

# Online Meeting: Archive

02<sup>nd</sup> February 2021. 16:00 to 17:30 Norwegian time. Oslo, Norway

## Present at the online meeting:

Members from six Tamil organisations were presented. Tamil Youth Organisation, Tamil Resource- and Counselling Center, Tamil women organisation (Oslo), Tamil women organisation (Ulsteinvik), Radio Tamil Bergen/Then Tamil oosai and Norwegian Council of Eelam Tamils (NCET). Also, 7 Tamil individual participants who are or were involved in different Tamil organisations from the 1970s in Bergen and Oslo. For instance, Bergen Tamil School (Bergen Tamilske Barneskole) and Eela Tamilar Sangam (Tamil Association in Bergen), Aktive Kvinner (Active women – physical training for minority women, Oslo) and Tamil political organisation. ([Dspora Tamil Archive, 04.02.2021](#))

## Content:

The meeting was started with a minute of silence for all the people who have lost their lives in the war in Sri Lanka and the continuous genocide of Tamils in that country. On 02<sup>nd</sup> February 2021, Dspora Tamil archive organised its first online meeting about archive for Tamil society in Norway. We had 4 speeches representing six preservation institutions in Norway. The archives and library of the labour movement (Arbeiderbevegelsens Arkiv og Bibliotek – ArbArk), City archive of Bergen (Bergen Byarkiv), City archive of Oslo (Oslo Byarkiv), The museums in Akershus (Museene i Akershus – MiA), National Library of Norway (Nasjonalbiblioteket) and Memoar.

The Norwegian National Library (Nasjonalbiblioteket) provided TEAMS technical assistance for this online meeting. Michelle Tidsel was on duty at the meeting. Baheerathy Kumarendran chaired the online meeting on behalf of Dspora Tamil Archive.

## Content

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## Topics:

### Topic: Record-keeping and record management

Martin Ellingsrud from the archives and library of the labour movement (Arbeiderbevegelsens Arkiv og Bibliotek - ArbArk) about Record-keeping and record management.

#### Two main requirements:

1. What should we document?
  - Which documentation do we need to create?
2. Which documentation should we need to preserve for a shorter or longer period?
  - Where should be preserved for eternity (1000 years+)?  
(archive depot, museums or other preservation institutions?)

#### Factors to identify relevant documentation requirements:

1. Law and requirements in a country. In this case Norwegian archival law.
  - Be compliant with the rules and regulations that apply to your organisational functionality (virksomhet). For instance, the Working Environment Act, The Foundations Act or other.
2. The expectation of the authority that your organisation document
  - What are the Interests of others that you create documentations? For instance, a government authority requires that you document fund and support schemes from the governmental bodies.
3. The expectation of the Tamil society that your organisation document
  - Norwegian Tamil organisations
    - i. What is the required documentation for the local Tamil society?
    - ii. Claim from members of an organisation on required documentation.
    - iii. What do the members want to be documented?
    - iv. External expectations - What are the external circle around an organisation wants that organisation to document?
    - v. What does the organisation need itself to be documented?
      1. Organisational functionality requirements (virksomhetskrav).  
Which documentation does an organisation need to get the organisational functionality going?
      2. Organisation's interest to document itself. This is independent of external laws and actors.
  - What global Tamil diaspora require documentation?

These three are fundamental factors. There can also be other grey zones that need to be documented. But not everything needs to be documented.

### **How to identify documentation requirements?**

Analyse and create a mapping of relevant documentation requirements in an organisation. This is an activity of finding out the relevant documentation requirements for every organisation.

