archive on optical disks is expensive and time consuming. (See appendices for more information)

Digital Audio Tapes (DAT) is also unsuitable for archival storage. Numerous reports of playback problems suggest DAT is unreliable because they develop dropouts and mechanical problems. No new DAT machines have been produced since 2005.

The processes relating to analogue to digital conversions can be summarized as:

1. Conversion of any archival format **aims to produce a faithful reproduction of an original work.**
2. **Archival preservation master copies should be as indistinguishable from the original as possible.**
3. The ethics of archival practice dictate that **original information should not be altered or manipulated in any way.**
4. Tape/audio/film **copies produced for viewing or distribution may be processed or enhanced to improve the image or sound, if such improvements are deemed necessary.**

4.2.6 Preservation of Sound Tapes

Original tapes need to be removed from the basement in Europe as a high priority. Their condition needs to be checked by qualified archival sound engineers used to dealing with aging sound recordings.

A percentage of the tapes will still be in 'excellent' condition. These need to be digitized to raw, uncompressed, unaltered, unedited BWF files at 96 kHz and 24 bits where this is possible.

During the digitization process, tapes need to be checked for physical problems, cleaned, re-spooled where necessary, wound to the correct tension for storage with the tail out, transferred to archival polypropylene containers and then transferred to a climate controlled storage facility. Relevant information needs to be compiled to accompany any work done. This will ensure a raw, unaltered, true archival master of the talks, as they were received.

Where tapes are so seriously degraded it's impossible to extract any signal, it will be necessary to move to the second set of tapes. Not all of these have been edited and not all have had a range of dynamic controls applied (depending on their quality and content when received) so that it may still be possible to extract a higher quality digital file using today's technology, expertise and equipment even with the generational loss created during analogue to analogue transfers. The second set of tapes also need to be checked by experienced archival sound engineers and where necessary, cleaned and prepared for storage in better conditions.

Playback equipment needs to be located and maintained wherever the tapes are to be processed and stored and, **where there is archival expertise to look after them**. If necessary, more modern professional quality equipment may need to be purchased so that in the event of a 'real' digital disaster there is some chance of going back to the original recordings and in the event that suddenly there are no longer other providers able to do the work.

Work needed on the analogue sound recordings can't be done in-house and it needs to be done without delay. In drawing up this plan, advice has been sought from many audio visual archivists, sound engineers used to working with this kind of material and, many archives all over the world to ensure the direction is based on best possible advice and experience. Several clear options emerged for well known and trusted providers to carry this work out using a company in Belgium or sound engineers in Canberra (or both). Action needed to complete this process and upfront costs are provided herein with supplementary costs and information to be provided once an initial sampling of the condition of the tapes has been made.

There are several issues which affect decision-making and these include:

1. The ability to supervise the process and liaise closely with whoever is doing the transfer or, any checking, cleaning and re-housing of tapes, **with sufficient technical understanding from an archival perspective** of what needs to happen, what problems might arise and, an ability to make decisions accordingly.

2. The ability to check any digital files as they are being produced in that some tapes may not survive a second pass through the transfer process.

3. The ability to apply metadata both for embedding in the digital file and, as supporting documentation.

4. The ability to source supporting polypropylene containers, label and re-house the tapes into these containers safely in that the cardboard containers the tapes are currently housed in are hastening degradation.

5. Easy access to climate controlled storage facilities once the work is completed and, cost

The time frame needed to complete this process would be one dedicated year once all the preparation is completed. One option is that Amalijah goes to Belgium in May, works with the company there to sample a percentage of the tapes and reports on that process to the WSC meeting in Spain, 1-5 June. This would enable a clearer picture of costs and options needed to complete the transfer and relocation process.

4.2.7 Explanatory Notes

Eventually the only version available is likely to be the digital version and once something is removed from a digital file **it can't be put back**, nor is it easy to see if a file has been tampered with, re-arranged, edited, altered.

