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## CREATION OF ARCHIVES

Since the beginning of the 19<sup>th</sup> century many countries began to give much attention to the creation of Archives. Now almost all the civilized countries of the world have created Archives of their own. Because they furnish information on the political, economic and cultural development of the past. A well preserved archive is an asset to the nation. Archives offer a vast scope for historical research. Archives are very useful to those scholars who do research on modern history.

In the archives public records and other important historic documents are kept or preserved. Record materials included papers written and printed books, maps, news papers, film strips, sound recordings, micro film rolls etc. When we go to the archives and ask a record for reference, it may be in broken condition due to various reasons. So, one should be very careful in creating records in a better way so as to keep it for future generation. So the creation of record is very significant and a fundamental problem in the record management.

### **Materials needed for the creation of Archives :**

The creation of Archives can be conveniently divided into two sections. When we want to create an Archives first we need records, then we also need a convenient building to store the records. It is necessary to discuss here the materials needed for the creation of records.



## **1) Paper :**

Paper is an essential material for creating a record. So, one must be very careful in selecting the paper. The layman is prone to judge good paper from bad by the feel, the rattle and the look of it. All these tests are however arbitrary and do not tell us all about paper. In fact paper is characterized by certain definite properties – physical, optical, chemical and microscopical properties. Physical properties include thickness, weight, density, hardness and stiffness. Optical properties considered are light transmittance, light absorption and light reflectance. Chemical properties which are important are pH, moisture content, alpha cellulose content and copper number. Microscopical examination brings out a number of facts about the nature and disposition of fibres.

Generally papers are classified into four divisions. 1) All rag papers, the best of which are hand made paper. Hand-made paper is of superior quality and is always made from rags which are largely scraps from textile mills or from the vast disposal from domestic sources. So rag paper is the fit one to create records. 2) The chemical wood papers are used for making notes. 3) The paper made of straw and the like are used for newspapers. 4) Mechanical wood paper is used for making bags and covers.

### **Characteristics of paper for permanent records :**

It is to avoid the complexities that arise from the preservation of poor quality paper that it has been suggested that paper used for records of permanent importance should have those characteristics which would remove known elements of impermanence from it. The "Indian standard No.1774-1961", laid down by the Indian Standards Institutions, mentions the following requirements:



The paper shall be of uniform formation, thickness and substance, evenly finished, free from specks, holes or other blemishes. It shall be suitable for ruling and writing with ink and with good erasing quality. It should be made of fibre composed of 100% cotton or linen or a mixture of both; have a minimum alpha cellulose content of 85%; its copper number, which indicates the presence of impurities like lignin, should not exceed 2; It should not leave more than 2% of its own weight of ash. It should not have more than 1.5% of rosin. The minimum pH recommended is 5.5. Such a paper would stand up to the rigours of use and of time much better than all others.

### **Ink :**

Inks form another group of materials which have also a say in the permanence of writing. So selection of paper inks is essential for the creation of records. It should be noted that true ink is a stain which soaks into the fibres of the writing material. It should not spoil the paper and spread the paper. Iron-gall inks came into vogue with the advent of parchments and vellum, for it was found that only such inks could 'bite' into the surface of these writing materials and give permanence to the writing. Modern fountain pen inks are not fast enough to light and that they are soluble in water or alcohol after drying. The ball point inks also do not adhere fast enough to paper surface and they can be washed away with alcohol.

So iron-gall inks are recommended for permanent records and for use with parchment. Printing inks (vermillion printer's ink) are invariably black pigment suspensions in a varnish base and their permanence and adherence to the surface is very great.

### **Paints :**

So far as paintings are concerned only scientifically



recommended paints must be used. The ancient Chola and Jain paintings even after thousands of years are shining well and in good condition. They are able to withstand though they are visible to sun. But modern paints are not so good as the olden paints. It is recommended only Levigated Bigment paints should be used for longer duration. It would withstand far centuries.

### **Parchment and Vellum :**

Two of the most durable materials used for writing are parchment and vellum. They were made from animal skins and came into vogue when papyrus supplies from Egypt ran short. Generally vellum is the name given to the finer sort of parchment made from the delicate skins of still born or newly born calves or lambs or of the calf or kid. They are made from the skins of sheeps, goats and calf. Both parchment and vellum are known for their permanence. They are resistant to acidic influences unlike paper. They are impervious, which accounts for their durability. They are very strong and thus can stand a great deal of mechanical wear and tear.

