# Managing preservation in the National Archives of Estonia:
# present situation and future perspective

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**head of preservation**

**Historical Archives of Estonia**

**Riga, 04.10.10**

# National Archives of Estonia

# Collections

| Archives | Documents from | Items |
|---|---|---|
| State Archives | 1918 - present | 3 396 903 |
| Historical Archives | 13th century - present | 2 675 952 |
| 6 county archives | 1944 - present | from 132 785 to 1 088 137 |
| Film Archives | 19th century - present | 8,8 million meters of film, 460 000 photos, 14 000 sound recordings, 1530 videos |
| | **NAE in total** | **8 721 407** |

# Regulations

- **Preservation strategy of the NAE 2007-2010, incl application plan**

How? When? In which order?

Chapters:

Storage conditions, Disaster planning, Condition surveys, Conservation, Microfilming and digitisation, Use of originals, Co-operation with record creators, Professional development

- **Preservation policy** (2007)

- **Technical requirements of digitisation processes (2008)**

- **Policy on selection of materials for digitisation (2008)**

- **Annual list of archival quality materials (papers, pens, printers, copy machines etc) since 1999**

# Preservation management

- **Historical Archives preservation department** (20):
Holdings maintenance service (6)
Conservation service (7)
Microfilming and imaging service (5)

- **State Archives preservation department** (20):
Holdings maintenance service (12)
Conservation service (7)

- **Film Archives**
Preservation service (10)

- **County archives** - no special units
Electronic documents - Digital Preservation Bureau

**Staff of the NAE in total ~210**

# Buildings



Historical Archives I (1904)



Historical Archives II (1999)