What the future will require isn't known and therefore, the aim is to have the highest quality **unaltered** sound master file with the maximum potential for restoration in future.

Contrary to popular opinion, recorded sound on analogue magnetic tape recordings does not simply vanish with time. Many analogue sound recordings in archival collections around the world are now 60 years old and show no obvious signs of sound degradation. Magnetic tape is subject to physical stress and chemical degradation which can be exacerbated by poor storage conditions, mishandling, substandard equipment and lack of expertise. These can all affect the ability to playback the tapes and extract optimum signal. Some tape brands are known to have specific problems which need monitoring and transferring to new tape stock when they start to break down. Cardboard containers, high humidity, poor storage conditions, tapes wound too tightly or, too loosely will deteriorate more quickly than tapes that are well looked after.

Its imperative the WSA creates a more inclusive and comprehensive sound archive facility **as part of a total audio visual management solution**. This needs to improve facilities to avoid the current situation where analogue, DAT and subsequent digital masters are all stored in one room in a private residence.

It isn't known what will happen in future, whether the validity of the talks and the authenticity of the Subud experience will be questioned in any way.

4.2.8 Transcriptions of sound recordings

Transcriptions of sound recordings are PART OF THE ARCHIVAL RECORD. They are not a separate item. They need to be archived with the recordings as do the translations of those transcriptions and they therefore need to be part of the security backup system.

There needs to be a clear archival path relating to what was transcribed, by whom and when, regardless of whether they are 'good' or 'bad' transcriptions or, whether they were edited. It's not known how the recordings will be used in future. A framework is needed to ensure it's possible to track the path taken and that the WSA is able to verify at any time, which transcriptions are valid and why. This also forms the foundation needed for translations and publications in future.

4.2.9 Translations

This is mentioned only in the context of ensuring there is clarity relating to who has the authority to alter the original archival content of Bapak's talks and, for what purpose. Also to ensure there is a visible framework to protect this process into the future. The talks are provided as a guidepost for our spiritual development and to help us understand the experience of the latihan and we need to take great care to ensure the content remains as authentic and pure as it was when it was first received.

The light they contain is a gift to humankind beyond the present which can aid the return of human beings to the nobility of their destiny. The receiving embodied in those talks has a life beyond any passing political correctness, emotion, desire or opinion, even though they have been received in a language our hearts and minds may not grasp and it's possible to receive more from listening to or reading in a quiet state what was actually received, than from a translation which out of necessity needs to use the intellect in its development.

4.3 Film and Video Collections

4.3.1 Preservation Planning

Preservation planning recommendations for film and video depend on finalization of cost estimates for various options available early in May. However, the following strategies or issues are crucial:

1. All film and video collections need to be stored in climate controlled facilities where it is possible to regularly monitor their condition and their rate of deterioration.

2. Suitable standards for creating uncompressed digital formats and high quality backup masters for some formats are as yet unresolved or, need a sound management framework in place, before they can be implemented while taking into account that formats like U-matic and others are already obsolete and it's difficult to find playback machines.

3. Ongoing selection of content for incorporation in security backup planning is needed. The DVD backups of video talks done in 2007 for example only included a selection of video material because of the very poor quality of some masters and, it may be necessary to revisit this to ensure the 'whole' collection is backed up regardless, in that they provide visual evidence to receiving the original recordings in a more complete context.

4. Equipment for playback of video (and sound) equipment needs to be maintained in good condition and resources made available for that purpose.

5. Establishment of an audio visual archive and archivist in one location where good storage conditions are available and relevant expertise is needed and as one archival management system is essential.

6. Film to film transfers need to be considered for the most important parts of the collection for deposit in an alternative geographic location, supplementary to the transfer to a high resolution digital file when formats are finalised.

4.4 Paper Based Archives

1. Assess the condition of the paper based archive in Cilandak, Indonesia
2. Clarify the aims and processes of the digitisation program of those records
3. Establish the WSA archive in Canberra to sufficient standards to improve environmental conditions of paper based archives.
4. Collect 'at risk' early paper based records not yet in the WSA archives needed to record the development of Subud.