### **Typewriters:**

Best type writers should be used for typing the matters. Well-maintained machines should be used. Many kinds of ribbons are used in the type writers. But the best one and most recommended one is black ribbon. Low quality ribbons should not be used for copies which are to be preserved. At present computers are used for typing matters. The computer printed records are good for preservation.

### **Pencils:**

Pencil writing is liable to perish through rubbing. Pencil writing must be avoided as far as possible. Suppose



if a court order is not finalized, that may be marked it by a pencil. So when we are forced to use pencils for the creation of important documents, it is recommended to use only black pencils. But there should be periodical inspections of these documents.

These above are all writing materials for the creation of records. So, utmost care should be taken while selecting those materials.

### **Packing materials : (Seals)**

Packing materials are also essential for keeping the records very safely. Most of the records are stretched by or wrapped by metals. But metals cannot be used for packing. Steel and iron clips must be strictly avoided. Only non-corroding metals should be used. In some records there may be the possibility of using seals over the document papers. Seals may be present with certain documents like legal deeds and do have archival importance in such cases.

Seals may be of three varieties i) those of true wax, ii) those of shellac and iii) those of wafer, made out of a flour mixture and used with paper. These are liable to get damaged as a result of rough handling. So we have to be very careful in handling the records with seals. Seals may be essential for the identity of the records. The climatical changes also will lead to damage the seals. With time, sealing wax becomes dry and liable to be brittle. So packing materials should also be given due consideration while creating the records.

### **Micro films:**

Telephonic messages, films, microfilms, photos are some important materials in recent days which created record materials.)



Telephonic messages, oral messages are also considered as materials for the creation of records. These messages are recorded through tape recordings. Important speeches of great men are also recorded for the creation of record materials.

Ever since the introduction of micro filming as a means of duplicating a document to avoid constant use of the original itself, film can be considered an archival material for the creations of records. It is the technique of making photographic copies that are too small to be read without magnification. The objectives of micro-filming records are usually two fold: (1) to reduce their bulk and (2) to insure their permanency. Records to be microfilmed should have values and should have physical characteristics that make them suitable for filming.

These above are the materials which are to be given due consideration while creating the records. Creation of archives is another problem. There are certain process to create an archives. One must be very careful to create an archives.

### **Care must be given in the collection of records:**

For the creation of archives first we have to get records from respective places. It is very essential for creating an archives. If we analyse the creation of Tamilnadu archives we can understand that it was not created all in a sudden. There are various stages in the creation of an archives. We have to collect the records. Government departments are the important organizations which supply records to the archives. But the ultimate fate of these government records must be determined before the collection. The fate may be transfer to a record centre for temporary storage or to an archival agency for permanent



preservation, reduction in volume by microphotographic means, or outright destruction. This needs careful analytical work. Because archives should not be used for the storage of useless paper.

Following several considerations will determine whether records should be transferred to an archival institution for permanent retention.

a. The first of these is their value. Records must clearly have secondary values that warrant their permanent retention.

b. The second is the currency of the records. Records must be non current, as well as valuable, to be suitable for transfer to an archival institution. An archival institution should not normally accept records likely to involve frequent loans back to the office of origin.)

c. The third consideration is the physical condition of the records. The bodies of records transferred to an archives should be complete and logical units accompanied by any pertinent indexes; they should be in good order and should be stripped of valueless items that may have been interfiled with them.

d. The fourth consideration is the condition of access to the records. An archival institution should not accession records which are subject to restrictions on use that are believed to be unreasonable and contrary to the public interest.

#### **Establishment of Registry System:**

The establishment of registry system is very important after the collection of records. Perhaps the earliest known system of keeping records in order is the registry system. The system had its beginning in ancient Rome. With the



expansion of governmental activities after the establishment of modern kingdoms, and particularly after paper came into general use in the second half of the 14<sup>th</sup> century, a great increase in the volumes of records occurred. New offices were created to deal with the expanding activities. From them sprang to registry offices.

Under a primitive registry system, the records of an office are kept in two simple series: one consisting of outward and to other of inward papers. The essential feature from which the system derives its name is the register. In a register a record is made of documents in the order in which they accumulate. The documents are assigned numbers consecutively. These numbers are the key by which documents in both series are controlled. They provide a means of reference to the writers and subjects of the documents in that index references to persons and subjects are keyed to them. They indicate the order in which the documents are filed in each series.