- What do we need to document?
- What are the functions and activities of an organisation? In other words, what are the work tasks in an organisation?  
Analyse relevant documentation requirements to document an organisation's functions and activities – work tasks.
- For instance, produce publications or organise sports events or create a budget or appoint a person to a position. Meetings such as national meeting, annual meeting, board Meeting, complaints and others.
- So, document the process from start to end.
- What is the source for relevant documentation requirements? (law and requirement, social expectation and need, organisation expectation and need, other)
- There are ISO standards for documentation requirements at governmental bodies. But guidelines at Norwegian Archive Agency will be more suitable for private and voluntary organisations. As well as other municipal and county municipal preservation institutions have guides will be more suitable for private organisations.
- Look at your organisation statute, various laws and acts other guidelines and find the relevant requirement and need for documentation.

## Archive plan

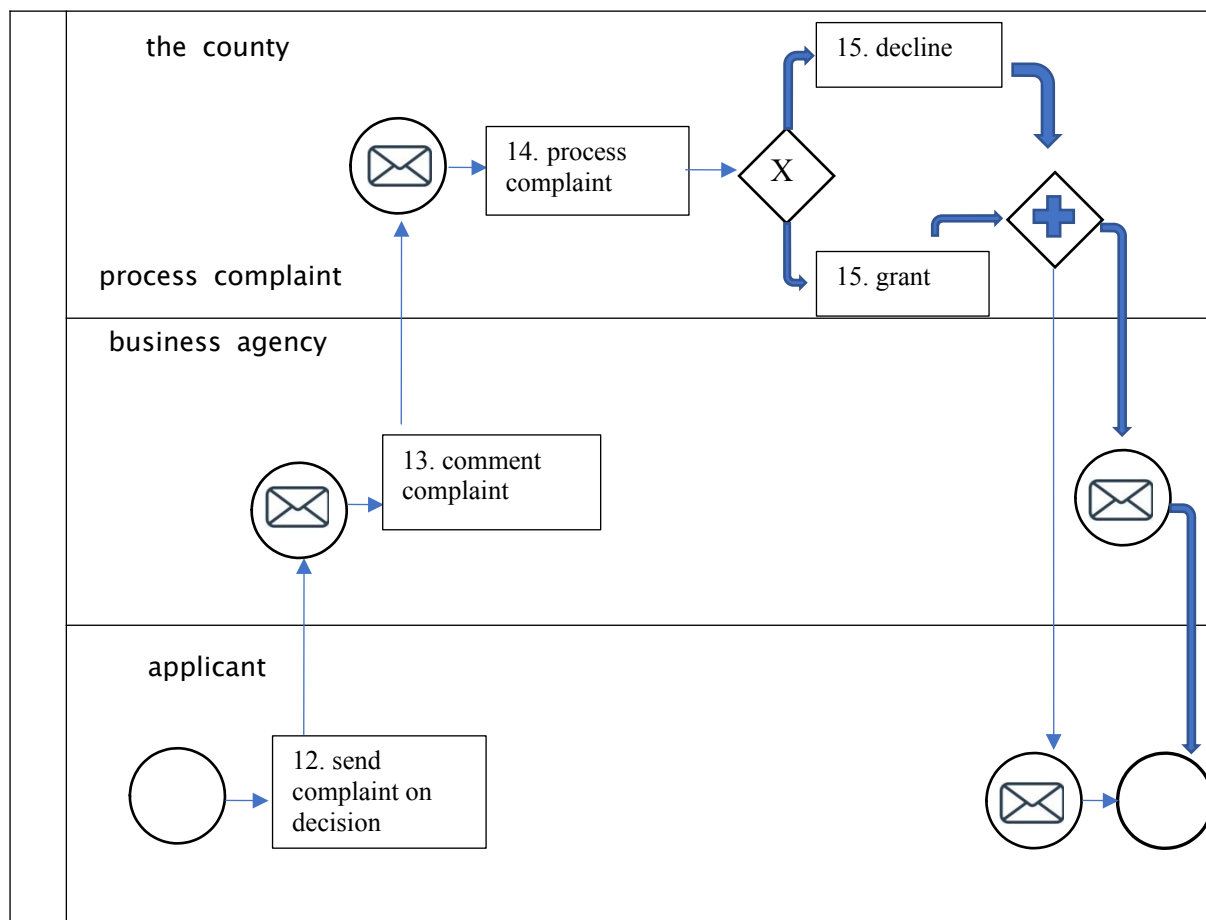
- Documentation on routines and relevant documentation requirements in an organisation. This document will help the organisation to do a good organisational archive work. It will help to have an overview of what to document and how to document relevant documentation. As well as what to **not** document, because the organisation needs to have an overview of what it needs to be preserved and can be deleted.

