

WSA ARCHIVES (WSAA) REPORT TO WSC MEETING June 2012

Digitization process

Memnon, international well known audio digitization company, are currently holding tape recordings of 1,280 talks and that by the end of May this year, 838 talks have been digitalised. 15% of these talks need to be restored. The work is expected to be finished sometime between September and December 2012.

Ideally the tapes should be returned to the Archives in Cilandak but as there is no space for them there they will be sent to Canberra, Australia to be stored, when the digitalisation process is completed.

The digitalisation process will result in one 'master' and three copies and one MP3 master.

The digitisation process is not permanent and regular maintenance is required and all tapes need to be checked every 3 years and re-mastered as necessary. Software has been developed for this process. Maintenance costs need to be estimated. The main advantage of digitization is that it requires little storage space.

Functions of Archives

- Collect

Letters, documents, films, photographs, publications and in detail, as follows:

1). Bapak and Ibu's legacy which includes all talks and writings, audio, video formats, letters.

These to the best of our ability must be preserved in their original form.

In the case of the talks and a number of written works, these are by law the property of the WSA thus recordings or videos in any country are the responsibility of WSA, NOT of the national archives of the country (Discuss process regarding videos and recordings of Ibu's talks currently).

2). All things pertaining to Bapak and Ibu such as photos, films from their travels, newspaper cuttings etc. These should be preserved, as far as possible, in their original format, or best copies available if originals are not available.

3) All historically important documents pertaining to Subud in the early days. Originals or copies depending which are available.

4) Legal documents pertaining to the original legal set up of (ISC) SBIF, as well as the current WSA. These documents should be the originals, with original signatures. Also, legal documents pertaining to the WSA affiliates such as SDIA, SICA, MSF, regarding the establishment of these institutions ie. Memorandum of Understanding (MoU) and other agreements. Ultimately each affiliate then becomes responsible of its own archives. Originals are preferable if available and copies if not available.

5) Documents, video etc....of general interest, international newsletters and magazines, testimonials, videos of congresses, books of Subud members concerning Subud. These can be copies if the originals are not available, if originals are available good copies should be made.

Archives are held in Phoenix, Arizona, US; Cilandak, Indonesia; Japan; UK and Canberra, Australia; Subud groups; individual members.

- Preserve and maintain quality

Provide suitable storage spaces for archival materials in required conditions ie. temperature, humidity. Machinery and equipment also needs to be maintained ie. tape recorders, film projectors etc.

- Make collection accessible

WSA Archives need to be accessible to Subud members, international and national committees as well as researchers from outside agencies. WSA Archives is responsible for protecting, storing and preserving this treasure in perpetuity in order to safeguard and maintain the ownership of the legacy.

Codification

A system to catalogue and list all archival materials could be web based and Edmond Lorot has been identified as a possible volunteer with necessary skills and experience to assist with this task. Data entry volunteers will also be needed. This process is likely to take approximately 2 years). A codification system needs to be established so that all archival materials can be catalogued into type, content, age, location, quality. This then needs to be prioritised for preservation. This will make archives accessible and useful to members, researchers and the Subud organisation.

Costs and Budget

The main costs are for preservation of talks ie. maintenance and three yearly up grades. Costs of collection and storage of materials are not as high.

There will be detailed discussions and negotiations about estimated costs and funding of projects at all the different stages. There is \$30,000 in WSA 2012 budget for on-going maintenance costs. WSA's agreement with MSF concerning Archives comes to an end in December 2012. If fundraising is successful then work on the database, a secondary special project, can begin and WSA's 2012 budget has an additional sum of \$20,000 to cover costs for this project. The annual costs (\$7,000) of preserving archives in Cilandak are covered by YMS.

Traceability of Talks

Another aspect of Archives work is traceability. That is proof that an original copy is original and each copy needs to be identified.

