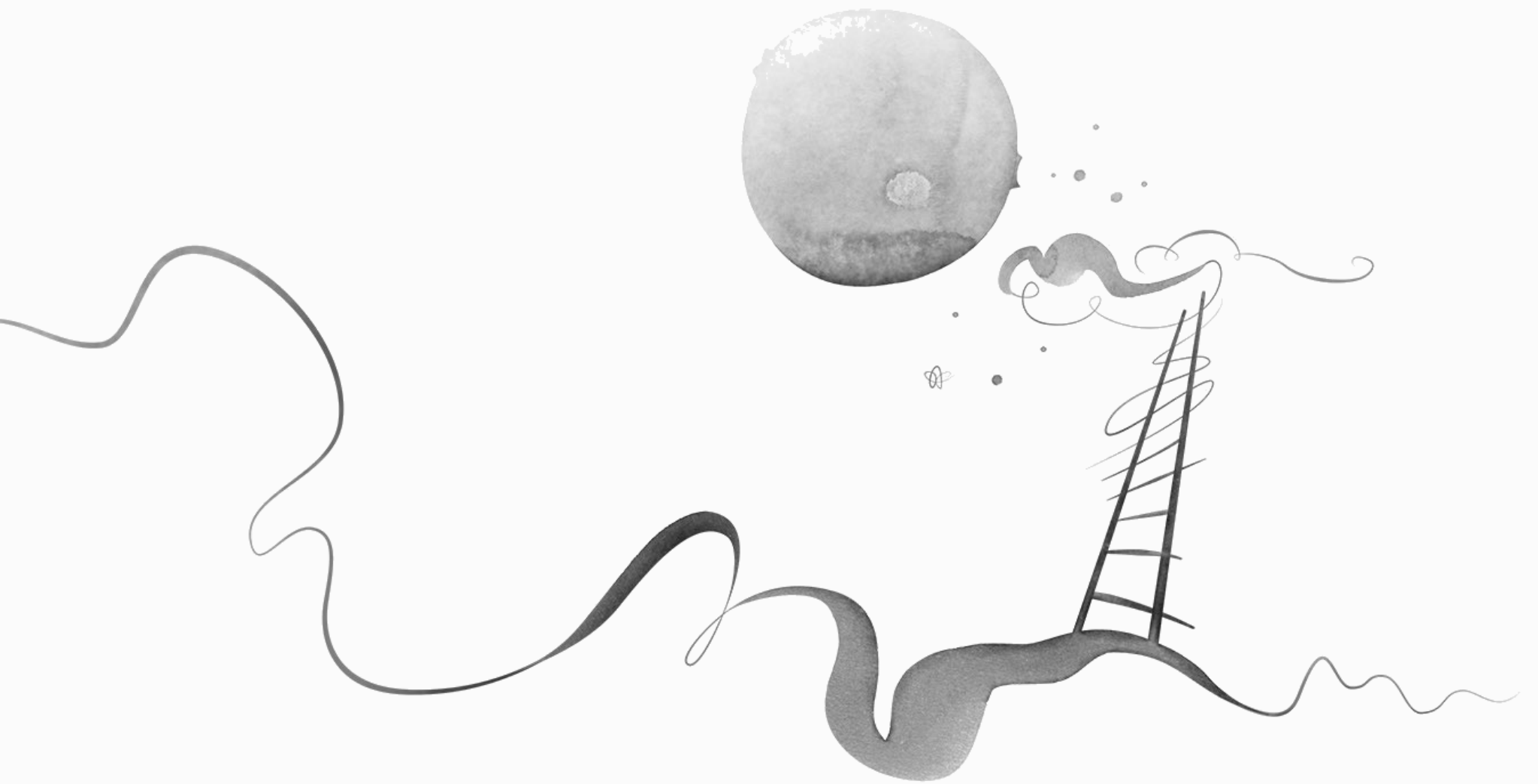


CORPORATE ARCHIVES –

TRANSFORMING ORGANIZATIONS TO INSTITUTIONS



The Challenge

A need to identify and determine records that are of archival value and thereafter record them for future references. The purpose of the Archives system is to preserve the historic records of the organization on various dimensions. While these records may take a variety of forms, archives organize the records to acquire knowledge of the holdings and to secure them against theft, damage, and other environmental hazards

Reference

Corporate Archives – Approach Paper

The purpose of this framework is to enable to identify and determine records that are with archival value and thereafter record them for future references. The purpose of the Archives system is to preserve the historic records of the organization on various dimensions:-