Here is an example of the process of statutory proposals. This table illustrates the relevant documentation requirements of that particular process from start to end:

Documentation	Task	Preserve or delete
Statutory proposals	Process statutes	Preserved forever
Receipt on a received proposal	Process statutes	Deleted after 3 months
Vote on statutory proposals	Process statutes	Preserved forever

(From the presentation of Marting Ellingsrud. Translated into English)

Example: A process of a complaint sent to the business agency



## What to preserve?

- What is important for the organisation?
- What is important for Tamil society?

An organisation defines, decide and list relevant documentation requirements in an archive plan based on the **factors** mentioned above.

“Bevare fortiden for å beskytte fremtiden» - Preserve the past to protect the future.

The organisation can undertake an analysis of relevant documentation requirements or approach a preservation institution to undertake an analysis.

“Bevare samlet samfunnsdokumentasjon” - Preserve overall social documentation.

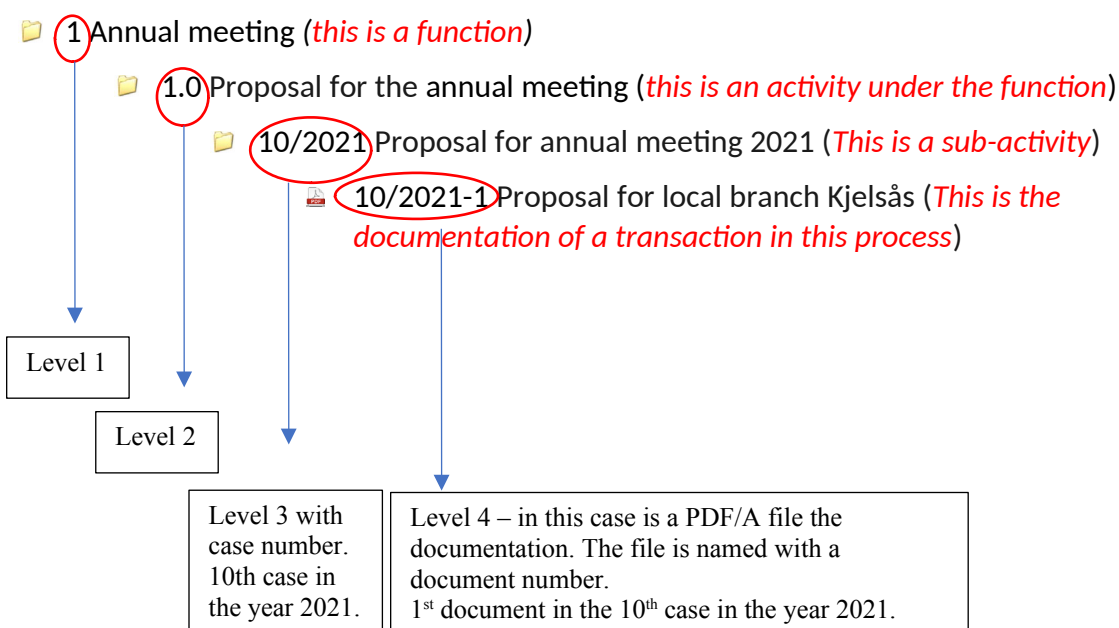
## Privacy

- Privacy regulations (law and regulation) give guidelines on how to handle personal information
- What kind of personal information does the organisation need?  
X personal information to process Y action.
- Satisfactory security in the storage of personal information

## Archive structure

- Division principle: File and folder structure

Example (From the presentation of Marting Ellingsrud. English translation with description):



These numbers are used to classify an organisational archive. This is a classification system.

