



**UNESCO Memory of the World Program - MOW  
Regional Committee for Latin America and the Caribbean – MOWLAC**

**CALL FOR APPLICATIONS TO THE  
MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE  
CARIBBEAN  
2010**

The *Memory of the World* is the collective, documented memory of the peoples of the world – **their documentary heritage** – which, in turn, represents much of the world's cultural heritage. It reflects the evolution of thought, of discoveries and of achievements by human society. It is the legacy from the past for the worldwide community, present and future. (1.1.1 – Guidelines)

World documentary heritage is viewed as a whole, i.e., as the fruits over time of communities and cultures that do not necessarily coincide with present-day nation-states. Therefore, the Program can recognize, for example, the documentary heritage of ethnic minorities living within nations, or unique cultures that span the political boundaries of a number of modern-day nations, or match them only partially. (2.2.2 – Guidelines)

The Program also covers documentary heritage throughout recorded history, from papyrus scrolls or clay tablets through films, sound recordings or digital files. Nothing is left out because of being too old or too new. This perspective toward time is sharpened by the growing awareness of what has been lost, especially during the 20th century, and the importance of timely intervention to safeguard what remains. (2.2.3 – Guidelines)

Consequently, the **concept** of the *Memory of the World* Program is that **the world's documentary heritage belongs to the whole world, must be fully preserved and protected for all and, with all due respect for cultural habits and practices, must be accessible for all in an ongoing, un-hindered manner.** (2.3.1 – Guidelines)

The **mission** of the *Memory of the World* Program is to **raise consciousness and enhance protection of the world's documentary heritage and make it universally, lastingly accessible.** (2.3.2 – Guidelines)

Ongoing access is the goal of preservation: without this, preservation makes no sense, except as an end in itself. The *Memory of the World* Program encourages universal, democratic access to documentary heritage as a whole, with all due respect to cultural constraints and specific considerations involving copyright, but without artificial limitations. Even if perfection is unattainable, it is legitimate to try. This also agrees with the *Universal Declaration of Human Rights of the United Nations* (1948) and the *International Pact on Civil and Political Rights of the United Nations* (1966). All individuals are entitled to their identity and, consequently, to access their documentary heritage and to know that it exists and where it is located. (3.4.1 – Guidelines)

Source: *Memory of the World: Guidelines for Safeguarding Documentary Heritage* (Revised edition, 2002) / prepared by Ray Edmondson. Paris: UNESCO, 2002. 71 pp.



## MOWLAC INVITATION TO APPLY 2010

The *Memory of the World* Program recognizes and highlights the value of our documentary treasures, in archives, libraries and audiovisual collections, in any genre or supporting medium, analogously to the way the *World Heritage List* handles historic and monumental sites. So, the **REGIONAL COMMITTEE FOR LATIN AMERICA AND THE CARIBBEAN (MOWLAC) OF UNESCO'S MOW PROGRAMME**, as agreed at its X Meeting, in San José, Costa Rica, 8-10 December 2009, hereby publicly opens the application process for documentary collections from the Region to be included in the “Memory of the World Register of Latin America and the Caribbean”, for 2010. This invitation and the consequent evaluation are governed by the attached regulations and the goals and criteria outlined in the Guidelines for that MOW/UNESCO Program, available in Spanish and English at the MOWLAC Website – <http://infolac.ucol.mx/MOW/>

The original of application forms must be sent obligatorily in two versions, one in Spanish and the other one in English, by **31 August 2010**, in envelopes marked “**CONFIDENTIAL**”, to the Committee’s headquarters, at the following address:

**Marietta Margot Thomas**  
President of MOWLAC  
Program Memory of the World UNESCO-MOW

Proposition to Nomination to the Regional Register of Latin American and the Caribbean – 2010

**Saint Lucia National Archives**  
Clarke Avenue Vigie  
Castries  
Saint Lucia  
P.O. Box 3060  
[mariette900@yahoo.com](mailto:mariette900@yahoo.com)

Copies must be sent at the same time to the other members of the Register Sub-Committee, as follows:

