

Core Components of Archival Continuing Education

Prepared for the National Forum on Archival Continuing Education

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This document has been developed to provide a framework for analyzing current and future archival continuing education as part of the National Forum on Archival Continuing Education. An essential element for analysis of continuing education is the definition of just what functions, activities, or topics constitute the knowledge base for this type of archival education. We cannot identify gaps, overlaps, or duplication without a set of core components against which to assess educational opportunities.

These core components were developed by members of the NFACE Program Committee using several excellent resources. These include:

- The Society of American Archivists' *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs*, a document defining the audiences, subject framework, planning, delivery and support and roles and relationships for archival continuing education; other documents developed by the Committee on Education and Professional Development were also consulted;
- The Academy of Certified Archivists' *Role Delineation* document which defines the knowledge and skills necessary for archival work;
- The National Park Service's *Essential Competencies: Museum Management Archivist Track*, which defines the competencies, knowledge, skills and abilities needed to perform in this discipline;
- Data gathered from the NFACE survey and focus groups also informed the development of this document.

This document is intended to provide a practical tool for analysis of data on archival continuing education offerings gathered for NFACE. It is not intended as a final, comprehensive statement, but as an organizing tool that may assist further assessment and analysis of the core components of archival continuing education. The NFACE Program Committee used the core components to identify gaps, overlaps, and areas of particular concern in archival continuing education. That information led to the identification of topics for the information and the incubator sessions. We hope that NFACE attendees and others will find these components a useful structure for analysis and consideration of the archival continuing education needs and issues for their own organization, region, or audience.

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General Category	Sub-categories
Records management	<ul style="list-style-type: none">• Basic elements of RM• Records keeping systems• Retention and disposition• Information technologies (microfilm, computer, etc)• Files management• Life cycle of records
Basic elements of archival programs	<ul style="list-style-type: none">• Starting an archival program• Introduction to core elements (identified as general categories below)
Identification and retention of records	<ul style="list-style-type: none">• Appraisal• Collection evaluation• Documentation planning• Donor relations• Acquisition• Accessioning• Deaccessioning• Archival surveys• Legal transfer/acquisition

<p>Arrangement and description</p>	<ul style="list-style-type: none"> • Arrangement • Description • Descriptive standards for data structure (e.g. MARC, EAD) • Descriptive standards for data content (e.g. APPM) • Descriptive standards for data values (e.g. LCSH, AAT) • Archival authority information • Subject access/indexing • Automated access • Dealing with special formats • Creation of access tools (finding aids, guides)
<p>Reference</p>	<ul style="list-style-type: none"> • Customer service issues for internal and external customers • Security • Copyright • Administration of access: Privacy, confidentiality, FOI • Usage documentation • User education
<p>Outreach</p>	<ul style="list-style-type: none"> • Public relations • Exhibits • Educational uses of archives (esp. classroom) • Using archival materials for public relations
<p>Electronic records</p>	<ul style="list-style-type: none"> • Management of electronic records • Preservation of electronic records • Information policy

Preservation	<ul style="list-style-type: none">• Collection storage (environmental issues, pests, vermin)• Disaster planning• Recovery (after disasters)• Reformatting (microfilm, digitization, standards)• Care of materials (various formats)• Handling techniques• Conservation treatments• Preservation administration
Program Management	<ul style="list-style-type: none">• Fund raising• Grants management• Financial management• Program planning and organizational management• Strategic planning• Management of buildings, facilities, equipment• Advocacy• Project management
Managing people	<ul style="list-style-type: none">• Human resources management• Supervision• Managing volunteer programs• Leadership skills
Professional knowledge	<ul style="list-style-type: none">• Professional ethics• History of archives, archival organizations• History of archival legislation

<p>Research</p>	<ul style="list-style-type: none">• Research methods in archival practice and theory <p>Research in subject fields: tools and methods for American history, cultural or natural history research</p>
<p>Technology applications</p>	<ul style="list-style-type: none">• Developing websites for access• Web exhibits• Applying technology to manage archival business practices <p>(there are many overlaps between functional area skills and technology)</p>