Store and preserve text-based documents as PDF/A format. It is a variety of PDF that is standardised for long-term preservation.

## Cloud storage

- Software as a Service (SaaS)
- Platform as a Service (PaaS)
- Infrastructure as a Service (IaaS)

## Advantages

- Efficient and affordable - one source can serve many users.
- Efficient IT service - can work from anywhere and a high degree of mobility.
- Increase storage capacity as required.
- Good back-up. Reserve storage in other countries.

## Disadvantages

- Data stored or Back-up in other countries - judicial restrictions.
- Agreements to ensure data control. For instance, information on members or other personal information stored in a cloud. Do cloud services operate under restrictions

to hand over data? –the legal guidelines in a country can regulate cloud service. So, check which country your cloud service is based in and which legal guidelines do they have?

- General Data Protection Regulation (GDPR) in Norway and European countries.

## Topic: Historical archive

Terje Haram from City archive of Bergen (Bergen Byarkiv) about the historical archive.

### The archive has different perspectives:

- rights and documentation of rights of people and society
- Documentation of transaction in an organisation
- History, culture and identity

### Agreements and time:

- Contracts and agreements are important documents in an archive. For instance, a membership agreement.
- Archive function is a contract in itself:
  - An agreement between the past and the future. The future needs to have access to the experiences and knowledge of the past. Access to the applicable rights of the past to access the applicable duties in the future.
  - The responsible for this agreement rests on the present time in our hand. The guarantors are the archivists.
  - The archive is created by the rulers to executive their power.
  - For instance, if a ruler knows how many inhabitants the country has and their gender and age, then the ruler will know how many soldiers the country has. Same with tax and revenue.
  - The archive was a ruler's means in the past to control the inhabitants. But in the modern times of the western countries, the archive has become more an inhabitant's means to control the ruler's power.
  - The archive is a prerequisite for accountable and transparent case processing in any organisational body and democratic governance.
  - The archive is not about power. In western countries, inhabitants have the rights to require insight in documents.
  - When an archive is a guarantor for accountability and democracy, it will solve conflicts through independent and legitimate documents without a basis for doubt.
  - An archive can be an opposite pole of fake news and conspiracy theories.

- The archive is more about the future than the past. Public archive and private archive together create a comprehensive documentation of the society.
- Museum and libraries with archives have cooperated functionality for everyone in a society.
- Historical and analogue (paper, videotapes, CD, other) materials need to be converted to digital files.

## Topic: Published materials

Kjersti Rustad from National Library of Norway (Nasjonalbiblioteket) about published materials.

- Preservation institutions (archive, library and museum) work with a nation's memory and we complement each other with their mission.
- National Library preserved mainly published materials. But they are also an archive institution that preserves private collections of authors, institutions, tapes and audio recordings, images and photographs.

### Pliktavlevering - Legal deposit

- The term (pliktavlevering - Legal deposit) might sound harsh, but it not as it sounds.
- Many countries have a form of legal deposit of published materials in a country.
- In Norway, this regulation came into action from the end 17th century, where published materials were legally deposited in Denmark.
- **Purpose:** The society shall preserve evidence of Norwegian culture and social life. This is not only about Norwegians but everyone and everything in Norway.
- **Use:** for research purposes and documentation for the public.
- **What:** all kind of published materials. Music, film and video, websites, computer games, radio and television, printed materials (book, magazine, notice, ticket, etc)
- **Criteria:** the material should have been made widely available. For instance, sold a book at a bookstore, distributed a notice on a street, produced a CD.
- **Focus:** Wish the published materials shall represent a wider spectre of all social groups. Not only the main and big actors in society.
- **Challenge:** to reach out to all social groups with the information to preserve their published materials. It can be an economical load for organisations to give away a few copies for free. Contact National Library for help.
- **How does this work?** Three examples. 1<sup>st</sup> example for long-term security for 1000 years and more in Mo i Rana (Norway), 2<sup>nd</sup> example for reading room at National



Library in Oslo and 3<sup>rd</sup> example for interlibrary loan. Also, materials are being digitalised.

