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# Institutional Archives An overview

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# Starting of an Archives

- Policy
- Planning
- Infrastructure
- Action
- Organisation
- Making Accessible
- Maintain the collection
- Continue Collecting material

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# What Information To Archive

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- Background to Starting
- Founders
- Records about Founders
- Agencies connected with the starting
- Information on Location
- Achievements of individuals/institution
- Financial Information
- Information available at other Archives



# Types of Records

- Reports
- Biographies
- Correspondence among concerned parties
- Newspaper and Journal articles
- Oral Histories and Recordings
- Audio/Video tapes of lectures/speeches/addresses
- Photographs, Films
- Financial records

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# Reports

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- Council/Board Reports
- Annual Reports
- Commission Reports
- Reports from Other Organizations
- Surveys



# Biographies

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- Founders
- Directors/CEO
- Outstanding individuals
- Institution



# Correspondence

- Among Founders relating to the Institute
- Between Institution and other bodies (Govt, Parent body, other agencies)
- Between individuals

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# Newspapers, Survey Reports and Journals

- Historical events about Institutions are covered by newspapers and also written in journals.
  - Madras Mail
  - The Hindu
  - The Statesman
  - The Times of India
  - ✓ Memoirs of the Geological Survey of India
  - ✓ Records of the Botanical Survey of India
  - ❖ Journal of the Asiatic Society of Bengal
  - ❖ Indian Review
  - ❖ Modern Review
  - ❖ J-Stor

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# Photographs

- Founders
- Site of the Institution
- Construction of buildings (Early and later)
- Early instruments/equipment used
- Notable Visitors
- Council/Board Members
- Heads of the Institution/Departments

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# Financial Records

- Initial sources of finance
- Regular finances
- Budget details
- Donations from individuals/ organisations

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# Institutions related to Archives in New Delhi

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- National Archives of India  
(<http://nationalarchives.nic.in/landing.html>)
- Nehru Memorial Museum and Library
- Indira Gandhi National Centre for Arts  
(<http://www.ignca.nic.in/>)
- National Mission for Manuscripts  
(<http://www.namami.nic.in>)



# National Archives of India

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- The National Archives was set up in March 1891 in Calcutta (Kolkata) as the Imperial Record Department and shifted to New Delhi in 1926.
- It is an Attached Office of the Department of Culture under Ministry of Tourism & Culture
- A repository of the non-current records of the Government of India and is holding them in trust for the use of administrators and scholars.
- Journals and books are also available in the library.
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# Nehru Memorial Museum and Library

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- Started in 1966, it is a research library with emphasis on Social Sciences.
- Social, Economic, Political, Religious and literary history of modern India
- Special emphasis on Indian Nationalist movement and Nehru era.
- Books, periodicals, newspapers, photographs, private papers and oral history transcripts.
- Newspapers and journals of early period available on microfilm/microfiche



# National Mission for Manuscripts

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- The National Mission for Manuscripts was launched in February 2003 by the Ministry of Culture, Government of India, to save the most valuable but less visible of our cultural inheritances.
- An ambitious five-year project
- The Mission seeks not merely to locate, catalogue and preserve India's manuscripts, but also to enhance access, spread awareness and encourage their use for educational purposes.
- Working with specially identified Manuscript Resource Centres (MRCs) and Manuscript Conservation Centres (MCCs) in states all over the country, the Mission has collected data on manuscripts located in a variety of places, from universities and libraries to temples, mathas, madrasas, monasteries and private collections.



# Final Word

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- What has been presented is only a menu card.
- Get into the action to get the thrill of finding hitherto buried information and making it available for future users.
- Experience the surprises, disappointments and various unknown hurdles you encounter in collecting the information
- It is never late to start – earlier the better before the information gets lost for various reasons.
- Good luck in your endeavours for creating your institution/organisation archives.