Copy in Spanish	Copy in English
<p><b>Alicia Casas Rodríguez</b> 1ª Vicepresidenta del MOWLAC Programa Memoria del Mundo UNESCO - MOW</p> <p>Candidatura a la Inscripción en el Registro Memoria del Mundo de América Latina y el Caribe – 2010</p> <p><b>Archivo General de la Nación</b> Calle Convención # 1474 – Centro 11100 – Montevideo, Uruguay <a href="mailto:direccion@agn.gub.uy">direccion@agn.gub.uy</a> <a href="mailto:barran@seciu.edu.uy">barran@seciu.edu.uy</a></p>	<p><b>Winsome Hudsome</b> 2<sup>nd</sup> Vice President of MOWLAC Program Memory of the World UNESCO - MOW</p> <p>Proposition to Nomination to the Regional Register of Latin American and the Caribbean – 2010</p> <p><b>National Library of Jamaica</b> 12 East Street Kingston, Jamaica <a href="mailto:nlj@infochan.com">nlj@infochan.com</a></p>

## 1. PURPOSE

1.1 – Applications must justify incorporating in the “Memory of the World Register of Latin America and the Caribbean”, a document or set of documents in an archive, library or audiovisual collection, under custody in countries of the Region, which are significant for the collective memory of Latin American and Caribbean society.

1.2 – The document or set of documents in the archive, library or audiovisual collection referred to in *item 1.1* above **may be text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartography, on conventional supporting media or others.**

1.3 – Conditions for participation and qualifications of applications appear in the Regulations, Attachment I hereto, and on the respective Application Form, Attachment II, which is **mandatory** to use.

1.4 - Attachment III **is not mandatory**, although it may enhance knowledge about the proposed documentary collection.

## 2. EVALUATION

2.1 – Applications will be selected by the current members of the MOWLAC Committee.

2.2 – The President of the MOWLAC Board shall call the meeting for final evaluation of applications.

2.3 – Final results of the evaluation will be recorded in the respective Minutes, which will be made public no later than 30 days after the annual meeting of the MOWLAC Committee, and will be available on the MOWLAC Website – <http://infolac.ucol.mx/MOW/> .

### **3. GENERAL CONSIDERATIONS AND THE REGISTER SUB-COMMITTEE**

3.1 – MOWLAC decisions may not be appealed.

3.2 – The MOWLAC Register Sub-Committee may request additional information from applicants in order to settle any doubts that arise in the evaluation process.

3.3 – Questions about this Invitation, Regulations and other Attachments must be addressed to the Register Sub-Committee of MOWLAC:

**Marietta Margot Thomas**, President of MOWLAC (Saint Lucia)  
[mariette900@yahoo.com](mailto:mariette900@yahoo.com)

**Alicia Casas Rodríguez**, 1<sup>st</sup> Vice President of MOWLAC  
[direccion@agn.gub.uy](mailto:direccion@agn.gub.uy)  
[barran@seciu.edu.uy](mailto:barran@seciu.edu.uy)

**Winsome Hudsome**, 2<sup>nd</sup> Vice President of MOWLAC  
[nlj@infochan.com](mailto:nlj@infochan.com)

Saint Lucia, 16 February 2010

*Marietta Margot Thomas*  
President of the MOWLAC Regional Committee  
Regional Committee for Latin America and the Caribbean – MOWLAC  
UNESCO Memory of the World Program - MOW

## ATTACHMENT I

### REGULATIONS FOR APPLICATIONS TO THE MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN 2010

The Regional Committee for Latin America and the Caribbean (MOWLAC), of the Memory of the World Program (MOW) of UNESCO, pursuant to its Guidelines, has the purpose of encouraging special protection for documentary collections in the countries of Latin America and the Caribbean, of regional significance, including preservation and access. Accordingly, MOWLAC invites custodians to submit their candidacies (document or set of documents, from archives, libraries, or audiovisual collections, any genre or support medium) for inclusion in the “Memory of the World Register of Latin America and the Caribbean”. The Guidelines for the MOW/UNESCO Program, in Spanish and English, are available at the MOWLAC Website - <http://infolac.ucol.mx/MOW/> . For this purpose, it is hereby ordered:

#### 1. PURPOSE

1.1. - To establish norms to conduct the annual selection process for as many as two candidacies of documents or sets of documents – from archives or libraries, **text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartographic, on a conventional support medium or not** – per member country in the Region, to incorporate in the “Memory of the World Register of Latin America and the Caribbean”. Supranational applications presented jointly by individuals or entities, public or private, from two or more countries, shall not be computed in the number of candidacies for each country as limited above.