- **Digitalizing:** different conditions of access to public libraries and university libraries.

## Topic: Oral history

Bjørn Enes from Memoar about oral history

- Memoar is a voluntary organisation that functions as a collaborator with archives, libraries and museums. Close collaboration with “folkeminne samling” (folklore collection) of a folk museum. Memoar started in 2015 because there were a necessity and lack of a system to collect the memory of society. They collect oral history.
- Oral history tradition in Norway was related to the movement of historians in the post-war period. They wanted to expand the perception of history that was focused on the rulers and leaders. They wanted to bring out all social groups, such as labours and women.

### Characteristics of oral history

- Expand the viewpoints of the past and the future are the characteristics of oral history.
- By documenting life stories, we can make important contexts visible. Those contexts might not be noticed otherwise.
- Oral history is a source of materials to understand how society really functions. These are source materials for authors, creators, producers, researchers and others to create for instance film or radio production or a text publication.
- Audio and video recording. The visual recording tells more stories than only words.
- Not expensive and difficult to handle the technology to do audio and video recording and store them.
- **Purpose:** take care of oral narratives of lived life.

## Questions from the participants

Any recommended products for cloud solutions?

- One can buy a record-keeping system and operate with a cloud. But it is doubtful to recommend those solutions to volunteer organisations because they cost a lot. Record-keeping systems with Noark-standards are heavy systems. Others that might be recommended could be Microsoft 360, SharePoint.

What is the minimum required documentation for a volunteer organisation?

- One can write a text document in work or an accounting in excel document. Then convert it as PDF/A format. Then after certain years, long-term preserve your archive at a preservation institution that the organisation feels relevant and comfortable with. For instance, reports or minutes.

Organisations received funding from municipalities. The organisations send reports on received funding. Wouldn't the municipality archive our reports?

- The municipality will archive documents related to accounting the funding. Documents related to finance and accounting are only for control purpose. They will only be archived internally in the municipality for 5 years and won't be long-term preserved at an archive depot.
- First, convert work files (Word or Excel) to PDF/ A format. Systemise in a simple file-and folder system in your computer. Then they need to be archive externally from a local computer. For instance, Jotta cloud was mention in the meeting. They are a Norwegian Cloud service, and there is another Norwegian cloud served that operates under Norwegian judicial guidelines.
- Documents that are recommended to preserve: annual report, annual meetings, board meeting, annual accounting, statutes. But also, other activities such as cultural activities, sports activities and others. As Terje mentioned, the agreement between the past and the future. What do you (organisation) want to leave behind you after 10, 20, 100 years or longer? What you want the future to know about what you have been doing? What are the important activities that you did? These things might not be mentioned in a short section in an annual report. You need "meat on the bone" – historical material that can give life to your activities. You need to access what and how much needs to be preserved.
- Preserve websites are also a major part to create social documentation.

Social groups who might have experience oppression might have challenges to trust authority when it comes to giving away their archive. Is there any possibility to make a contract to prevent that archives at an archive depot doesn't go to the wrong hands? – for example, 100-year clause period?

- Yes. Not 100 years, but 60 years. For instance, personal archives are preserved under 60- years clause. Organisations can preserve their archive with a clause for up to 60 years. There will, however, might not be relevant to clause the whole archive, but certain documents or parts of the archive. There will also archival documents that can be made freely available.
- The private archive is your (organisation or person) property. The archive creator (organisation or person) can set the terms on how it should be preserved, used and given access to. There might be person-sensitive or politically sensitive documents that you can assess.

Can we preserve published documents that are in Tamil at The National Library of Norway?

- Yes. If it is published in Norway, they are materials for preservation. They don't necessarily need to be in Norwegian. If it becomes expensive to deliver for long-term preservation, the National Library of Norway can contribute.