**9 archives in 10 buildings**

**occupied 87 shelf km**
**free 3 skm**

**controlled conditions in**
**4 buildings**
**4 672 850 p.u. = 54%**

# **Buildings**
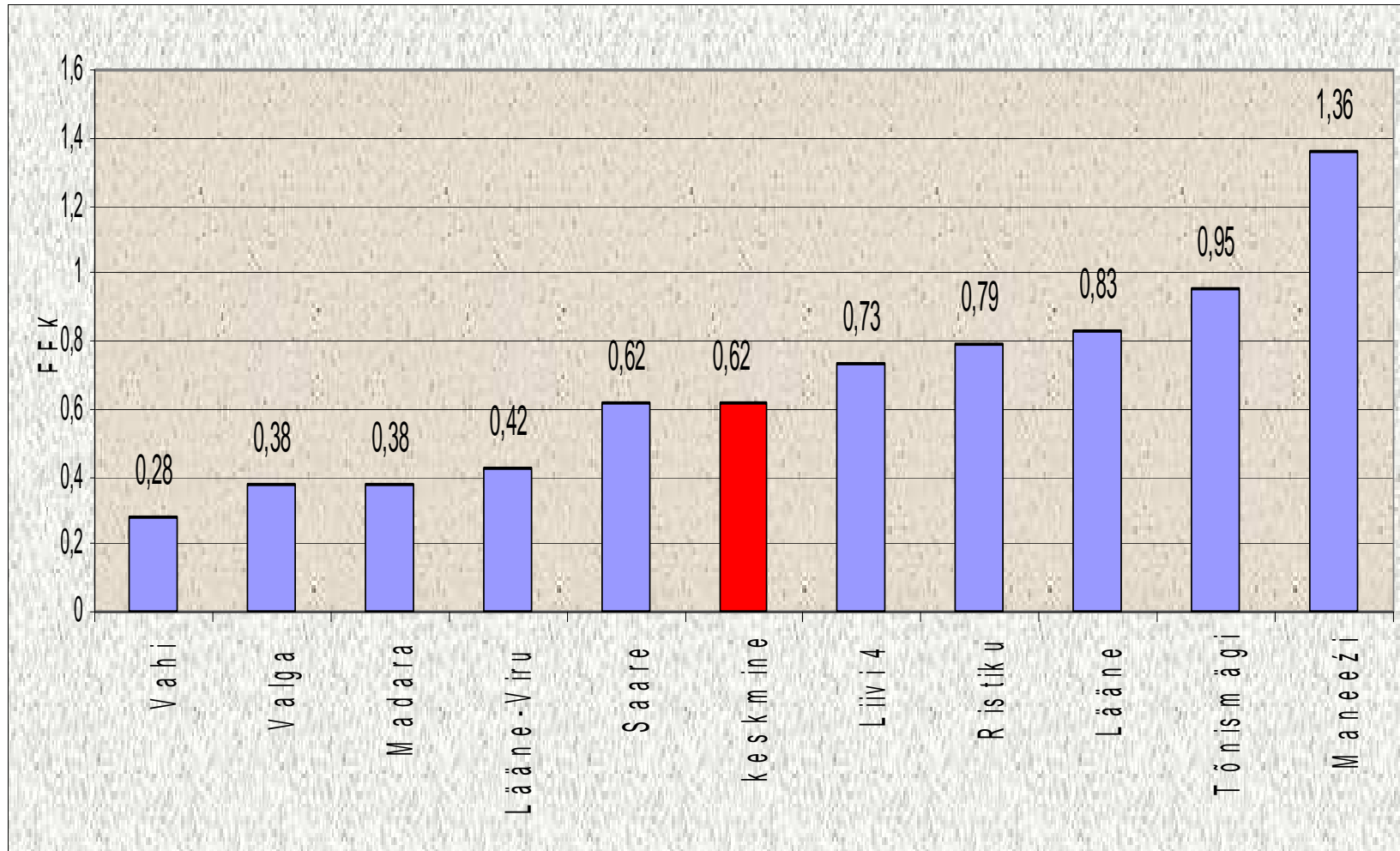

State Archives III (2002)


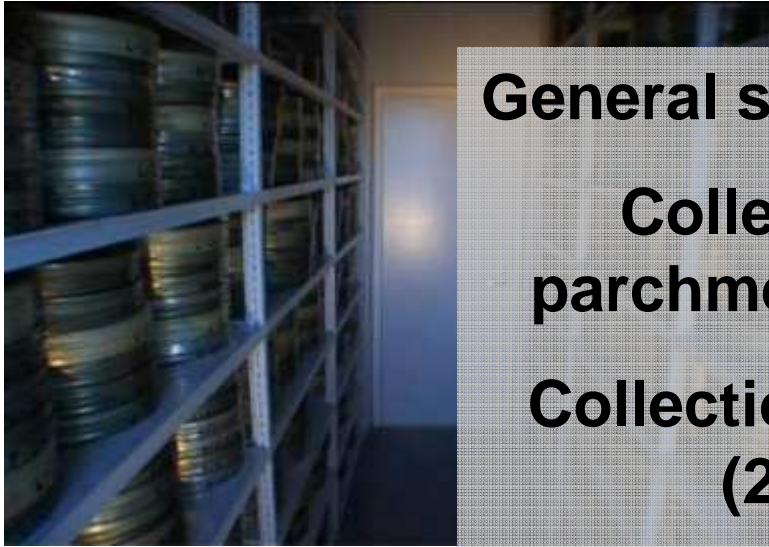Lääne-Viru County Archives (2004)


Saare County Archives (1998)