#### 2. TOPIC

2.1 - The document or set of documents, from archives, libraries or audiovisual collections, in any genre or supporting medium, as indicated under *item 1*, to be proposed as a candidate for inclusion in the “Memory of the World Register of Latin America and the Caribbean”, must be significant for the collective memory of Latin American and Caribbean society, in general or partially, according to the guidelines issued by MOW/UNESCO and the criteria established therein.

#### 3. QUALIFICATION

3.1 - Each individual or entity, public or private, may submit only one application, although they may also belong to a group that submits another application collectively. This application can have as object a single fonds or collection or sets of documents, composed by distinct fonds or collections, tied by a common theme.

3.2 – Candidacies may be submitted, individually or in groups, by individuals or entities, under public or private law. The possibility of submitting joint candidacies, by more than one individual or entity, is intended to encourage exchange among persons and institutions, making it possible to submit several different fonds or collections linked by common themes, or when segments of a given fond or collection are in the possession of different custodian individuals or entities.

3.3 - Candidacies of sets of **archival documents** must respect the limits of the respective fonds, so their organic wholeness can be identified. In the case of candidacies presented as a group, for one or more institutions, these requirements will be important, taking into consideration the constituent parts of the **proposed set of documents**.

3.4 – It will not be accepted applications that present the **entire** archival or bibliographic holdings, of a public or private institution, when this institution is custodian of more than one fonds or collection.

3.5 – To formalize the application, it is **mandatory** to use the **Application Form** (Attachment II hereto).

3.6 - Attachment III **is not mandatory**, although it may enhance knowledge about the proposed document or set of documents.

3.7 – The **Application Form** must be completed both in Spanish and English, the official languages for MOWLAC;

3.8 - The **Application Form** and attachments must be submitted in hard-copy versions, and it is mandatory to attach digital format copies as well, with the following characteristics: texts and fixed images in PDF format; moving images in MPEG format; audio in WAVE format, recorded on a Compact Disk - non-re-recordable CD or DVD, appropriately packaged for postal handling.

#### **4. SUBMISSION OF APPLICATIONS**

4.1 – The **Application Form** and attachments must be sent by post (both original versions, i.e. Spanish and English) to the current headquarters of MOWLAC, at the **Saint Lucia National Archives**, by no later than 31 July 2010, with **Registered Delivery Confirmation**, and with the legend “**CONFIDENTIAL**” on the outside of the envelope:

**Marietta Margot Thomas**  
President of MOWLAC  
Program Memory of the World UNESCO-MOW

Proposition to Nomination to the Regional Register of Latin American and the Caribbean – 2010

**Saint Lucia National Archives**  
Clarke Avenue Vigie  
Castries  
Saint Lucia  
P.O. Box 3060  
[mariette900@yahoo.com](mailto:mariette900@yahoo.com)

Copies must be sent at the same time to the other members of the Register Sub-Committee, as follows:

Copy in Spanish	Copy in English
<p><b>Alicia Casas Rodríguez</b> 1ª Vicepresidenta del MOWLAC Programa Memoria del Mundo UNESCO - MOW</p> <p>Candidatura a la Inscripción en el Registro Memoria del Mundo de América Latina y el Caribe – 2010</p> <p><b>Archivo General de la Nación</b> Calle Convención # 1474 – Centro 11100 – Montevideo, Uruguay <a href="mailto:direccion@agn.gub.uy">direccion@agn.gub.uy</a> <a href="mailto:barran@seciu.edu.uy">barran@seciu.edu.uy</a></p>	<p><b>Winsome Hudsome</b> 2<sup>nd</sup> Vice President of MOWLAC Program Memory of the World UNESCO - MOW</p> <p>Proposition to Nomination to the Regional Register of Latin American and the Caribbean – 2010</p> <p><b>National Library of Jamaica</b> 12 East Street Kingston, Jamaica <a href="mailto:nlj@infochan.com">nlj@infochan.com</a></p>

## 5. EVALUATION

5.1 – Evaluation and approval of applications for inclusion in the “Memory of the World Register of Latin America and the Caribbean”, is handled by the current members of MOWLAC.