A possible system for maintaining traceability is as follows:

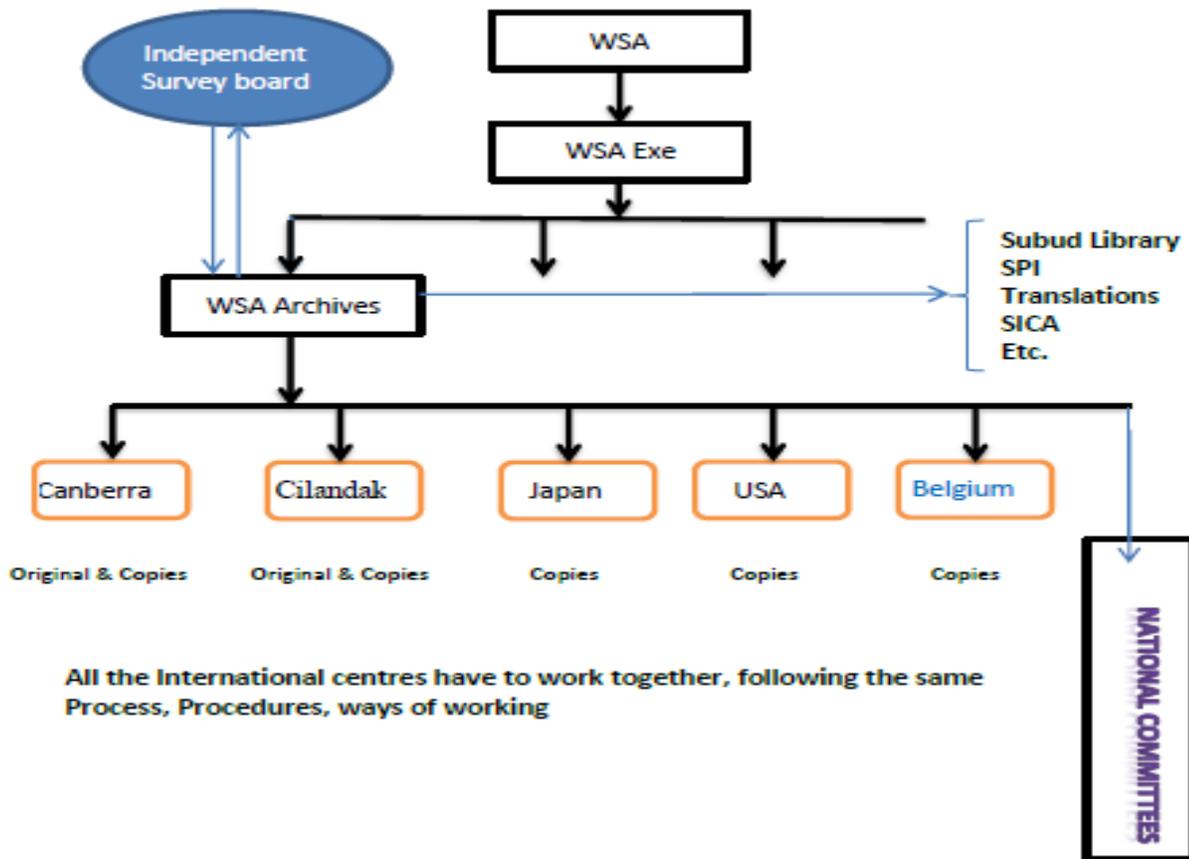
Master	copy 1	copy 2	copy 3
Memnon	Cilandak	Canberra, Australia	Phoenix, Arizona

It was agreed that there needs to be a contingency strategy for storing and maintaining original digitized tapes in the event of Memnon no longer being in business.

Objectives

- to be responsible for 'the ownership' of
- to act professionally as 'Normal' archives/archivist
- to be 'of service' to the membership
- to have a 'cost effective' way of functioning

Structure



- NOTE: 1. Independent Survey Board was formed as a result of a recommendation at 2010 World Congress and consists of 2 Zone reps. and 2 international helpers.
 2. Belgium: it is envisaged that this archive facility will be closed by 2014

Key: _____ = relationship
 _____ = connections

Main Role

- To collect
- To protect
- To give access

These are the universal principals of archive activities and applies to international and national Subud archives

WSA Archives strategic budget approved each year for the next year by the WSC. Operational budget stems from the strategic budget and is developed by WSA Archives in collaboration by WSA Exec.