Valga County Archives (2000)
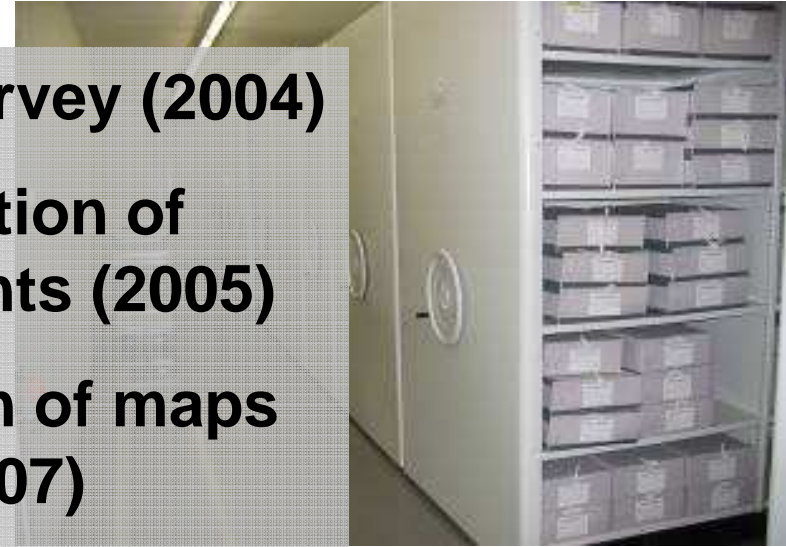
# Cost of preservation per PU (2009)

**General survey (2004)**

**Collection of parchments (2005)**

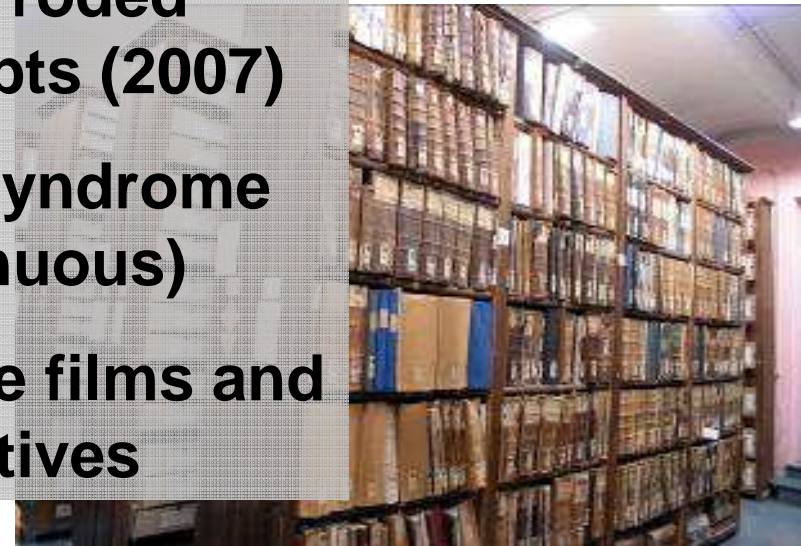**Collection of maps (2007)**

**Ink-corroded manuscripts (2007)**

**Vinegar syndrome (continuous)**

**Nitride base films and negatives**

# EU funded projects

**Summer 2009**

**IT-development and content providing projects, including digitisation**

**NAE presented 8 projects, 6 were funded**

**Funding in total for digitisation (incl storage media, yrs 2010-2012) 41 mln EEK = 2,6 mln EUR**

- **Digitisation has to be done by service providers following public tenders, no equipment can be bought**
- **Funding for digitisation services, preservation hardware (disk arrays and tape systems) and wages of project managers**

# EU funded projects

**Photos**: 415 500 negatives on film and glass plates; 1 year; contract with 4 photo labs; 20 TB hardware; 450 000 EUR

**Videos**: 700 hours of video + 30 hours of sound; 1 year; contract with Orbital Vox Studios; 96 TB hardware; 200 000 EUR

**Nitrate base films**: 30 hours of films from 1920-1950; 1 year; contract to be with Eesti Digikeskus, Orbital Vox Studios and Produktsioonigrupp; 44 TB hardware; 270 000 EUR

# EU funded projects

**Parchments**: 4122 parchments of Historical Archives, Tallinn City Archives and Estonian Historical Museum; 2 years; contract with Conservation Centre Kanut; no hardware; 105 000 EUR