4.5 Digital Archives[2]

Principles for preservation planning of digital archives include:

1. Creation of the highest quality unaltered digital master file from analogue originals together with appropriate metadata.

2. Creation of duplicate preservation masters of raw, uncompressed and unaltered content for location in additional and dispersed areas under a revised security backup system.

3. Establishment of master digital repository using open source software so that electronic records, born digital records and digitized records created by the WSA and, which are classified as permanent records, can be stored under an active management system under the general umbrella of the WSA Archives.

4. From that master digital repository, copies of material can be distributed to satellite locations. This repository needs to manage all important WSA records, not isolated or fragmented sections of those records. Specifications for establishing a central digital repository including the specifications needed in satellite backup locations is under development. There are several options recommended for backing up digital files, such as LOCKSS and RAID systems and LTO tape, all of which have their own particular issues. These options are discussed in general in the appendices.

[2] See also Appendices

5. Information provided in the appendices covers the factor of corruption, distortion and the introduction of errors into digital files through the copying, transfer, migration, updating processes and why it's essential there is always the capacity to go back to the original 'raw' unaltered and unedited master file. This applies to any digital record - photo, film, video, sound, text (**archiving text in electronic formats is another significant and problematic issue** which needs to be dealt with in developing a central digital repository).

6. Archiving on laptops and leaving hard drives in a storage area and *hoping* data will be retrievable in a few years is not an option. Nor is leaving DVDs in storage for 10 years and expecting files will be accessible. They may be, equally they may not.

5 ARCHIVES MANAGEMENT AND SUPPORT

5.1 Preservation Planning Management

5.1.1 Background

For archival records in any format to have optimum value they need to be maintained in their original order and context. They need to show who created the records and what function was being performed at the time. They aren't re-arranged or re-organized by subject or date. They're processed and maintained so that there is a clear and transparent path or picture showing how the organisation, individual, company or family carried out their activities over time.

This is difficult to achieve when material is scattered all over the world under fragmented 'archival' management systems, all unrelated to each other. Collecting material via a geographic collection system into 'archive centres' which either do not exist or have no resources or professional expertise to manage them and, which can't be accessed or worked on as needed, serves no useful purpose. It's resulted in loss and damage and in general doesn't enable effective carrying out of core archival functions or the provision of any useful service to the WSA.

Lack of an up to date, clear policy relating to designation of records to archives compounds the problem, as does a general lack of facilities in which to receive and actively manage those documents to the degree needed today. Digital and electronic records have made this situation harder to manage and have changed many of the criteria once relatively easily applied to the archival process. Not only are greater amounts of information created, they're created in ways not easily kept together or, in easily retrievable formats over long periods of time. Without a designated digital repository managed under the overall WSA archives umbrella this situation will become even more chaotic over time with potentially a significant loss of important records.

Uploading information to websites doesn't eliminate the need to have archives or, to resource them. What goes to websites needs to be in context and retrievable in the long term. Websites and the information they contain also need to be archived and, no infrastructure or framework exists to **cohesively** manage all these needs on a permanent, ongoing, stable basis.

The historical development of Subud is contained in the records and activities generated by the WSA from its inception to the current period and beyond. History will continue to be created as will the need to publish and develop projects relating to that development.

The recreation of history depends on some kind of reliable memory or record from which to compile a recreation of the events that took place. For a consistent, reliable corporate memory to exist, accurate records are needed to support personal recollection which will live beyond 'individuals' so that what is available in future has sufficient life, breadth, context, technical accuracy and completeness to be really useful.

5.2 Collection Strategy

Clearly it is not possible to try to collect or archive 'all' the records created in the world today, nor at any time in the past. On the other hand archival practice shows clearly that the purpose for which a record is created today will not necessarily be the purpose that record will be useful in future. This creates the necessity to be careful to keep a wide enough view regarding collecting material to archives to avoid being stuck with a far too narrow or limited representation of what happened.