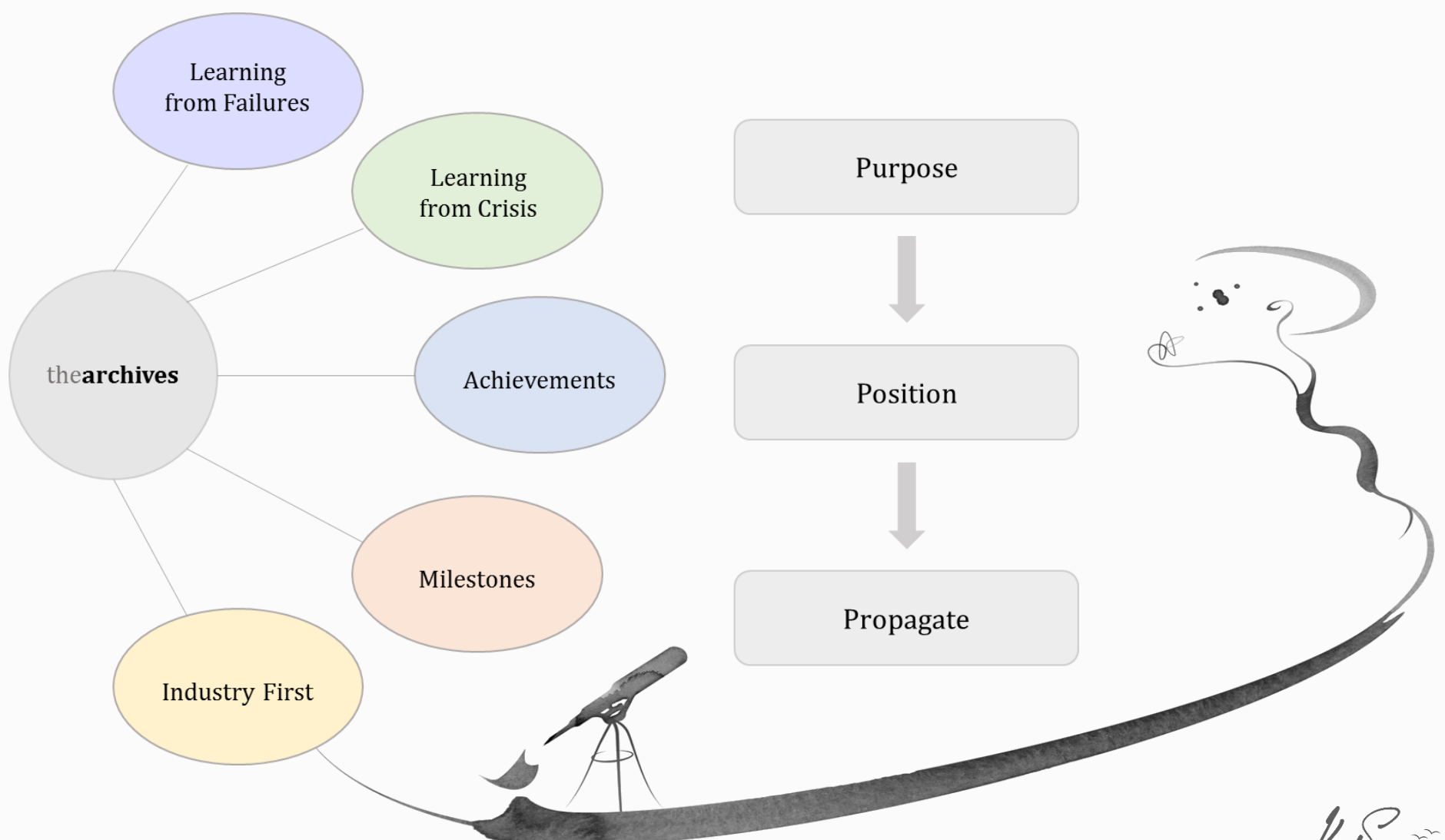
- Learning from failures
- Learning from Crisis
- Achievements
- Milestones
- Industry First

The P-P-P Approach:

The approach initiates with recognizing the purpose of accumulating the corporate archives and in scrutinizing the mechanisms of identifying and capturing the milestones of the organization.

The second phase of the approach looks at the proportions into which the corporate archives are classified, documented and positioned.

The final phase concentrates on how it is processed and propagated in the organization.



The P-P-P Framework

The viewpoint of the P.P.P model is at 3 levels in the terms of how we proceed:

1. Purpose - to know the necessitate for developing the model “The purpose of the Archives is to effectively and efficiently manage the records of the organization and to preserve the corporate memory.”

- To Create a Framework
- To Identify What needs to be Captured
- Mechanisms to Capture Archives
- To Know What is Required

2. Position - to identify the broad classifications The Position looks at Archives what has to be shared to public and what are restricted from them. As some materials may be restricted by the office of origin / donor, or may fall under the Access to Information Protection of Privacy Policy of the Organization.

- To Maintain the Original order of Archives
- To Prioritize the Archives
- To be Cautious in Handling the Material
- To Update the Circulative Archives Time to Time

3. Propagate - to serve the purpose of existence Propagating is the final action item in the corporate Archives and more over it's a continuous process of updating or propagating the Archives to the employees and management and as well as to all other stake holders.

- How do we build avenues to share what we have
- How do we build folklore and create a sense of pride
- How do we build a system where in data inflow is regular

