

Archival Budgeting: How it Influences the Objective of the Organization

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1. Research Topic

Archival budgeting has significantly influenced the progression of an organization's objective plan in a various amount of ways. When an archival project is funded, it benefits the objective plan of an organization and helps it run smoothly. When a project is not funded whether by ill intent or just putting it off, it can damage the objective plan of the organization and in some cases completely sabotage it. Archival budgeting can influence a significant number of factors in a business or academic environment. To clarify, I will discuss three subjects for the argument needed for Archival Budgeting. We first must talk about China and its policy on records, because it's growing influence around the globe may alter our perceptions and standards for record keeping procedures. We must talk about the benefits of what archival budgeting can do for a community, academia, and the corporate level. The final subject will talk about how lack of budgeting can be dampening to an archive and the work arounds possible for not having a significant budget.

2. Operational Definitions

Library Science: A field of study that focuses on information management that focuses on maintaining, collecting and organizing library materials.

Society of American Archivists: An organization founded in 1936 and was established in North America to help the archivist agenda for governments, businesses, libraries and historical establishments.

Risk-averse: Unmotivated to take risks.

Life Cycle of Records: The three-part cycle of records which includes: creation, maintenance, disposition.

3. China: Archival Awareness?

Something that should be addressed in archival budgeting is understanding the country of China. More specifically we should elaborate on three concepts about China's perception of archival work. We need to understand these concepts because China's influence is growing around the globe and we should be aware of what implications that could have on the future of archival work specifically budgeting projects in their areas of influence. We will first cover their least favorite subject: Censorship, secondly, we will discuss their vision of archival work, thirdly and finally we will discuss what is practiced in their archival format.

Censorship discussion in China is an incredibly touchy subject for the government because they go as far as to censor the entire definition of the given topic itself (Jiang, 2012). When we have an archival project in mind, one of the key sponsors to a public project is often the government. If you do not comply with the local government's standards, they may be incentivized to halt it. In the case of China, anything that goes against the state media's standards of information presentation can have significant consequences on the individuals present (Jiang, 2012).

Strangely enough, the profession of recordkeeping is seen as feminine in the State of China (Lian, 2016). The reason this is brought up is because we want our archives to be ambitious, unconventional and accessible. According to the culture of archivists in China, they are quite the opposite as they are stated to be "modest, conservative, and less ambitious" (Lian, 2016). A successful archive requires a significant amount of attention if it is going to function properly and having a workplace that is strictly focused on keeping certain information

confidential can deter potential donors. While some donors donate out of goodwill and trust, that is not enough for others who will want a significant reason to do so.

The final issue covered in China's archival settings is the settings itself. As mentioned in the previous issue they wish to keep their profession significantly risk-adverse which is good for private archival base in the case of government archives, but if you wanted to promote an archive that gave a statement, that could be provocative in the Chinese government. When it comes to the administration, a huge portion of that administration do not have archival background and that can have consequences because this means that the archive itself is run by someone who does not have any idea how the archival standards apply. Another problem with being risk adverse is that you do not learn new techniques and therefore the process does not improve (Lian, 2016).

4. Archival Education: How it helps promote Archives

The most common issue addressed with archival budgeting is cost and how to justify its cost. There are significant ways to address that issue and in the private sector it can bring up the history of the company and background of the roots of the given company (Ataman, 2009). The Yapi Kredi Bank figured out that they could organize cultural events and generate an influence in their region by interacting with the community and specifically made a museum about their history and provided art, culture and community events that helped their public relations significantly. Working with public relations helped them generate a archive in the museum that garnered attention for their business and influenced a culture in Istanbul, Turkey (Ataman, 2009).

It is comforting to know that there are also options to educate individuals in the standards of Archival Education. The Society of American Archivists (SAA) has taken matters to set up guidelines for individuals who wish to participate in the field of recordkeeping (O'Toole, 1990).

Something that is noted is the workshop mentality that has been relate to the profession and its dampening effect on the desire to fund and educate the profession entirely. Fortunately, there was a solution to fix this problem and it came from David Gracy, an archival educator ironically not given formal training in the profession. He realized that the archival profession needed a network and a series of projects that would help faculty and students associated within the SAA connect (Galloway, 2014). He realized that receiving funding for projects was easier than receiving funding for students and faculty and by making it about the projects, they were able to ensure that the community had tasks to work on.

Something that was mentioned in the O'Toole reading was that the profession of record management was increasing in the newer generation (O'Toole, 1990). It is also increasing in the library science profession which is like record management but surprisingly focuses a little more on historical and reference records (Turrini, 2012). We have something called the life cycle of records and there are a couple of stages that they go through. There is the creation stage which a record is brought into the storage facility. Then there is the maintenance stage which a record often held up to 10 years depending on the retention policy. The final stage is the disposition stage and that can lead to two different paths. One of those is destruction and the other is permanent storage. Library Science often focuses on the latter being the permanent historical records. Knowing the history of the profession can help current record managers avoid reoccurring mistakes that could damage the reputation of the given operation.

5. Change: The inevitable element

It is important to note that while this profession is growing and more popular in the future generations, it is important to understand the technology of the recordkeeping systems for the future generations to work with. Many of the older methods of recordkeeping such as paper, are

being transferred to digital storage and the idea generates newer problems that come with it (Davis, 2008). IT departments will be called regularly and will have to work with record management departments to set up the archival databases which will continue to grow significantly due to the increasing generation of information. Costs will significantly grow with technology and donors should be notified about the inevitable increasing costs of archival technology tools.