This requires good management from the time records are created through their transfer to archives and future care, which is difficult to achieve under the current somewhat ad hoc and fragmented management system.

This would seem even more important for an organisation like the World Subud Association which, while made up of ordinary human beings carrying out ordinary activities on a day to day basis, is also the recipient of a gift for mankind that is quite extraordinary and, which needs to be clearly documented with some consistency.

In essence:

1. Records needed to show the development of the World Subud Association need to be managed under one archival system which has authority to collect and designate material to archives, whether hard copy or electronic.

2. Provision of expertise and facilities is needed to eliminate the current system whereby it's not possible to track what material is going where. In the long run this creates higher costs and greater inefficiency, as well as unnecessary duplication of effort.

3. Where a country has no facilities to archive their own records or the expertise to manage them under the general provenance of WSA records, they need to send those records to the WSA archives.

4. A clear collection policy will need to be developed as well as the disposal schedule mentioned in other parts of this report.

5. Collection of material by the former geographic separation of archive materials in terms of collections relating to the 'international' workings of the WSA is not recommended.

5.3 Security Backup System

5.3.1 Background

The criteria for establishing the security backup system and the current locations to hold this material were established in 1975. The locations were chosen on the basis that there were strong groups there and people could be found to look after them. The WSA, the world and technology have changed since that time and today it's part of core archival practice to backup important material to different geographic locations.

The emergence of digital technology has also changed the parameters for managing backup material. While it's essential to continue to use microfilm and other non-digital formats in the security backup process, a percentage of the emergency backup system will comprise digital archives. These can't be managed via the benign neglect system a percentage of the current system functions with.

Agreements signed with countries hosting these backup locations were signed in the mid-90s to cover a set of microfilm and a set of microfiche. Later a set of audio cassettes of Bapak's talks was added and the cost of producing these duplicates was paid for by the countries involved. The agreements don't cover digital records or any earlier or subsequent material lodged in those locations.

5.3.2 Security Backup Priorities

Priorities in security backup processes are:

1. Locations for designation of backup material need to be updated and agreements amended as needed.

2. The WSA needs to retain ownership and responsibility for supervision and management of material designated to a security backup location as part of the overall WSA Archives area of responsibility.

3. The WSA needs to retain responsibility for funding the cost of distribution, updating and replacement of backup material as part of long term planning and budgetary requirements of the WSA archives with countries so willing, agreeing to pay the cost of on-site storage and on-site supervision for material under their custodial care.

4. Vital records (records needed by the WSA to be able to 'continue its business on a day to day basis' in the event of any disaster) need to be part of the backup system.

5. There is a perception that only Bapak's talks and Ibu Rahayu's talks are important or need to be backed up. Bapak's talks are insufficient on their own to anyone needing to understand how they came to exist, who Bapak was, how Subud developed. While they are a guidepost given by Almighty God for our benefit, they need to be archived and backed up in context with the overall historical development of Subud. This means sufficient documentation, significant visual materials and other supporting information needs to be part of the backup system.

To carry this out effectively requires a dedicated effort over the next decade to streamline and create more efficient and normal procedures.

5.4 Supporting Framework and Relationships

The framework that the WSA archives exist in, as well as differences in perception relating to the role and function of the 'WSA Archives

Coordinator' right across the organisation, indicate that the archives aren't in the right place within the administrative structure.

It also seems necessary to clarify the current relationship between the archive in Indonesia and the World Subud Association/WSA Archives. This archive was established by the WSA in the late 1980s and subsequently put under the custodial care of YMS (formerly YSBD) on behalf of the WSA/ISC. A coordinator was appointed to liaise between the two and work programs were to be under the general umbrella of the former SAI (Subud Archives International) system. Over time this has changed and the archive is now represented as a unit of YMS, rather than as a unit of the WSA archives system. This is raised within the context of the general recommendations in this report and would be part of the brief of the ACACP referred to earlier.