Under a more advanced registry system, the records of an office are kept in one series that consists of file units in which both inward and outward documents have been brought together. The file units are recorded in a register in the numerical order in which they accumulate; and indexes to the names of the writers and the subjects of the documents are made and keyed to the number of the file units. The registry system is one of the earliest devices for arranging documentary materials. Thus this system is an important factor to be considered in the creation of archives.

### **Selection of the Location :**

In India archives are situated only in important cities viz Delhi, Bombay, Madras; Madurai etc., As per rules archives should not be located in the city. According to



scientific recommendations city is the worst place to establish archives. So archives should be located in the villages or countryside. But usually we set up archives according to our conveniences.

In the creation of archives, care must be given to the storage methods.

**a) Building :**

As far as the construction of building, we should avoid sunlight. Sunlight is the enemy of records. The records would become brittle due to sunlight. There should be free circulation of air. There must be provision for ventilation. Windows are also essential. But now according to recommendations, to keep the longevity of records, the buildings should be air conditioned. By this we can keep the records for the generation to come.

**b) Record room :**

The design of rooms in the archives should be such that there is a possibility of plenty of circulation of air, for staleness of air can lead to so many complications like increase in humidity and growth of micro organisms. This would be avoided if the rooms are provided with a number of windows. The windows should face north or south to avoid sunlight. Moreover the windows must be provided with good sun shades to prevent rain water from coming into the rooms. Thus proper design of buildings and rooms are essential in the creation of archives.

**c) Selection of racks, shelves and containers:**

It is necessary to bear in mind the following general principles in selecting the above materials. The racks may be of steel. The steel rack may be suitably painted to avoid



risk of rusting. The racks should be positioned away from the walls. Similarly the lowest shelf should be atleast 6" from the floor.

It is preferable to have shelves of wood as wood does not condense moisture and does not rust. The shelves should be made of battens so that air flow is maintained underneath the archival materials kept on them. The shelves may be slightly inclined away from the front so that any number or title written at the back of the container or spine of the book may be easily read without bending low.

All containers are devised in such a way that the documents are kept well pressed to avoid fraying and wrinkling. The containers may be of steel. The more common containers are of mill board or strawboard. These are economical, but susceptible to all the maladies of wood. Foil-dad pressboard is another material for containers. This is resistant to fire and water.

These above are the important factors to be observed in the creation of Archives.





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## **FUNCTIONS OF ARCHIVES**

The concept of the archival agency emerged in more perfect form during the French Revolution. It was the French Revolution that gave all the citizens the right to inspect government archives. This further expressed the truth that such archives are the assets of the people whose legal rights and past history they preserve. (As archives acquired the dignity of national monuments and as historians became increasingly eager to have access to them, the more progressive states of Europe made provision for a statewide system of archival service.

Archives organisation does vary from nation to nation. But the accepted form is that which prevailed in France. There in France the Central Archives conserve most of the monuments (records) of the central ministers and act also as a controlling body over the archives of other public institutions from departments down to the Communes. India follows the French pattern in Archives keeping and its administration. Today archival administration has become a well developed science.

Many people in India think that records and archives are of interest only to the specialists and that they do not in any way concern with them directly. This popular view overlooks the vital role of records in the organised life of



the community. Attempts are made to create a greater awareness of records and their value have always figured prominently in the work programme of the National Archives of India.

Archives, the storehouse of records of historical value, are entrusted with functions of a varied nature. They hold the hidden truths of the past, the guidelines to administrators, mines of information to researchers, positive precedents to follow and the negative aspects to be avoided. The modern era has witnessed a rapid growth in the means of communication and transport and it has brought the nations closer. International relations, organizations, treaties, conferences etc. have further strengthened the cause of the creation and functioning of archives. The functions of the archives are tremendously increasing day-by-day due to the 'ever growing thirst for knowing historical facts.'

### **Ancient and medieval period**

To the Greeks and the Romans the Temples served as archives. Those were kept open for the perusal not to all but to few privileged. The people in general due to lack of awareness and more of fear did not claim their right over access to those valuable historical source materials. Hence, the archival functions remained very meagre to that receiving and keeping the records safe.

