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**Security Copies of Records.
Why we need them?**

The questionnaire form

Questionnaire

Security Copies in the State Archives of :
(the name of the country)

1. Does your institution have security copies for:

-paper records

Yes [1] No

- audiovisual records on film

Yes No

- digital records

Yes No

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2. If yes, since when do you make security copies for:

- paper records
- audiovisual records on film
- digital records

3. What about the percentage of holdings which have security copies:

- paper records
- audiovisual records on film
- digital records

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4. What about regulations containing the necessity and the order for security copying of archival records (please list)

5. Specify the quality standards, according to which security copying is conducted

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6. What are the selection principles for the security copying:

- unique and especially valuable documents

Yes No

- documents being in unsatisfactory physical condition

Yes No

- documents most frequently used

Yes No

- other (please specify)

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7. What are the formats for security copies:

- roll film Yes No
- microfiches Yes No
- other (please specify)

8. Does your institution make user copies while making security copies? Yes No

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9. What are the formats for user copies:

- roll film Yes No

- microfiches Yes No

-other (please specify)

10. What part of holdings (approximately, in percents) is available in reading rooms as user copies?

11. Does your institution make only user copies? Yes No

If yes, how is it caused?

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12. What is your opinion concerning the most prospecting technology for security copying?

- making security copies and user copies on roll film

Yes No

- making security copies and user copies on microfiches

Yes No

- making security copies on film and their scanning for creation user

copies in digital format

Yes No

- making digital copies from which security copies on film are created

Yes No

- simultaneous production of security copies on film and user copies

in digital format

Yes No

- other (please specify)

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13. Do you think that it is possible to make security copies and user

copies only in digital format?

Yes No

If yes:

- When did you start this work?
- What is the package of security copies and user copies in digital format?

14. How is the storing of security copies organized?

- in the same building with original records
- in a special repository
- other (please specify)

Yes No

Yes No

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15. How often do you check the technical condition of security copies?

16. Did it happen, that the security copies were lost as incorrigible damaged? Yes No

17. What were the reasons for incorrigible damage of security copies?

- manufacturing defects
- storing defects
- other (please specify)

Yes No

Yes No

The answers to the questionnaire were received from

Albania

Armenia

Belarus

Curacao

Czechia

Estonia

Finland

Germany

Italy

Latvia

Malaysia

Mexico

Portugal

Russia

Serbia

Slovenia

Sweden

Ukraine

United
Kingdom

Vietnam

The definition of the security copies fond

The security copies fond is the ordered complex of security copies of records, important to the government and society which has been created in order to protect records information in case of loss or damage of the originals and preserved from different negative factors.

The criteria of the selection of records for security copying

The unique and the most valuable records are selected for the security copying on the basis of the six following criteria:

- time of the records creation;
- information value contained in records;
- legal validity, authenticity of records;
- value of the fond creator;
- authorship (and addressee) of the record;
- presence of paleographic, artistic and other features.

The physical condition and intensity of use are also taken into account during the records selection.

The advantages and disadvantages of the digital information media

The digital media in comparison with micrographic one has a number of advantages:

- provide more high density of the information recording;
- quick search and direct access to the recorded information;
- multiple high-production copying of the recorded digital information without its quality loss;
- allow to transfer the recorded information by the channels of communication without quality loss, to allocate it in Internet.

The disadvantages are the following:

1. Limited term of stable safety of the information recorded on digital carriers, not meeting requirements of long-term storage.
2. Quick replacement both of digital carriers and hardware-software means for recording and reading as a result of intensive development of digital technologies.
3. Necessity of copying, along with the documentary information, of the software product which provides access to digital data carriers.
4. Necessity of regular re-recording of copies on new digital data carriers during their long term storage that creates, in addition, serious problems in acknowledgement of validity of records security copies.
5. Impossibility to see the image of the concrete document without special reading devices.

Technologies for creating security copies of records both on film carriers and on digital media

- Optical microfilming in combination with scanning of created copies;
- COM - systems for creating electronic copies from which microfilms are produced afterwards;
- Hybrid systems enable to create simultaneously security copies on film carrier and digital image of records as user copies.