**Maps**: 19 700 maps; 2 years; contract with Arhiivikeskus, Overall Eesti AS and Archyvu Sistemos (Lithuania); 10 TB hardware; 506 000 EUR

**Project *Two beginnings***: 1 million pages of paper materials (A2) from periods 1917-21 and 1988-92; 2 years; tender soon; 55 TB hardware; 511 000 EUR

# Access

www.ra.ee/saaga

**Saaga - collection of digitized archival records**
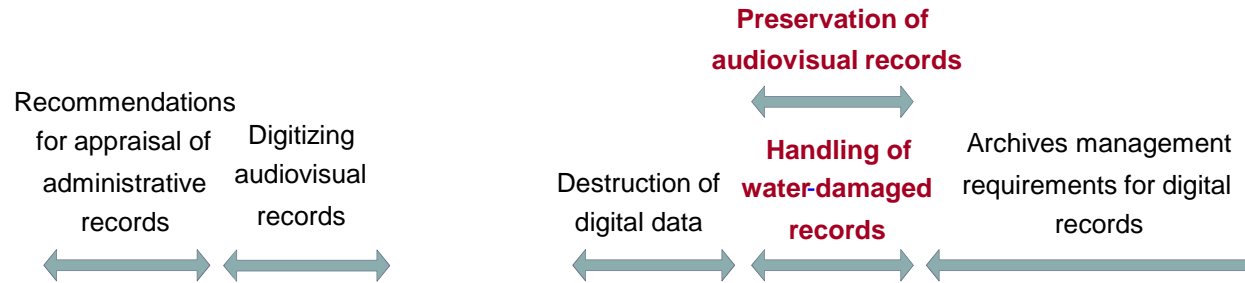
www.ra.ee/fotis/

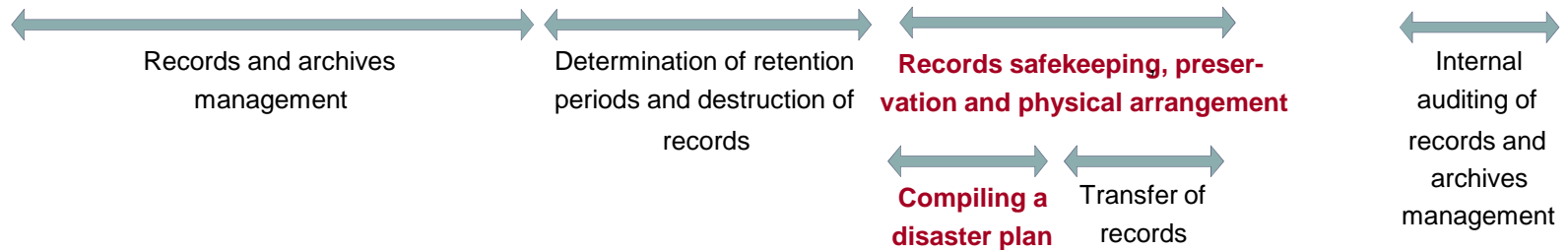**FOTIS - database of photos**

www.ra.ee/vau/

**VAU - Virtual Reading Room**

# www.ra.ee/en/guidelines

**Guidelines**

**Preservation of audiovisual records**

Recommendations for appraisal of administrative records

Digitizing audiovisual records

Destruction of digital data

**Handling of water-damaged records**

Archives management requirements for digital records

**Fields**

| Design of a record system | Classifi-cation | Managing the use of records | Determ. of retention period | Destruction | **Storage** | Transfer | Disposal | Monitoring and auditing |
|---|---|---|---|---|---|---|---|---|

**Guidelines**

Records and archives management

Determination of retention periods and destruction of records

**Records safekeeping, preser-vation and physical arrangement**

**Compiling a disaster plan**

Transfer of records

Internal auditing of records and archives management

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# Guideline: safekeeping, preservation and physical arrangement of records