A significant feature of the early middle ages was the domination of the church over the State. More religious records were produced and they were deposited either in the church or under the custody of ecclesiastical chief. Those were known as Papal archives. The permission for perusal of the records deposited in the Papal archives was subjected to the discretion of the Pope. Those were not open to the



public and hence the functions of archives during the Middle Ages more or less remained the same, as was the case during the ancient period.

### **Modern period**

In France the Government was held responsible for the preservation of records. The French model was soon adopted in many of the European countries. After 1870, as the concept of 'Nation States' grew in Europe, the people of each and every nation were desirous of establishing a separate identity for their nations. They looked back to their history and desired to establish and ascertain the past glory and prestige. They desired to affirm strongly the meritorious role played by their nations.

The interest of the people and their awareness to study and write true history enhanced the significance of archives. The governments also responded to the changing trend of the people. They created, organized and demarcated the functions of the archives. Thus in the modern period a scientific trend has crept into archival practices. More the utility of archives is felt the greater would be their functions.

The archives all over the world perform two - fold duties, which can be categorized into primary and secondary. The acquisition and the preservation of documents constitute the primary function. The other functions such as supplying the archival material to the authorities and to the researchers, giving training to the archive staff, doing publication work, providing photographic services, creating archival awareness by organizing conferences. Seminars and exhibitions and maintaining a library, come under the secondary function.



## **ACQUISITION OF HISTORICAL MATERIAL**

### **1. Receiving of Records**

Records are created by various agencies such as government departments, public, semi-public and private organizations and the individuals. The creating authorities decide the utility and validity of records. The general procedure is the higher authorities of creating agencies concerned decide and select the records for permanent preservation. They have to decide and select the material not by their own discretion but according to certain norms. The records thus collected and certified are sent to the National or Regional Archives, as the case may be, by the authorities. This is a continuous process and is done periodically. The archival authorities then receive, admit and access them in their registers.

### **2. Arranging the Records**

The records received by the archives have their origin from different sources. Hence, they form a complex mixture of materials. They need to be arranged in an order so as to make the work of the archival staff simple, quick and easy. So, on receipt of the records the immediate function to be performed by the archival authorities is that of arranging them in a regular and set pattern. An entry register to make a note of all the records on receipt is maintained.

Another register is to be created and maintained with a gist of each record for facilitating easy identification. They are to be indexed, calendared, catalogued and sorted out and then sent to the various classified records are compiled together chronologically and arranged department wise. The index of the departments is arranged alphabetically so as to make the work of locating and identifying the records of various departments easy.



## **PRESERVATION**

Preservation of records is as much important as maintaining the health of a child from the beginning. Hence one of the primary functions of archives is the preservation of records.

### **1. Selection of material**

The archivists and the archive personnel know well about the quality of material to be used for the preparation and preservation of archives. Hence the function of the persons associated with the administration of archives is to advise the creating agencies on the material to be used for records. It should recommend and stipulate the name or names of material, their brand mark etc., to the creating agencies and should make it obligatory on the part of them to adhere strictly to such recommendations and stipulations.

Such functions though at times viewed by creating agencies, as interference in their day - to - day functioning, would in the long run definitely prove beneficial and just. The archivists themselves should make use of such worthy, chemical - free material while arranging and preserving the records. The most recommended pieces of material for archives are hand made papers, best black printers ink, paints made from the most finely lavigated pigment, black pencils etc.

### **2. Building**

The building in which the records are kept constitute an important aspect of preservation. The records received from different sources must be kept with care to the core. Due measures should be taken to provide an infinite lease of life to them. To ensure such longevity, the archival building should have necessary facilities such as enough



storage space, sufficient light, proper atmospheric condition, ample consultation area, furniture, modern copying facilities such as xerox machines, trained personnel etc.

It should be a specially constructed air - conditioned building though there was no such facility in the past. Drawing the attention of the government to the basic necessity relating to the keeping, maintenance and preservation of archives is an important function of the archives. Without duly created, thoroughly furnished and properly protected building, the vast accumulated resources cannot be kept for posterity.

### **3. Providing protection**

Using qualified and recommended material while creating and preserving the records and housing them in a suitable building form the initial part of preservative function of the archives. This function does not end with that. Providing protection to them from pests, insects, climatic fluctuations, fungus, dust and the like constitute the other part of it. Only the archives personnel can thoroughly perform it. Protecting the records from all these hazards may cost more. But while comparing the value of the records, the cost is insignificant.