5.2 – Evaluation will abide by the following selection criteria:

5.2.1 – Significance of the document or set of documents, from archives, libraries or audiovisual collections, for Latin American and Caribbean history, culture and society, in general or partially;

5.2.2 – Authenticity of the document or set of documents, from archives, libraries or audiovisual collections;

5.2.3 – Uniqueness, singularity and wholeness of the document or set of documents, from archives, libraries or audiovisual collections, so that their loss or deterioration would mean impoverishment of the cultural heritage of Latin America and the Caribbean;

5.2.4 – Organic wholeness of the set of documents **from an archive**, pursuant to item 2 – *Topic*;

5.2.5 – Accessibility of the document or set of documents, from archives, libraries or audiovisual collections, respecting constraints implicit in their preservation and safety;

5.2.6 – Importance of the document or set of documents, from archives, libraries or audiovisual collections, in the time and space of their production, taking into account the place, the individuals involved in generating them, the issue or topic covered, their form and style.

5.2.7 – In the Attachment IV the applicants can find excerpts from the UNESCO’s Memory of the World Programme *General Guidelines to Safeguard Documentary Heritage*, about the Registers types and the evaluation and selection criteria for the applications.

5.3 - MOWLAC may request input from *ad hoc* specialists, if there are a large number of applications to evaluate, if the thematic specifics of any application so require.

5.4 – As many as two applications may be approved per member country in the Region. MOWLAC may reduce the number of applications approved, even to zero, when they fail to meet the criteria established in the Invitation and in these **Regulations**.

## **6. APPEALS**

6.1 – MOWLAC decisions may not be appealed.

## **7 RESULTS**

7.1 – Final results of the evaluation will be recorded in the respective Minutes, which will be made public no later than 30 days after the annual meeting of the MOWLAC Committee, and will be available on the MOWLAC Website - <http://infolac.ucol.mx/MOW/>.

7.2 – MOWLAC will deliver a certificate to the owners or custodians of the document or set of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register of Latin America and the Caribbean” and wording of its rationale will be entered in the Register Book created by the Committee.

## **8. MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN**

8.1 – Applications approved by MOWLAC will be included in the “Memory of the World Register of Latin America and the Caribbean”.

8.2 – Individuals or entities who own or have custody of the documents or sets of documents incorporate into the “Memory of the World Register of Latin America and the Caribbean” will individually receive the official notice from the Board of MOWLAC with the results.

8.3 – Certificates of the Memory of the World Register of Latin America and the Caribbean will be signed by the President of the Board of MOWLAC and by the UNESCO representative responsible for the Committee Secretariat in the Jamaica office.

8.4 – Incorporation into the “Memory of the World Register of Latin America and the Caribbean” entails no sort of prize or commitment by MOWLAC or MOW/UNESCO to provide funding to the owners or custodians of the collections registered.

8.5 – Incorporation into the “Memory of the World Register of Latin America and the Caribbean” has no implications regarding possession and entails no impediment for transferring ownership of the collection. It does, however, entail a commitment from the owners or custodians to preserve it.

8.6 – Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register of Latin America and the Caribbean” may not be altered or dismembered, although they may be wholly transferred to another individual or entity, notifying MOWLAC of this transfer by means of a notice to the President of the Board.

8.7 – Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register of Latin America and the Caribbean” may, in the judgment of MOWLAC, be recommended for the MOW/UNESCO International Register, with due authorization from their owners or custodians.

8.8 – Incorporation of the document or set of documents, from archives, libraries or audiovisual collections, into the “Memory of the World Register of Latin America and the Caribbean” does not invalidate or change the legal provisions issued by other organizations, national or supranational.