Not keeping up to date with certain elements in your record database can also be harmful to your organization's objective. This was the case for the World Health Organization when they discovered that they do not have enough antisera to disperse across the globe for scorpion and other venomous attacks from creatures (Ford & Mills, 2011). The most significant reason for this is primarily through severe lack of clinical evidence and demand for the antisera in countries too poor to afford producing it. Had there been a proper survey conducted on the situation, the scenario may have been less grim.

Lack of funding is not always a detriment to a project and can sometimes be overcome. This was the case for Russia and Ukraine during the 1990's. While they did encounter significant budget drops, political or private changes because of the downfall of the USSR, they continued to salvage their records of their nation (Bolotenko, 2003). Some of these records were not all beneficial to the Russian state as they even held records of their involvement in many causes. Whether it was the information about Jewish communities, Soviet Nazi cooperation, or MVD-KGB repressions, all of this was found during the attempt to collect information and pass it to either the government or be smuggled out of the country (Bolotenko, 2003).

6. Methodology

The methodology required in this circumstance is a qualitative mix that requires a survey and a questionnaire for the citizens of countries with archival practices outside of the United States that we wish to ask for funding for archival projects. Some of the countries (China specifically) will have issues with our archival standards as they have their own methodologies and budgeting plans for their archives. We will try to ask them regardless of how they feel, but we are not expecting them to budge from their own practices.

7. Study Design

Although China is very protective of its information and records, they have agreed to let us sample their archival information through the third party microblogging company Sina Weibo. Through this information we were able to look at their archives and came up with a significant number of approximately 3,300 archives in their country. The microblogs only cover 50 of those archives and we will be surveying them and asking about their archival budgeting plan. We will also ask surrounding countries in the area about their archival budgeting plan and how they can either improve or implement their current plan to the fullest potential.

The benefit of Sina Weibo's microblogging is that there is a large group of individuals on the website who are willing to answer questions about the archival budgeting process. Out of respect for the State government of China, we had to change some of our five questions, limiting them to questions about the archival process in China. For the countries outside of China's influence, we have a different set of questions available. The program that we will primarily use for asking questions and collecting survey data is known as Toluna Influencers. This program is approved for use in China and will allow us to ask microbloggers the questions we have about their archives.

8. Data Collection

We will be asking five questions in relation to the archival practices through the platform of Toluna Influencers. We have two sets of five questions we will ask individuals in different areas. The first set is designed mainly for Chinese-influenced nations as we do not want to lose our survey data because the Chinese censors do not like the questions and the context that their citizens may provide. The second set of questions will be asked in regions outside of Chinese influence such as Turkey and other countries west of eastern Asia. The questions in Chinese-influenced areas will refer specifically to the archival process rather than budgeting because the State Archives Bureau insists that they have their budgeting plan under control. Four of the questions designed for microbloggers will focus on the archival techniques and the last question will ask users about the context of the archives themselves. As for the countries outside of Chinese influence, we will ask two questions about their budget for their local and state archives and three of the questions will ask the participants about how their archive benefits their community. With the Toluna Influencer application we can retrieve a sample size from as many of the provinces as possible, although we are bit skeptical about the Chinese platform due to the changes approved by the State Government of China. In addition, when you do the math for China's archives and microblog ratio, that is roughly 2% of the microblogging community that is focused on archival attention so we are not expecting a significant amount of results.

Data Analysis

The purpose of collecting this information is to generate an idea of what populations around the world think of archival work and its necessity in their given societies. I chose China and a random set of countries for the purposes of comparing what a centralized archive system does for its citizens versus what an independent archive does for its citizens. The survey method

is primarily a records survey analysis by its citizens and the questions we are asking are expected to generate input on how their recordkeeping practices have helped their nations retrospectively and proactively.

9. Research Project Timeline

Part 1: The development process (September 2019-October 2019)

- Draft a list of questions for two separate categories
 - Draft five questions for the Chinese microbloggers on Sina Weibo
 - Draft five questions for countries outside of Chinese influence
- Write a cover letter and opening statement explaining the survey's statement of purpose
- Find a group of translators to edit and correct the statement for individuals

Part 2: Initial distribution of surveys (October 2019-November 2019)

- Send Chinese specific surveys to Sina Weibo and ask microbloggers for their opinions on Chinese Archival policy
- Send Non-Chinese specific survey to countries outside of Chinese influence
 - Turkey
 - Thailand
 - Singapore
 - Ukraine
 - Germany
- Collect survey information and compare results to find a pattern within nations unrelated to China's archival practices.

Part 3: Redistribution of surveys to countries outside of China (November 2019-December 2019)

- Sending survey questions to the following non-Chinese influenced nations. China declined to be surveyed again.
 - Spain
 - Italy
 - Khmer
 - India
- Collecting the survey data from additional countries and compare results from last survey of non-Chinese data.

Part 4: Data analysis report (December 2019)

- Compiling data from survey and analyzing community data from given provinces. Communities in capital cities provided the most significant information
- Analyzing the information and looking at results hoping to make a context that follows the intended purpose of the survey.

10. Qualifications

I am a grad student at San Jose State University currently going for my Master's in archive and record administration. I want to find techniques that can be applied on a global scale as the eventuality of our recordkeeping standards will eventually merge into a global standard. With this study applied, I hope that the results can help the National Archives and Records Administration.

11. Summary

My goal for this survey was to research archival techniques and policies on a global scale to find recordkeeping practices and look for a common methodology that could be applied in the future of archival practice. China's centralized recordkeeping practices are useful on a local scale because the local districts have recordkeeping offices that are backed by the state government. In contrast, our current system has mainly universities and certain private firms that maintain a professional recordkeeping policy. Some of the countries we analyzed followed our archival standards and some of them have their own policies. We wanted to ask them about their policies to see if they had their own recordkeeping policy that could improve upon our standards.

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