



## Starting an Archives

*Elizabeth Yakel*

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# Starting an Archives

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## **Starting an Archives** Elizabeth Yakel

*Starting an Archives* is designed for institutional administrators, archivists, and records managers thinking about beginning a historical records program in their organization. The book covers the decision making process which should precede the establishment of an archival program, outlines the first steps necessary in the beginning of an archival program, and introduces basic archival functions to readers. These functions include: archival administration, collection development, appraisal, records management, arrangement, description, reference, outreach, and preservation and facilities planning.

The book provides a theoretical rationale for the establishment of an archival program and discusses the managerial, financial, and administrative implications involved in beginning an archives. At the same time, however, it approaches the subject of starting an archives in a practical manner. There are clear descriptions of archival activities, samples of the important archival policy documents and forms, and a current bibliography which points to additional texts for further reference. Information on archival organizations is also included to help beginning archives locate and join local and national professional archival networks.

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