8.9 – MOWLAC will notify the country's National Committee, if any, and the International Committee of MOW/UNESCO about the names of documents or sets of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register of Latin America and the Caribbean” for 2010.

## **9. REMOVAL FROM THE MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN**

9.1 – Once included in the “Memory of the World Register of Latin America and the Caribbean”, the owner or custodian of the collection may in no event request cancellation of this registration or make any change in the collection described, unless involving parts to complement the original collection, which will be considered by MOWLAC.

9.2 – In the event of adulteration, dismemberment, total or partial loss of the collection registered, for a natural or intentional reason, it may be removed from the “Memory of the World Register of Latin America and the Caribbean”, by decision of MOWLAC.

## **10. GENERAL CONSIDERATIONS**

10.1 – In the Attachment V the applicants can find a little glossary of technical terms to ease the understanding of all the documents component of this Call for Applications.

10.2 – Failure to comply with any of the regulatory requirements will be reason for disqualifying the nomination for the “Memory of the World Register of Latin America and the Caribbean”.

10.3 – Special cases shall be resolved by the MOWLAC Board.

**ATTACHMENT II**

**MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE  
CARIBBEAN**

**APPLICATION FORM  
2010**

**PART A – DESCRIPTIVE SUMMARY**

**Provide the documents or set of documents significant features and criteria justifying its uniqueness.**

**The text must be clear and precise, since this is the first contact with the application for the judges examining it.**

**(maximum one page, with illustrations of the document or set of documents)**

**PART B – DATA ON THE PARTY SUBMITTING THE APPLICATION**

**(Must be the person or entity that has custody of the document proposed)**

<b>Name of the individual or entity that has custody of the document proposed</b>	
<b>Name of the individual or entity that owns the document proposed</b> (If different from above it is mandatory to attach to the application a document from the owner of the document authorizing the application)	
<b>Nature of the entity (public or private) that has custody of the document proposed</b>	
<b>If public, specify under what body</b>	

**ADDRESS OF THE INDIVIDUAL OR ENTITY THAT HAS CUSTODY OF THE DOCUMENT PROPOSED**

Street / Avenue \_\_\_\_\_

Neighborhood / District \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_

Country Code \_\_\_\_\_ City Code \_\_\_\_\_ Tel. \_\_\_\_\_ Extension \_\_\_\_\_

Tel. \_\_\_\_\_ Extension \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

**PART C - MAIN ACTIVITIES OF THE CUSTODIAN**

**Summary description  
profile of custodian  
institution or entity**

(Fill in only in the case of a  
private or public-law entity)

**(maximum one page)**

**PART D – SUBSTANTIATION OF DOCUMENT PRESENTED**

**1) Provide a complete description of the intrinsic and extrinsic features of the document, indicating the time, place, author, issue(s) addressed, form or style, justifying its:**

- origin
  - authenticity
  - uniqueness
- and importance for Latin American and Caribbean history and culture.**

**2) Provide a summary of its conservation status.**

**3) Provide three bibliographic references for the proposed documentary heritage, if it has been object of research.**

**4) Include the ownership status, access conditions, major legal issues, including copyright.**

**5) Include a brief administrative history or biography of the producer/creator.**

**(maximum three pages for the items 1-5)**

**6) Add declarations from three independent experts that can opine about the value and importance of records presented.**

**7) Include illustrations of the document or parts of the collection proposed for nomination.**

**PART E – MANAGEMENT PLAN**

**Is there a management plan for custody, preservation, safety and access to the proposed document?**

(    ) Yes

(    ) No

If so, please attach a summary of the plan.

If not, please report on conditions of custody, preservation, safety and access.