Pesticides should be carefully selected and the one that causes no damage to the character of the material alone should be permitted for use in the archives. To keep the records free of dust there should be a team of workers. Modern dusting equipments like vacuum cleaners should be used. Great care should be taken to keep the records from being exposed to direct sunlight.

### **4. Rehabilitation of Records**

Rehabilitation is an important function of archives.



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The records that date back to many years of even centuries may be in a dilapidated condition. At times they may break like Papad. The edges may remain folded. The colours may fade. The letters in it may remain shaded. Such weaknesses of records should be properly attended to. The folded edges must be flattened; minor damages should be repaired; the writings on such damaged pages should be carefully rewritten on both the sides.

If the document with writing on one side becomes brittle pasting a thick hand - made paper on the other side would strengthen it. Compilation, stitching and binding of records are the other processes of rehabilitation. Thus adding new life by rehabilitation and strengthening of records by employing specially trained personnel are important and noteworthy function of the archives.

## **5. Applying modern technique**

Conservation of archival material has become more complicated in recent years due to atmospheric pollution. Where, how and when the records get damaged are the questions for which at times the archivists are unable to find answers. In the modern world, more advanced techniques are available for the process of conservation, rehabilitation and reduction of the quantity of records without lessening their contents. Archives should make use of all such scientific techniques.

Microfilming of records will require only lesser storage space. Transporting them also is easy and less expensive. Any number of duplicates can also be obtained. Hence, an archives should have a microfilm unit with different cameras for filming loose sheets and bound volumes. The computers are of much aid. Volumes and volumes of records can be stored and it is quick and easy to



search for a particular record whenever they are needed. Archives thus can house, hold, maintain, preserve and provide the oldest records. They should employ new, modern and ultra new techniques for their preservation.

## **6. Maintaining a research laboratory**

Every archives should have a research laboratory to investigate the origin, cause, nature and impact of archival problems. The causes of the growth of insects and fungus should be investigated and proper remedial measures should be prescribed. Each and every archive will have different types of problems caused by the prevailing air circulation, sunlight, place of location, climatic condition and the like. The nature of problems confronted by the archives differs from one archives to another.

Hence, archives should have separate research laboratory to identify the unique problems and suggest measures to prevent them. The research laboratory should engage itself in finding innovative techniques to facilitate longevity of archival material. Reading the calligraphy, observing the temperature and humidity, are also the duties to be performed by the research laboratory to alert the authorities whenever necessary.

## **ALLIED FUNCTIONS**

### **1. Publication**

In the modern period the trend is towards keeping governmental activities, records and documents transparent. Archives all over the world have opened their portals to the research scholars. The scholars normally find it very difficult to locate and identify the needed material among the voluminously accumulated records. It is the duty of the archives to guide the researchers with certain reference media and hence, the need for preparing and publishing



handbooks, press lists, indexes and calendars. The areas in which research work has not yet been done should be identified and the records related to those areas should be made available.

As far as India is concerned, the publication of records can be traced back to the latter part of the eighteenth century. The records relating to military operations undertaken by the British were published. The East India Company appointed historians to write records of its civil and military matters. John Bruce brought out his work entitled 'Annals of the Honourable East India Company in 1806'.

In 1887, a Committee was appointed to consider how records in India office could best be made available for the purpose of historical research. The members of the Committee were Gady, Henry Yule and General Strachey. They recommended the publication of press lists as a first step to be followed by more elaborate calendars.

In the early part of the nineteenth century indexes of the public department were brought out in Madras. A.T. Pringle, the keeper of the Imperial Record Department, started the work of printing the records for the easy access of researchers and for long standing preservation. The National archives created a major publication programme and in collaboration with universities and academic institutions brought out many records, their calendars and inventories.

Microfilming process filled the gaps found in the manuscripts. The formation of a Research and Publication Committee in 1942 was a forward step in this direction. It published documents concerning eminent personalities, important events of the Freedom Movement, educational and



economic growth etc., It also published calendars, indexes, press lists, abstracts, catalogues and handbooks.