- **Arrangement of records for transfer to the public archives**
- **Standard for achival boxes, folders, envelopes**
- Requirements for repositories
- Using of archival quality materials in creation and preservation of documents
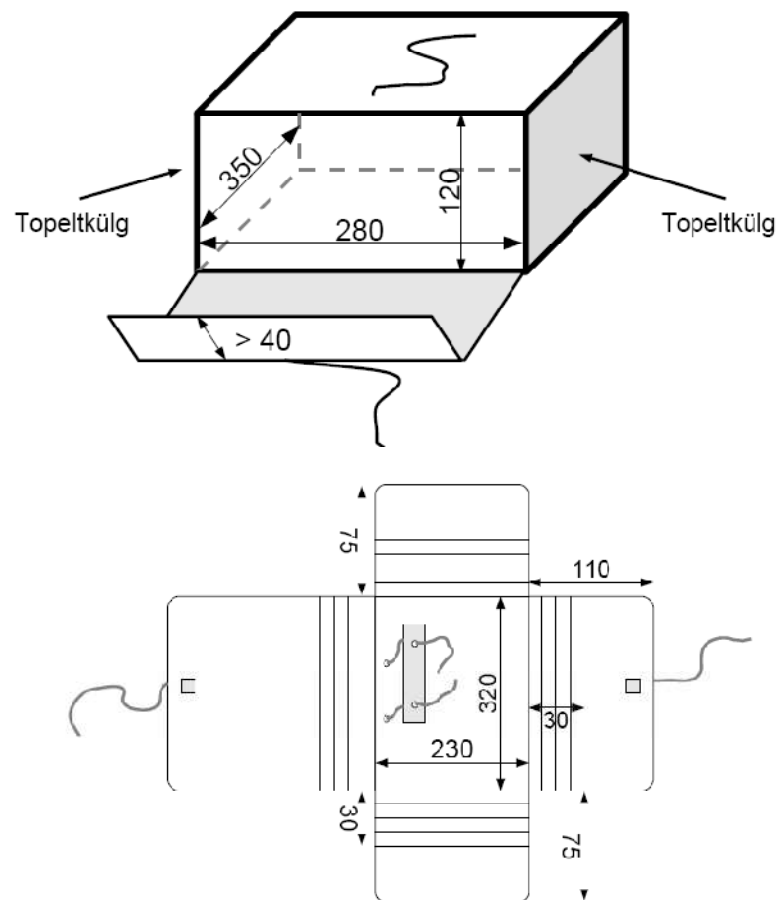


http://rahvusarhiiv.ra.ee/public/
Juhised/fyys_korrast_veb1.pdf

# Disaster planning and risk management

- **Archival regulations (1998)**

**Requirement to have a disaster plan:**

- all public archives,
- all institutions creating documents of archival value

- **Actions 1999-2010**

- All NAE archives have compiled and updating regularly their DP's
- Published 2 guidelines – on the web (2005), revised versions coming on paper
- Risk management process pilot in the EHA (2009/10)
- Reviewing institutions' DPs during regular archival supervision

# Suggested content of disaster plan

### (www.ra.ee/public/Juhised/ohuplaan.pdf)

1. Characteristics of building and site
2. Defined responsibilities of staff members
3. Clear and exact regulations, how to respond to different disasters (fire, flood, bomb threats, theft, rodent, insect and mold infestation)
4. Regulation on informing staff, visitors and disaster response team members
5. Inventory of emergency supplies
6. Services and experts (transport, freeze drying, conservation etc)
7. Training schedule
8. Evacuation and floor plans and priorities
9. Risk analyses

IFLA guideline:  IFLA Disaster Preparedness and Planning (2006) 17
http://archive.ifla.org/VI/4/news/ipi6-en.pdf

# Regular trainings

- **Practical training to use fire extinguishers once a year**

- **Simulated disaster situation and following practical evacuation of visitors and staff once to twice a year**

