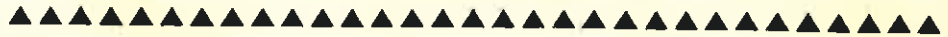




Managing Modern Archives

COURSE DIRECTOR: *Trudy Huskamp Peterson* (Open Society Archives, Budapest)

RESOURCE PERSONS: *Joan van Albada* (editor, *Janus*), *Gabriella Albrecht-Kunszeri* (Conservator, Magyar Országos Levéltár), *Thomas E. Brown* (Archival Services, Center for Electronic Records, US National Archives and Records Administration), *Helen Forde* (Chair, ICA Committee on Preservation of Archival Material), *Christopher Kitching* (Chair, International Council on Archives, Commission on Descriptive Standards), *Dena Schoen* (Senior Archivist, OSI Archives)



Purpose of the Course:

The course is designed as an overview of the basic principles and practices in managing late 20th century records of organizations and institutions. The heart of the course will be in-depth discussions of emerging archival standards for description of archival holdings and of access and reference service policies. Some discussion of managing personal papers will also be included. The course will focus on the management of the two basic types of media used in offices today: paper and electronic. It will include basic discussions of managing a preservation program for paper and electronic records, but it will not provide preservation training per se.

The intended participants are entry level professionals, preferably already employed in an archival institution.

Course Description:

This two-week course will consist of two parts:

Week 1: Introduction to the history of archives, theory and principles; description of records, the emerging international standards, electronic access; managing a preservation program, disaster planning; visit to the Hungarian National Archives, roundtable discussion of trends in Central and East European archives.

Week 2: Access to records, balancing privacy, protectible interests of governments, protection of business information, user needs; reference service, principles and practices; managing electronic records, introduction to electronic preservation and access; archival ethics and professional standards, roundtable discussion of the profession of archivist in Central and Eastern Europe.

Special Course Application Requirements:

Applicants should have two years of experience as a staff member in an archive. Applicants must submit *three* letters of recommendation.

Institutional Co-Organizers or Co-Sponsors:

Open Society Archives, the International Council on Archives, European Board.

Course Dates:

July 1-12, 1996

Application Deadline:

April 1, 1996

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