

World Subud Association Archives

Interim Report & Budget (2010-2013)

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Background

This is a slightly updated and streamlined summary of the full report and recommendations provided to the WSA prior to the WSC meeting in June 2009 with associated budget. (See the [full report with cost projections](#) at www.subud.org: visit the [‘archives page’](#) in the *‘Media’* section.)

Critical Items

The original sound recordings of Bapak’s talks will be professionally assessed in July 2010 with results and options provided to the WSC meeting in August. (See decision from WSC meeting 2009 [here](#) or visit the [‘World Subud Council’ page](#) in the *‘Programs for Subud’* section of www.subud.org.)

The WSA Archives would more effectively function with a different administration framework outside the WSA Executive. (See options in Appendix 3)

The WSA needs to establish a permanent fund to provide stable resources for the archival needs of the WSA Archives on a permanent basis.

The WSA needs to appoint a paid WSA Archivist, responsible for the overall archival needs of the WSA in accordance with current professional practice.

That archivist needs a *supporting* team to aid facilitation of recommendations made by the WSA archivist in liaison with the WSA.

The WSA needs to establish a real archive facility to service its archival needs to enable management into the future of its audio visual archives and those records evidencing the development of Subud over time to complement the work of the archive in Indonesia.

Current Team

Amalijah and **Garrett** have been working closely together since congress in liaison with the executive to complete the transfer and assessment of the original sound recordings of Bapak’s talks.

Armand Bisson has also joined the archive team and Amalijah is canvassing other potential core team members.

Farlan Williams Indonesia, **Daniela** Moneta USA and **Hassan** Sillem have been working with Amalijah since congress in relation to various work programs/transitions.

Current Focus

- Assessment and development of options for original sound recordings and unaltered, digital preservation master to current archival standards
- Review of technical processing, archiving and preservation needs for Ibu Rahayu's talks and associated metadata
- Incorporation of new transcriptions and first official English translations into master digital files of talks
- Development of microfilming project for Ibu Rahayu's correspondence
- Completion of updated agreements with countries hosting backup material and updating backup system including MOU relating to WSA Archives Indonesia
- Transitional discussions relating to former archive unit in Belgium
- Completion of digitisation to current archival preservation file standard of all video talks of Bapak and Rahayu and including general film holdings (investigated and costed in 2009)
- Completion of specifications for digital master storage facility and RAID/LTO backup system for safer backup of digital files
- Ongoing collection, processing, limited preservation and provision of limited information services.

Timeline - 2010

July

- First stage assessment of sound recordings

August

- Second stage assessment, including sample digitisation to current archival standard, report on assessment and development of options with costs.

September-December

- **Potential** re-mastering and finalisation of options followed by relocation of original recordings to proper storage facilities for long term care and maintenance.
- **Microfilming** program for Ibu Rahayu's correspondence, Indonesia
- **Digitisation** program to current archival specifications and standards of video recordings of Bapak (25) and Rahayu's talks (100+), including general film collections (approximately 75).
- **Establishment** of a digital master storage facility based on RAID systems and LTO tapes backup (RAID meaning redundant array independent disks. LTO meaning linear tape open, a magnetic tape data storage technology).
- **Ongoing** collection, limited preservation and other activities due to current situation of the archives overall and including wind up and transfer former TPU including establishment of new processes for archiving of Ibu Rahayu's talks and associated metadata.
- **Establishment** archive facility, Canberra

2011-2013

- **Ongoing** all of the above as needed, including transfer of metadata to a more up to date, expanded archival system and database to begin during last quarter 2010.
- **Development of projects** using archival materials as appropriate, e.g. new version of travel log with photos and dedication to Faisal Sillem, publications, online exhibitions, completion of website etc.

WSA Archives Budget 2010

WSA Archive Indonesia: supplies, upgrades, equipment	4,100
WSA Archive Canberra: storage to April 2011, supplies, basic operating expenses	11,000
WSA Archive Belgium in transition, estimated	6,000
Travel 2010 including Brussels (tapes), Indonesia and WSC meeting.....	5,000
General work programs , contingencies and backup system.....	3,900
Estimated costs professional assessment original sound recordings of Bapak's talks.....	50,000
Total WSA Archives Budget 2010	USD 80,000

Additional and Extended WSA Archives Budget to 2013 (estimated)

Estimated cost options for treating/remastering talks	50,000-250,000
Video archive of talks – Bapak and Rahayu	
Creation digital masters including WSA Film collections	60,000
Transcriptions and translations	
Creating transcriptions and first English translation as part of the Archival record is currently budgeted by SPI	
Digital master storage and backup system E.	25,000
Establishment dedicated archive – See report/costs 2009 at www.subud.org : visit the 'archives page' in the 'Media' section.	
Basic operating expenses per annum	30,000
WSA Archivist to be negotiated – See report/costs 2009 as above.	
Other – See report/costs 2009 as above.	

Additional Information – appendices

- APP 1 Attributes and responsibilities of WSA Archivist
- APP 2 Current global archival preservation practice and philosophy
- APP 3 Operational framework options for Archives
- APP 4 2010 World Congress minutes: Archives excerpt