- **Annual updating of disaster plans**

# After heavy storm August 2010

# Risk Management (RM)

**RISK MANAGEMENT AS/NZS 4360:2004**

**+ Handbook**

**RISK MANAGEMENT GUIDELINES**

**HB 436:2004**

# RM benefits

- **assess risks and detect risk sources**
- **reduce risks to collections and the institution**
- **define priorities in different areas and on different levels**
- **understand the condition of the collection better, especially ´hot spots´ today**
- **predict the lifetime and needs of collections in the future**
- **prevent serious events, accidents or damage**
- **estimate preservation policy and strategy on institutional and governmental level**

- **preserve the cultural heritage better for the next generations**

# Risk management process
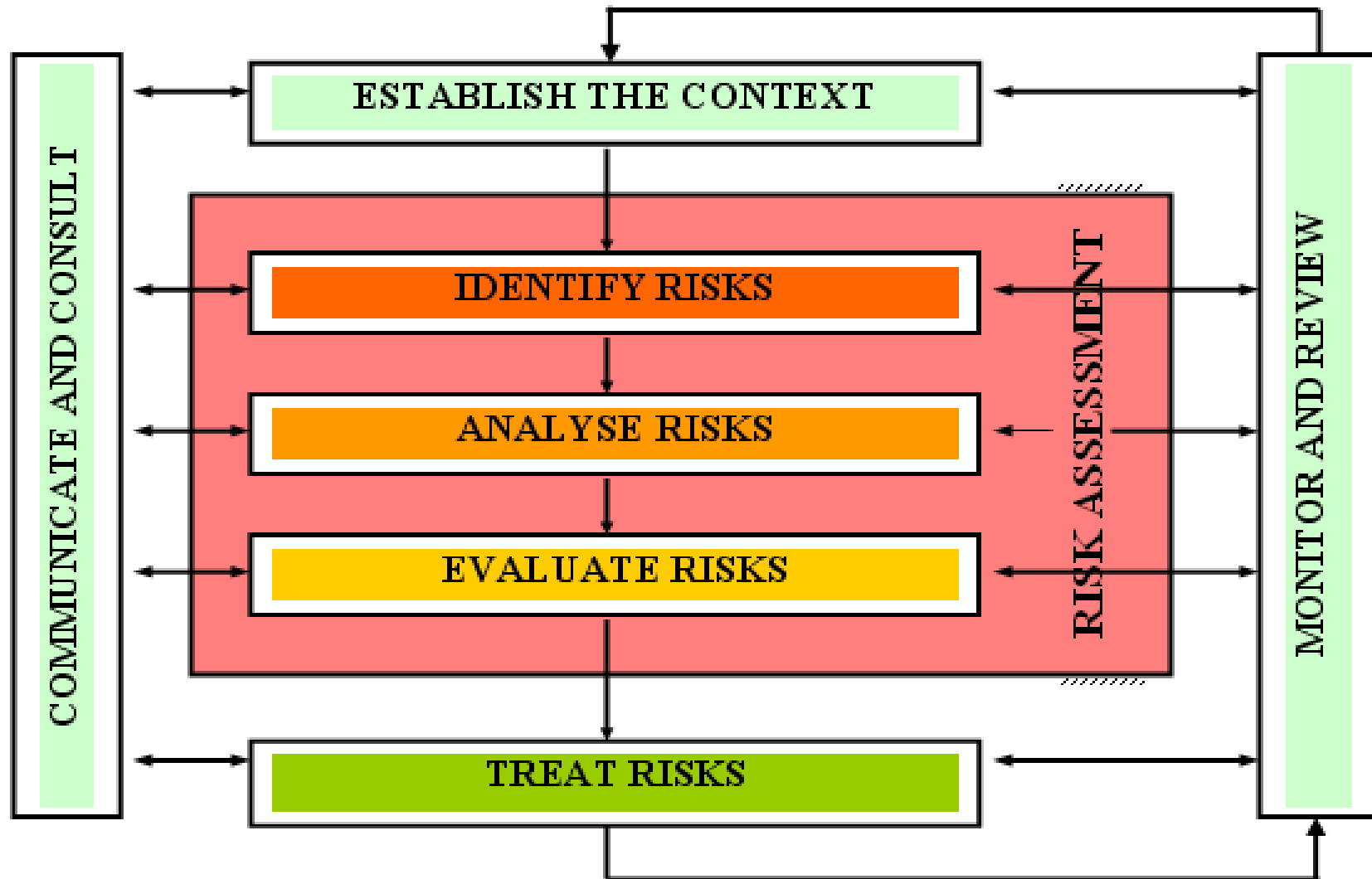


Source: AS/NZS 4360:2004 - Risk Management Standard
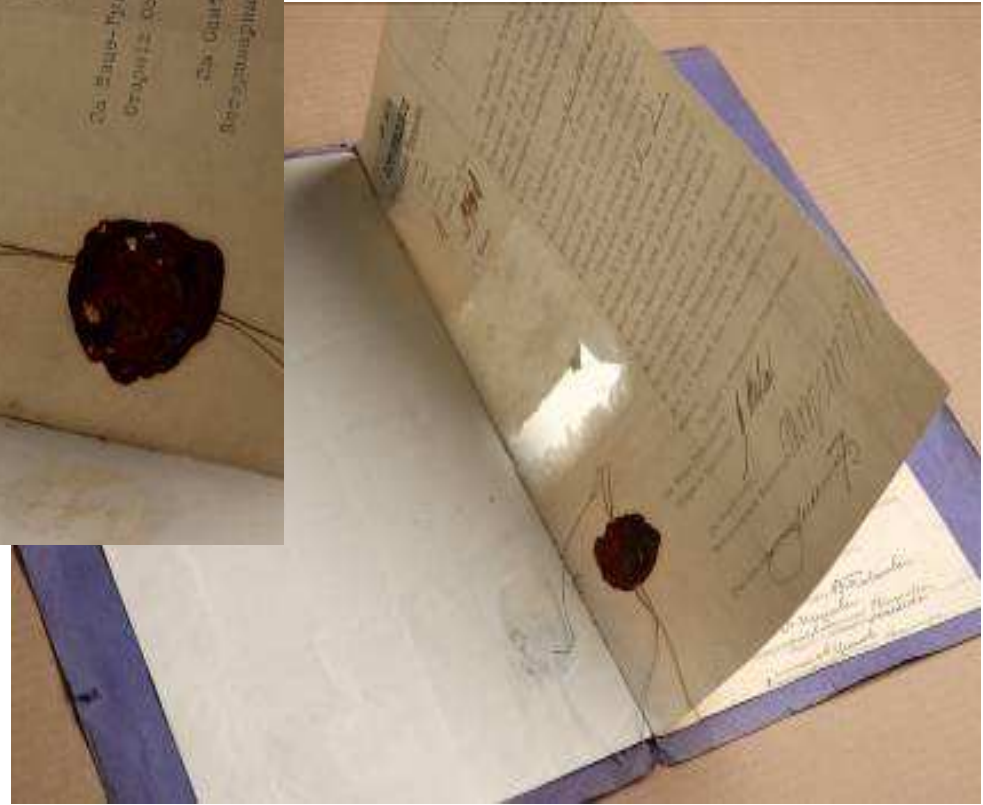
# Documenting risks in repositories

# Risks due to copying

# Risks by users

# Risks by users

# New legislation drafts

## ARCHIVES ACT

*Previous from 1998*

**NAE is a government agency administered by:**

- the State Chancellery (1998)
- starting from the 1st of January 201? by the Ministry of Education and Research

## ARCHIVAL RULES

*Previous from 1998*

**incl preservation chapter, i.e. requirements for safekeeping, storage and physical arrangement of records**

# New buildings

# Thank you!
# Paldies!
# Ačiū!
# Tänan!