The initial brief of this advisory council or any alternative facilitation/management system would be to:

1. Facilitate the overall aims and preservation needs of the WSA Archives.

2. Ensure matters relating to copyright of archival material are well known, up to date and documented as part of all WSA archival activities.

3. Ensure implementation of the first stages of the recommendations herein

4. Ensure implementation of a longer term preservation plan for the WSA archives.

5. Ensure representation, communication and reporting relating to archival activities is accurate, up to date and regular.

6. Ensure all WSA archival activities are based as far as possible on current international standards and professional archival practice and knowledge.

7. Ensure work programs are properly resourced and can be carried out effectively and efficiently within do-able time frames.

8. To engage where necessary, contractors to carry out specific work programs that cannot safely, or within appropriate time frames be carried out in-house.

9. Ensure the collection, preservation and access of archival material is sufficient to ensure context, reliability and authenticity of information as well as ensuring a complete historical record of the development of the WSA.

10. Ensure issues of confidentiality and privacy are properly managed.

11. Ensure long term preservation and accessibility of digital records via an active and professionally orientated management system for digital records either those 'born digital' or created in the migration of one format to another format.

12. Ensure exhibitions, displays, websites, products and publications from archival material are appropriately identified and used with clear citations.

13. Ensure that requests for access of archival material from members of the general public, television programs/radio and publishers are handled professionally and only through appropriate channels and protocols.

14. Ensure financial accountability and to fundraise as necessary to supplement basic running costs for urgent or particular work program.

15. Complete a WSA archives collection policy based on a revised functional framework in conjunction with a retention/disposal schedule for WSA records and archives.

16. This council would have the additional duty of care and responsibility to be fully informed about global archival professional practice, to liaise with and seek advice from experts in the field as well as from the people carrying out projects or responsible for managing archives.

17. It would be responsible for the selection of personnel needed to carry out specific work programs or, to manage archives or, security backup repositories and, for developing relevant job descriptions for those positions in liaison with the WSA Executive or its delegate.

18. It would be responsible to support and facilitate the needs of WSA archive work programs and ensure clarity of role and focus in those programs and,

19. It would be responsible to ensure translations of talks and publications using extracts of talks were based on verified and approved transcriptions of archival material so that the content provided for the benefit of all mankind is not **'lost in the translation'**.

5.5 Establishing Effective WSA Archives

There is a clear need to establish an effective WSA archive or better WSA archive system. Because of the critical nature of many challenges faced there is a very strong indication that **WSA needs to consolidate its efforts and focus in the short term to establish more cohesive and sustainable archival facilities.** Whether the WSA establishes one WSA archive in addition to the archive in Indonesia or, a more clearly defined and sustainable archival system needs to be determined urgently, so that clearer roles, focus and direction are possible under a more easily managed system **over the next highly critical decade**.

There is already a successful example in the establishment of the archive in Indonesia. Even though many very important early records had already been lost by the time that project was underway, its establishment prevented 'total' loss of unique and irreplaceable records.

The successful elements seem to be:

1. Fundraising by a dedicated team established for that purpose and for the overall needs of the WSA archives system.

2. Establishment by a professional archivist.

3. Training of staff in handling and managing archival materials.

4. Ongoing paid manager and trained, paid part time staff.

5. Clear, focus, direction and collection policy.
6. Stable infrastructure in terms of premises, equipment and resources.

7. Independent and stable income not subject to changing office bearers at any level.

8. Protection

This combination created the ability to keep working, make progress **and provide a valuable service. The unclear issue relating to the development of that archive today is who** determines the direction of work programs to ensure they are relevant in terms of current professional practice and knowledge.

The archival needs of the WSA will grow as the association grows and begins to have a more visible place in the world. It's essential that an archive or archives system is established **finally** which can support this development now and in future.

