

Comp F

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Apply fundamental management theories and principles to the administration of data, archives, information, or records programs.

Interpretation

Data is defined by the Society of American Archivists (SAA) as “Facts, ideas, or discrete pieces of information, especially when in the form originally collected and unanalyzed” (Pearce, 2005). With that in mind, there is a need to define more than what the essence of data is. Data itself rarely can make a collection valid or worthy, and we usually try to find a common theme between them by developing a collection by analyzing their context. Context is essential for making an excellent database and makes a much more navigable interface for users who are unfamiliar with the database.

What better value for data analysis measurement than the Scientific Management Principle. Published by Frederick Winslow Taylor in 1911, his book called *The Principles of Scientific Management* laid out efficiency in mundane tasks. A primary concern he had was the activity of soldiering which essentially means that workers will do minimal work because of their minimal wage (ICMBA, 2010). This was his analysis during the industrial revolution during which many factory workers were paid hourly wages and they worked up to six days a week and more than eight hours a day. With conditions like that, it was a miracle if anybody was ambitious at their place of work. I know individuals who work that schedule today and share the same resentment. I am sure they would share the same resentment with following his four principles. The four principles he has stated go something along these lines: apply scientific studies with tasks instead of personal experience policies, train your staff with these policies instead of letting them train themselves, coordinate with your staff to ensure the practices are being followed, and split the work between both management and workers so that the administration can administrate and the workers can work (ICMBA, 2010).

I can see how this would have offended industrial workers in 1911 because of their work conditions, but this policy is fascinating in a modern era perhaps in an office. When you have a salary and your tasks are more intellectual rather than physical, these policies are more efficient. At my internship at LAMDA, my supervisor gave me a project in creating a collection for one of the collection’s donors and had me work at my own pace. Because the internship was not paid, he wanted to learn the procedure by myself but also stated that the circumstance would change if I had been paid. In a profession where data is concerned, this policy is quite efficient.

Evidence

MARA 204 Discussion 6

This discussion talks about the debate between management and leadership. Leaders are ambitious and work with their employees on certain functions and help them push forward toward the objective. A Manager usually tells the employees what to do and is often in charge of accomplishing the leader’s dream. As archivists we must lead our organization into familiarizing themselves with policies and guide them rather than just tell them what to do.

MARA 204 SWOT Analysis

In order to understand what makes an organization work and know their objective more clearly, I was tasked with coming up with a Strength, Weakness, Opportunities and Threats analysis of the LAMDA archives of San Diego. I did this because I wanted to understand recordkeeping policies at a local level that was not established by a large organization. It is often important to analyze the roots of a developing organization to understand how it grew to its significant height.

MARA 204 Operation Plan

This was my portion of the Operation Plan of the Saint Abbey Archives in which I took the role of human resources. Part of protecting the integrity of an organization is establishing a strong HR plan in order to protect both the company and their employees. In this plan I focused on creating tasks and policies that would reduce the need for maintenance and improve productivity for the archive itself. If parameters are established, they can make the operation run smoother and lead to less mistakes.

Conclusion

Data by itself is meaningless without a developed context. Policies are in place to help develop the context you are looking for. Data has a different value than physical material and the management of it should not be undervalued. The reason the Scientific Management principles work on this style of profession is because the material if compromised can not only damage the integrity of the data itself, but of the context of the whole collection. If a slab of meat falls on the floor in the grocery business that meat is bad. If a piece of data is lost in the collection, that piece of data could have potentially been a founding document, or a much desired budget report.

References

- Internet Center for Management and Business Administration. (2010). *Frederick Taylor & scientific management*. NetMBA Business Knowledge Center. <https://www.netmba.com/mgmt/scientific/>
- Pearce-Moses, R. (2005). *A glossary of archival and records terminology*. Society of Amer Archivists.