**(maximum one page)**

**PART F – THREAT ASSESSMENT**

**Additional information to complement the nomination.**

**Describe in detail the nature and scope of threats to the document or set of documents.**

(Natural threat, surroundings of the building, environmental conditions inside and outside the headquarters building, pollution, support fragility, other relevant data)

**(maximum one page)**

**PART G - APPLICANT**

**Person responsible for submitting the application. (If the applicant is an entity, the post in the entity of the person signing the application must be noted)**

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**Name**

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**Post in the institution or entity**

**I accept all conditions of this Invitation and its Regulations, assuming full responsibility for the truthfulness of the information submitted to MOWLAC.**

**City and Country \_\_\_\_\_ Date     /     /2010**

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**Signature**

**ATTACHMENT III**

**COMPLEMENTARY DATA ON THE DOCUMENT OR SET OF DOCUMENTS FROM AN ARCHIVE**

(This form is not mandatory but makes it possible to elaborate on the information about the collection from an archive proposed for nomination and will enable MOWLAC to create and maintain a database on the documents or sets of documents nominated)

<b>DESCRIPTION OF THE DOCUMENT OR SET OF DOCUMENTS</b>	
<b>On the basis of the International Standard for Archival Description – ISAD (G) - ICA</b>	
<b>1. Area of Identification</b>	
<b>Formal title or title attributed to the document or set of documents</b>	
<b>Dates or inclusive dates</b>	
<b>Extent of the records</b> (Quantity, bulk, or size)	
<b>Medium of the records</b> (Specify the nature of the support materials)	
<b>2. Area of Contextualization</b>	
<b>Name(s) of producer(s)</b>	
<b>Administrative history(ies) (public or private entity) or biography(ies) (individual) of producer(s)</b>  <b>(maximum one page)</b>	

### 3. Area of contents and structure

**Contents of the document or set of documents**

(Specify the most significant issues or topics addressed)

**(maximum one page)**

**System by which the collection is organized and catalogued**

### 4. Area of access and use conditions

**Access conditions**

Specify:

- no restrictions – free access;
- with restrictions – describe the nature thereof.

**Reproduction conditions**

(Specify types of reproduction authorized)

**Language**

(Specify languages)

**Research instruments**

(Specify available research instruments – inventories, catalogues, indices, databases and others)

**Hours open to the public**

### 5. Area of related sources

<b>Existence of copies and location</b>  (Specify the existence of copies of the document and their location)	
<b>Related description units</b>  (Specify the existence of other documentary units related to the document or set of documents proposed)	

### 6. Area of notes

<b>Notes on the conservation status of the document or set of documents</b>	
<b>Note on publication</b>  (Specify publications, articles and studies based on the document or set of documents)	

## ATTACHMENT IV

# EXCERPTS FROM THE UNESCO'S MEMORY OF THE WORLD PROGRAMME *GENERAL GUIDELINES TO SAFEGUARD DOCUMENTARY HERITAGE ABOUT THE REGISTERS TYPES AND THE EVALUATION AND SELECTION CRITERIA FOR THE APPLICATIONS*

## “4 The registers of the Memory of the World

### 4.1 International, regional and national registers

[...]

4.1.2 There are three types of register: international, regional and national. All registers contain material of world significance (refer the criteria in 4.2) and a given item may appear in more than one register.

[...]

### 4.2 Selection criteria for the Memory of the World Register

4.2.1 Each register – international, regional or national is based on criteria for assessing the world significance of documentary heritage, and assessing whether its influence was global, regional or national. The following criteria are framed in terms of the international register, but also apply (with logical variation) to regional and national registers.

4.2.2 Assessment is comparative and relative. There can be no absolute measure of cultural significance. Accordingly, there is no fixed point at which documentary heritage qualifies for inclusion in a register. Selection for inclusion in a register will therefore result from assessing the heritage item on its own merits against the selection criteria, against the general tenor of these Guidelines<sup>1</sup>, and in the context of other items already either included or rejected.

4.2.3 When considering documentary heritage for inclusion in the Register the item will be **first** assessed against the threshold test of authenticity. Is it what it appears to be? Has its identity and provenance been reliably established?

4.2.4 **Second**, the IAC must be satisfied that the nominated item is of world significance. That is, it must be: **unique** and **irreplaceable**, something whose disappearance or deterioration would constitute a harmful impoverishment of the heritage of humanity.

4.2.5 **Thirdly**, world significance must be demonstrated in meeting one or more of the criteria set out below. Because significance is comparative, these criteria are best illustrated by checking them against items of documentary heritage already inscribed on the Register.