## **2. Reprographic services**

Reproduction of records in different forms such as micro film, reprint, type script copy, xerox, photo duplication and the like are to be done by the archives. It helps the researchers to save time and labour. It helps the archivists to reproduce the brittle records. The National Archives of India also maintains a mobile microfilm unit for microfilming valuable and rare material, which cannot be physically brought to the archives. This facility is also often availed by State archives and district record centres.

## **3. Providing technical assistance**

Archives should give technical assistance to the creating agencies in the management and preservation of records. In India the Curator of the National archives visits every three years the State Archives and provides guidance and advice. In 1950, the Director of National Archives of India visited various repositories. The Tanjore Raja's Records at Tanjore, the Mackenzie Collection at the Madras Oriental Manuscript Library of Maharaja of Kashmir were some archival centres inspected by him. The suggestions and recommendations given by him to improve the methods of archives - keeping proved to be of great help to them. The technical personnel of the National Archives of India visited not only the State Archives but also crossed the borders and visited Asian and African countries and provided technical assistance.

## **4. Elimination of records**

The records worthy of archival quality grow day by day. Hence there arises the necessity to undertake an



elimination process to eliminate irrelevant and unwanted records. In 1962, the National archives of India launched a model project to assist government agencies in making an appraisal of unwanted records of no administrative or historical value. In this regard, the Government of India adopted an archival policy resolution in 1972. This resolution provided guidelines for archival management.

## **5. Assistance to scholars**

An archive is a friend, a guide and a philosopher to researchers. When a true researcher enters the portals of archives he is automatically captivated by the real wealth of knowledge hidden there. He feels everytime new, fantastic, fascinating, enlightening and enchanting. Entertaining such researches with available sources of information is the primary duty of archives. For his easy access, records should be kept well - arranged. He should be informed of the ways and means to exploit the resources there. He should be treated so kindly that he should feel at home.

The procedures to get the copies of G.O.s, the ledgers, the records of various departments the council proceedings, the bare Acts are to be highlighted to the researchers through the reference media. Working space should be adequate and it should be comfortably furnished with proper light arrangements so that the researcher could work for a long time without getting tired and exhausted. Now - a - days as research endeavours have become the fashion of the day among the educationists and the administrators, more number of scholars make use of archives.

## **6. Supplying records to the Government**

The Government Department may require records for reference while planning the future course of action. An idea



of the past happenings may enrich the knowledge in that subject and hence, the policy - makers and the planners are always interested in probing into the past. It is the bounden duty of the archives to furnish the needed records and particulars from the vast accumulation of records.

## **7. Creating Archival awareness**

The modern era is an era of advertisement. Anything whether it is a product, organization, individual, event or the like gets name and fame when advertised extensively. Though archives do not need any advertisement their importance, utility and value should be taken to the notice of the people in general and intellectuals in particular.

Hence one of the functions of archives should be related to that of organizing seminars, conferences, archives week, exhibitions and workshops and the like in order to create awareness. The National Archives of India conduct a number of such programmes. They have been conducting archives week celebrations starting since 1978. Panel discussions, film - shows, T.V. and radio broadcasts, special brochures, souvenirs and press interview are some of the features in this direction. Lectures of eminent historians and archivists of India and abroad are also arranged.

## **8. Providing Archival training**

Providing training to the archives personnel and to those associated with archival practice is an important function of the archives. The training course covering the techniques of indexing, calendaring and preservation of records should be organized. In 1973, the National Archives of India conducted two short - term certificate courses pertaining to the record management and preservation. The institute of Training was established in 1976 and the National



Archives of India started a correspondence course on Archives - keeping in 1978. The students who joined the course were given practical training in important archives of India. But this course was not conducted after 1980.

### **9. Accommodating a library**

Archives should accommodate not only the records, documents worthy of permanent value but also the published books and secondary evidences. Hence, archives should accommodate in itself a library and it will be of immense help to the researchers.

Archives, the temples of researchers, administrators, planners, policy makers and peace lovers should upkeep their utility when they perform the above - mentioned functions. The fame of an archive is evaluated by its sincere performance of these duties. Every citizen owes much to the archives, as the archives preserve the sources of the culture of human race. Men once passed away cannot be brought back to life. But their achievements and failures can be brought back for our review and assessment with the aid of archives. Hence, archives are expected to perform manifold functions. In fields such as politics, history, economics, sociology, culture etc., the use of archives is of immense value and the archives cater to the needs of scholars in their search for knowledge.