The concept of five international archive centres arose initially from the necessity to ensure important material was backed up in different locations in addition to existing archives which at that time were located in Indonesia and England. There is no evidence to suggest that at this stage, the WSA is realistically able to manage a system of five 'international archive centres' from afar as well as a variety of other 'units' in further fragmented and dispersed locations. This has not worked and whereas it may work in future it is not recommended that the WSA continue to prop up this system. This will leave countries free to establish their own archives under the general umbrella of WSA archives and the WSA as a whole to focus and concentrate on the development of more efficiently managed archives.

5.6 Location of WSA Archive – Where?

The criteria for an appropriate WSA Archive need to be established and used in deciding where the archive should be located. These criteria will include factors related to climate, access to professional expertise,

strength of a nearby Subud group, establishment and operational costs, economic, social and political stability as well as accessibility by Subud and non-Subud users of the archive.

It's suggested that the WSA archive recommended herein could be established in Canberra where there are facilities, expertise and the support of a strong and stable group. Canberra is a small city, and national capital, with several significant national archival or cultural institutions that provide a constant and easily accessible information and professional resource and network.

There is provision to build a dedicated archival facility on land owned by the Canberra group which could either be a full archival facility or a partial facility utilising commercial storage options as well.

5.6.1 The WSA archival collections are not very big and if well managed and organised don't require warehouses full of space to house them.

Using a combination of purpose built 'owned' facilities plus commercial storage can be a useful combination, as long as commercial facilities are chosen with care and, not used for material that needs to be regularly accessed and worked on. Once collections are arranged and described, finding aids created and any other processing done and, if they aren't high use materials, originals can go into 'deep storage' in commercial facilities.

Research has shown that there is no guarantee however, that what goes on behind closed doors in some commercial facilities is 'as it is in the brochure'. There is no guarantee records are being properly or safely handled, nor that climatic conditions promised are really being delivered. Costs include storage costs, plus fees for depositing and retrieving material and, they don't solve the problem of working on the collections.

5.7 Provenance

Provenance means the relationships between records and the office bearer, function or individual that created, accumulated and/or maintained those records during the conduct of corporate activities.

In the past many different methods for dealing with these relationships have been applied within the WSA which can make it difficult to see clearly how the WSA developed over time in all its parts.

If we say that the WSA is one association united in the worship of Almighty God whose parts comprise its member countries and individuals carrying out a range of activities as office bearers and in enterprises, charitable works and cultural activities, then we can also say that all the records created within the various functions and sections of the WSA come under the general classification of WSA records in that provenance in the wider sense is with the WSA.

In essence it's a percentage of all those records that is needed to show how the WSA developed over time in all its parts and activities and it follows that responsibility lies with the whole WSA to ensure a complete and accurate record is safely collected and looked after.

This remains the case even though each country exists within its own legal framework within the framework of the whole WSA and where both have recordkeeping requirements to fulfil as part of day to day activities. They create records separately and, as one body. Countries create records which include correspondence with members, groups, the WSA Executive, zones, helpers, other sections of the WSA, tax, financial, regulatory and property records etc. It will engage in hiring venues and transport, developing policy, maintaining property, paying wages, organizing meetings and events. It has records on membership and helper appointments. Within countries, groups create records and zones create records which show the link in the administrative structure between country and the global activities of the WSA where records are also created as part of the functions of the WSA Chair, World Subud Council, WSA Executive, International Helpers, SDI, Care Support, SICA, MSF, SIHA, Youth major enterprises, world congress & WSC meetings and so on. All these records together show the overall development of the WSA and need to be archived with some consistency and regularity.

In that some country records are significant in recording the development of the WSA these records need to be copied or available to the overall WSA archival system and documented under a system which shows the relationships clearly.

Provision of a WSA Archivist to aid this overall process will greatly enhance the consistency and development of cohesive systems needed.

Under the series document management system each county would have its own series number under which all records created in that country would be organised. Records received into the WSA archives from those countries would contain a reference to that series number. This will make it easier in future to see relationships clearly and also to track records in future.

5.8 Interest in Archives

It's irrelevant in a way in terms of our obligation as current office bearers whether there is *interest now* amongst Subud members in the development of archives.

