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
What Information To Archive

- 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
Reports

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

- 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
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
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
Financial Records

- Initial sources of finance
- Regular finances
- Budget details
- Donations from individuals/organisations
Institutions related to Archives in New Delhi

- 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

- 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.
Nehru Memorial Museum and Library

- 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
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

- 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.