#### 1. Criterion 1 – Time:

Absolute age, of itself, does not make a document significant: but every document is a creature of its time. Some documents are especially evocative of their time, which may

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<sup>1</sup> The context is discussed in the Guidelines at the sections 2 and 3, specifically in 2.2.2; 2.2.3; 2.8.2; 3.3.5; 3.3.6.

have been one of crisis, or significant social or cultural change. A document may represent new discovery or be the “first of its kind”.

### **2. Criterion 2 – Place:**

The place of its creation is a key attribute of its importance. It may contain crucial information about a locality important in world history and culture; or the location may itself have been an important influence on the events or phenomena represented by the document. It may be descriptive of physical environments, cities or institutions since vanished.

### **3. Criterion 3 – People:**

The social and cultural context of its creation may reflect significant aspects of human behavior, or of social, industrial, artistic or political development. It may capture the essence of great movements, transitions, advances or regression. It may reflect the impact of key individuals or groups.

### **4. Criterion 4 – Subject and theme:**

The subject matter may represent particular historical or intellectual developments in natural, social and human sciences, politics, ideology, sports and the arts.

### **5. Criterion 5 – Form and style:**

The item may have outstanding aesthetic, stylistic or linguistic value, be a typical or key exemplar of a type of presentation, custom or medium, or of a disappeared or disappearing<sup>2</sup> carrier or format.

4.2.6 Finally, the following matters will also be taken into account:

**Rarity:** does its content or physical nature make it a rare surviving example of its type or time?

**Integrity:** within the natural physical limitations of carrier survival, is it complete or partial? Has it been altered or damaged?

**Threat:** Is its survival in danger? If it is secure, must vigilance be applied to maintain that security?

**Management plan:** Is there a plan which reflects the significance of the documentary heritage, with appropriate strategies to preserve and provide access to it?<sup>3</sup>

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<sup>2</sup> This is the case of the illuminated medieval manuscripts, the palm leaf manuscripts, and the obsolete video and audio formats.

<sup>3</sup> A good plan would include a statement of the significance of the documentary heritage, cite policy and procedures for access and preservation, set out a preservation budget, list available conservation expertise and facilities and explain how these are maintained, give detailed attention to the physical environment of the material (e.g. air quality, temperature and humidity, shelving, security) and include a disaster preparedness strategy.

## ATTACHMENT V

### GLOSSARY OF TECHNICAL TERMS

**Archives** – a set of documents produced and accumulated by an entity (public or private) or by a person or family, in the conduct of their affairs, independent of the nature of the material support of the information.

**Collection** – a set of documents with common characteristics, intentionally assembled, after the production of each of the documents that are part of it, with a central axis: i.e. a theme, an historical fact, a person, a local, a record type; based on the requisites defined by the collecting person or entity.

**Date** – chronological identification element that identifies the date the document was produced.

**Document** – unit of information register, independent of its type of material support or format.

**Document Genre** – a set of documents similar in their essential characteristics, specially by their material support and format; and that need specific technical processing and, sometimes, media technology intervention to be accessed, such as: audiovisual documents, bibliographic documents, iconographic documents and written documents.

**Document Species** – organization of documents by their form. For example: minutes, letters, decrees, photographs, laws, reports.

**Document Type** - division of the Document Species, that aggregates documents by their common characteristics relative to their diplomatics formula, the nature and function of their content or the register technique. For example: letter of marque, letter of credit, letter rogatory, decree, decree-law, daguerreotypes, lithographies, serigraphies, pyrographies.

**Fonds** – a set of documents with the same provenance, produced and accumulated by an entity (public or private) or by a person or family, in the conduct of their affairs or during the person life.

**Format** – a set of physical characteristics: such as presentation, register techniques, information structure and content of a document.

**Inclusive Dates** – chronological identification element that identifies a group of documents' initial and final dates of production.

**Information material support** – material in which the information is registered, such as paper, textiles, parchment, audio tapes, video tapes etc.

**Producer** – entity, family or person that, in the conduct of their affairs, produced, accumulated and kept the documents.