A Competency Model For Business Archivists





SAINT-GOBAIN

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Why a competency model?

In the business sector, in France, the field of operations of archivists

had an EXTENTION from historical archives to current records



The Business section of A.A.F decided to create a working group to draw up A competency model

To describe the main activities and jobs concerning business records



Competency Contents



Competency Model TWO PARTS :

-A- Existing Activities Observation

-B- Activities Contents Description



-A-Existing Activities Observation 1- Employment level 2- Main business activities 3- Career openings 4- Working conditions



1- Employment level

4 Activities

- Manager
- Records manager
- Archivist
- Carry out employee



2- Main business activities

6 Activities

- -Audit, Assessment, Training
- Procedures
- Access
- Keeping
- Logistics
- Development



DESCRIPTION OF ACTIVITIES IN RECORDS MANAGEMENT AND OF DEGREE OF PROFESSIONAL (Archival) INVOLVEMENT



	Records	manager	Carry out	employee	
Audit : Assessment Training Global appraisal Authentication (quality system)	Procedures : Schedules Development and implementation of procedure Service contracts Customers Elimination Mgt	Access : Reference Research instruments	Conservation : Appraisal Subversion (microfiche, photographs, Audiovisual) Preservation	Logistics : Handling Arrangement Packaging destruction	Development : Knowledge Looking after memory Historical archives outreach
Archivist Records manager Consultant Auditor	Archivist Lawyer Producer Quality manager	Producer service Archivist Service providers	Preservation specialist Archivist Risk manager	Archivist Service providers Warehouseman	Archivist Service providers Historian
	Manager	Arc	hivist	SAINT-GOBAIN	

3- Career openings

5 Universities Provide Training for Archivists And also The « École des Chartes » For 3 Business Openings : → Companies having their own service → Service Providers Consultancy



4- Working conditions

How a business archivist works ?
(with a team, alone,...)
(with which tools ?...)

and so on...



-B- Activities Contents Description

1- Activities Sheets2- Skills Sheets3- Employment Sheets



Conclusion

This Competency model is a very great improvement for the daily management of Companies

and for the adaptation of archives to its needs

but also

to develop adapted training programmes :

basis of dialog between employers and educators

