

APPENDICES TO WSA ARCHIVES INTERIM REPORT 2010 - 2013

APPENDIX 1: ATTRIBUTES and RESPONSIBILITIES of the WORLD SUBUD ASSOCIATION ARCHIVIST

1. Attributes

- a) Needs a clear understanding of the World Subud Association and how it functions globally.
- b) Needs an understanding of the relationship between records, the principles of appraisal – what to keep and what needs to be collected in the global sense.
- c) Needs to understand what managing archives means in practical terms and the elements of preservation of archival material across all formats.
- d) Does not need to be a specialist in any particular field but knows where to go and how to find specialist information when it's needed. The WSA Archivist can co-op specialists in particular fields when these are needed to be part of the supporting panel.
- e) Needs to develop (with the supporting panel) appropriate WSA Archives policies in relation to access, confidentiality, privacy, copyright, protocols as well as manage online access to archival materials.

2. Responsibilities

Responsibilities of the WSA Archivist and supporting panel include:

- a) Ensuring the first official transcriptions and translations are part of the archival record and that they are part of any digital sound file that is the source of those transcriptions and translations as well as in hard copy and part of the security backup system.
- b) Ensuring the security backup system is sound and complete.
- c) Working on strategic planning needs.
- d) Ensuring all archival activities within the WSA, are based as far as possible on current international archival standards and professional practice.

- e) Ensuring work programs are properly resourced and can be carried out effectively and efficiently within do-able time frames
- f) Engaging where necessary contractors to carry out specific work programs that cannot safely or within needed time frames be carried out in-house.
- g) Ensuring 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.
- h) Ensuring issues of confidentiality and privacy are properly managed.
- i) Ensuring long term preservation and accessibility of digital records where resources allow.
- j) Enabling exhibitions, displays, websites, products and publications from archival material are appropriately identified and used with clear citations.
- k) Ensuring requests for access to archival material from researchers, members of the general public, television programs/radio and publishers are handled professionally and through appropriate channels and protocols.
- l) Ensuring financial accountability.
- m) A duty of care to be responsibly informed about global archival and conservation practice, to liaise with and seek experts in the field as well as from people carrying out projects or responsible for managing archives.
- n) Being responsible for the selection of personnel needed to carry out specific work programs or, to manage archives, or security backup repositories if needed in liaison with countries and the WSA and for assisting with the development of relevant job descriptions for those positions.
- o) Supporting and facilitating the needs of any WSA archives work programs to ensure clarity of role and focus in those programs.
- p) Assisting SPI to ensure that translations of talks and publications using extracts of talks are based on verified and approved transcriptions of archival material.
- q) Other matters as part of normal archival management and practice and as mutually agreed from time to time between the WSA, the WSA Archivist and supporting panel.

APPENDIX 2

CURRENT GLOBAL ARCHIVAL PRESERVATION PRACTICE and PHILOSOPHY

Philosophy

The WSA Archival collections contain sound recordings, film and video (classified as audio visual archives), paper records, photographs, media clippings, publications, artworks, maps and plans, ephemera and electronic records. These formats contain correspondence, talks, historical material, minutes, reports and much more, all of which document in various ways how the WSA has developed over time.

We are aware that archives have an outer benefit in providing useful information of all kinds for many purposes but they also provide an inner benefit – a reminder of the magnitude of the gift we've received and evidence of how the latihan works in us in our daily lives, as well as being a measure of our own development compared with the integrity of the original receiving.

To preserve this content from time to time requires a substantial and renewed effort, if we are not to lose significant resources or suffer a loss we will regret.

In an organisation with little in the way of physical infrastructure or material strength, this is neither easy nor particularly convenient. This is especially the case during periods of significant global changes and uncertainty together with fast moving technologies motivated by material gain, not to enable long term access or preservation of information.

This has and is placing many archival collections around the world at risk, especially audio visual archives.

We are fortunate to have built or created a platform from which we can move forward to strengthen, stabilise and bring to life what is needed to aid the development of the WSA as it emerges into the world.

We are also fortunate that today we are armed with all the substantial knowledge and expertise available in the professional archival world globally.

Access

Access to archival material needs to be managed appropriately and safely and, while today's technology facilitates access which can help to bring history to life in new ways, there are standards applicable in all archives relating to confidentiality and privacy.

Preservation

Preservation is the totality of the things needed to ensure the permanent accessibility – forever – of an archival document (sound recording, video, film, letter, photograph etc) with maximum integrity and authenticity.

Preservation is not a discrete process.

It's a never-ending management task and, how well a recording or film or piece of paper survives in the long term – if it survives at all – will be determined by the quality and rigour and 'attentiveness' of that process, under successive management regimes into the indefinite future.

Nothing has ever BEEN preserved – at best, it is BEING preserved. The role of archives is to preserve history, not alter it.

There is NO ultimate format. Everything evolves into something else over time, sometimes slowly, sometimes quickly.

Preservation in the digital realm, if the term preservation ever becomes synonymous with digital records, ends our association with human readable records – the form in which almost all documents were created up to the 20th century.

Digital technology does not eliminate the risks archives face, nor create an easier, final solution, **they simply change the way that risk and our preservation management practices needs to be managed.**

APPENDIX 3

ARCHIVES WITHIN WSA

OPERATIONAL FRAMEWORK OPTIONS

A decision needs to be made as to correct operational framework for the WSA Archives separate from the executive which is a transitory body itself with many things to do outside the scope of professional archival practice.

These options are suggested as a starting point for discussion.

Option 1

Establish an independent organisation, legally constituted with secure funding, a charter and governance arrangements that make the WSA Archives overall independently accountable to their support base and where they have complete professional discretion in carrying out their function under the direction of the WSA Archivist.

Option 2

Establish a branch of MSF similar to YMS which is the overall umbrella body responsible for all operations of the WSA Archives via a board of trustees/panel/council to aid implementation of recommendations made by the WSA Archivist.

Option 3

Rely only on the WSA Archivist aided by a supporting and facilitating panel/council/team which is a formal sub-committee of the executive with its own chair.

Option 4

Some workable combination of the above

Notes: as part of all these options it's recommended that country archives/archivists are formally part of the WSA archive system in a similar way to how SDI or perhaps MSF functions to create greater unity and support for all education and work programs.

APPENDIX 4 ARCHIVES EXCERPT FROM 13TH SUBUD WORLD CONGRESS MINUTES

10. WSA ARCHIVES

10.1 Congress resolves WSA takes responsibility to provide the funds needed for the maintenance and preservation – to the latest archival standards – of the WSA Archives; USA, Spain (32-0-0)

10.2 Congress approves the following recommendations. Mexico, Britain (32-0-0):

“WSA shall appoint a WSA Archivist and shall establish a “Panel” (Working Group) who shall work as a team to ensure the maintenance, preservation and accessibility of current and future WSA Archives;

The panel shall consist of approximately five persons who together shall have appropriate skills, expertise and experience needed;

The WSA Archivist shall be a person who has proven professional experience and competence in archives;

The panel including the WSA Archivist shall work together in a collaborative and harmonious manner for the furtherance of the aims of this resolution;”

10.3 Congress resolves that the material created by and related to Bapak, the WSA and its Affiliates be preserved for all coming generations as far into the future as Almighty God permits. Australia, Spain (32-0-0)

10.4 The full WSA archive proposal is attached (attachment 11)*

**May be found at www.subud.org: visit the ‘[archives page](#)’ in the ‘Media’ section.*