

Institutional Archives An overview

A. Ratnakar
Informatics India Ltd
New Delhi
ratnakar@informindia.co.in

IIA/IISc, Bangalore

21 January 2008





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

www.informindia.co.in

- 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

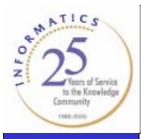




Photographs

- 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.h tml)
- 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)

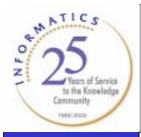




National Archives of India

- 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





National Mission for Manuscripts

- 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.