This will change in future and will especially be the case if the eyes of the world are suddenly opened to the way of the latihan.

Appendices and supplementary information

There is information annexed to this report in two sections containing supplementary information and up-to-date technical information on the archival needs of particular formats. These include issues relating to archiving digital records, **handling and storage of analogue archival material such as sound, film and video**, explanations relating to what archives are, priorities for and managing digitisation programs and, a draft example archives policy and a sample disposal authority.

6: TO BE INSERTED

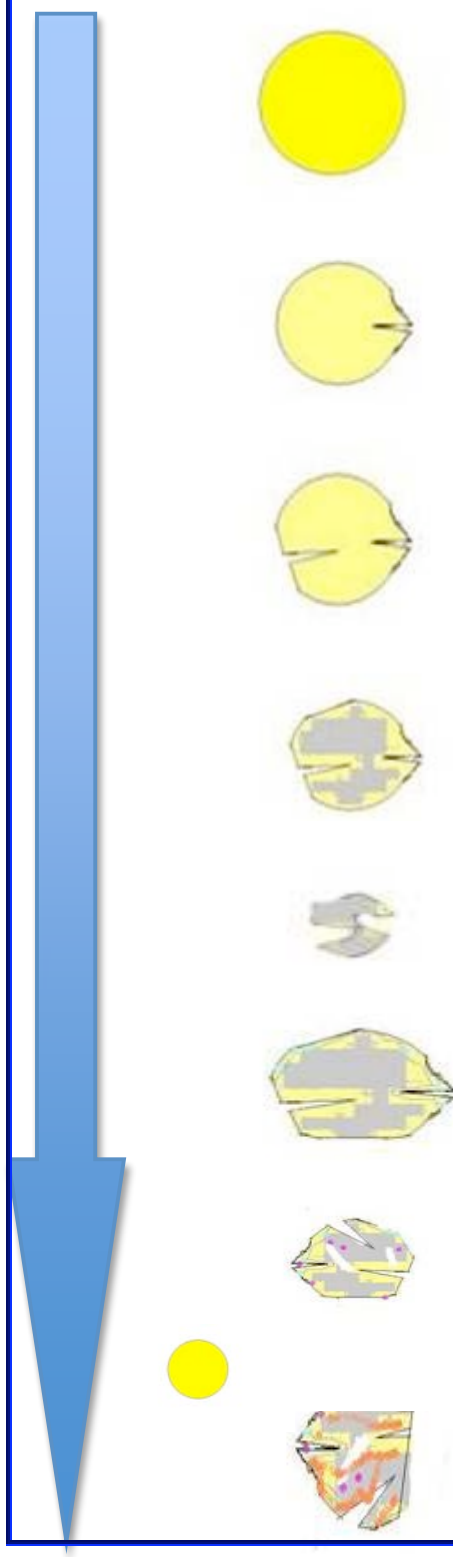
WORK IN PROGRESS

Preservation Strategy: WSA Archives

Immediate
2010
2011
2012 .....

7 PATTERNS OF DEGRADATION of DIGITAL FILES

DUPLICATION PROCESSES



1. Original analogue recording.
May have had some editing at source before going to archives.
May not be 'high quality' due to recording equipment/expertise.

2. Generational loss through copying to another Analogue. Editing and a range dynamic of controls applied means some loss of content

3. Analogue to DAT. Loss due to the fact that DAT 'samples' the sound and discards what it doesn't want. Bit rate limited to 16 bits – basic CD quality sound result at 44 khz and 16 bits (archival standard is 96 khz and 24 bits). Editing carried out

4. DAT to computer **wav** file via computer sound card. Grey represents possible introduced 'noise'. No generational loss between DAT and **wav.**

5. Compression **wav** to **mp3.** Further generational loss and reduced content.

6. Migration errors involved in copying – applying dynamic controls, adjusting, and eliminating silences.

7. Further migration – more errors and loss of content.

8. After twenty years what exactly is the content.