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UNIVERSITY OF FORT HARE
HOWARD PIM LIBRARY
ARCHIVES SECTION
PROGRESS REPORT
ON THE PROCESSING OF ANC ARCHIVES

1. INTRODUCTION

This report covers the activities of the Archives Section since records were transferred to the library from the Centre for Cultural Studies in February 1995 - October 1996.

1.2 ACCOMMODATION

The Library had prepared a room to accommodate the masses of the ANC Archives.

1.2.1 EXTENSION OF THE LIBRARY

The deposit of the archives in the library meant that the space requirements for the extension of the University Library were urgent. The present building was constructed to house library holdings, and not the archives in the past.

1.2.2 OBJECTIVES OF THE EXTENSION

A six-storey building is planned with three floors for the library and three for the archives. The facilities will be used by both the library and the archives sections. The archives section is intended to house about 20 million of the Liberation Movements, university records donations and private archives. The building will also accommodate nonprint materials.

2 ORGANISATION AND PROCESSING

The two archivists, Mr R Kukubo and Mr M Maamoe were deployed at the Centre for Cultural Studies and the Library respectively in April 1995. One archivist would work in one department and at the end of that week exchange with the other. This pattern of work was maintained until 1 July 1995 when Mr Kukubo was permanently assigned to the Centre for Cultural Studies and Mr Maamoe to the Library. '

Not all the materials transferred to the library were processed.

'Most of them were from the ANC school in Tanzania - Solomon Mahlangu Freedom College (SOMAFCO) and some from the ANC offices there, namely Morogoro and Dar Es Salaam. The other entities were from the ANC London Education Committee.

Before the transfer of the materials from the Centre for Cultural Studies, already a remarkable progress was visible. The materials which had been arranged in approximately 25 classes were processed by physical removal of papers from the box files and neatly placed in folders. The original titles were written

on the new folders. Where the original file cover was torn or loose the perusal of the contents led to the construction of a suitable title.

The processed materials were placed in boxes, numbered and labelled temporarily. Because not all were sorted, the process had to be continued in the new custody - the Library. The boxes were neatly arranged on shelves by department of/or origin, At the end of 1995 the following were identified:

35 archive groups

5531 contents

total of 835 boxes

This was mainly the consignment from Tanzania (21/09/92).

The next step was to prepare an inventory or preliminary descriptive list for each and every item in each box. This exercise had been done before and after the transfer. Few of these lists have been word-processed and others -are still awaiting a similar process.

be subject to further editing and/or check for verifications of financial and other commitments. Additionally, as it has not yet been established how extensive the records go, it would have been inadvisable to weed out records at this stage. Consequently there are several duplicates of records should have been weeded out. These records will be appraised as soon as a decision is made, accordingly.

The preliminary processing has revealed the nature of the SOMAFCO, Dakawa, Morogoro, Dar Es Salaam, Lusaka and London records. Approximately 50% deal with_ personal details of (ex)exiles, their social life, marriages and divorces, births and deaths, education and training, census of exiles, defections from the movement as well as infiltrations, seCurity, health, teacher and student affairs, discipline, politics, volunteers/expatriates, NGOs, UN, AAM, labour programmes, women, youth and sport.

the collection.

3 PICTORIAL AND PHOTOGRAPHIC MATERIALS

These have been selected and set aside for processing at a later date as most of the photographs have no caption for identification. What is proposed here is that people who are familiar with these photographs would be approached to assist in identifying them.

4 LIBRARY BOOKS

Duplicates have been removed and place in carto#ns. The remainder of the core stock is in the process of being re-accessioned after which it will be processed in the usual professional library manner and put at the disposal of the users. Sine the archives library is not a lending library but a

reference library, the ANC library stock .will be treated accordingly. Already 523 library stock have been processed and awaiting a book plate from the ANC. The stock that has been processed has been inter-shelved and available for use. There are 1317 books still to be processed.

5 ARTIFACTS

A.preliminary sort of the artifacts was undertaken and individual items put into boxes and large folders in accordance with the size of the documents. The containers were labelled and arranged on shelves. There is still much work remaining to be done.

6 SECURITY

Security is at the moment adequate. An alarm system was installed, the external doors were provided with burglar bars and heavy duty locks and all other doors were provided with extra locks. The maintenance office will soon enclose all custody of the archives for extra security measures.

7 SHELL HOUSE

In October 1995 and. the first quarters of 1996 the library received archives from Shell House. The archives consisted of 14 ANC missions abroad and 7 ANC internal departments. Documents were listed and. placed in records storage boxes, numbered and labelled. The boxes were neatly arranged on the shelves alphabetically according to the missions and departments identified.

The contents were rechecked and some had no covering dates; these were allocated to them. The folders were then marked with both serial and box numbers as access means. Every folder is being coded with the name of the originating department and into/onto the archives storage boxes.

The audio-visual collections, e.g. video tapes, cassettes, slides, lps, and films were isolated from the actual records and arranged on shelves according to the departments of origin (foreign missions)

'The periodicals and journals were sorted, coded and arranged into archives boxes. Some of these bulletins were initially labelled miscellaneous, but this changed with re-checking and rearrangement.

All the 7 ANC originating department records of approximately 99 contents of the classes of records have been processed; 8 out of the 13 foreign mission records with 1086 contents have also been processed and; 99 audio-visual collections have also been processed.

It has also been discovered that some foreign mission records

from the non English speaking countries bear documents with the languages of those countries. In. some instances there are English versions, but not in all of them. This applies to both print and non print entities. This then means that there will be a need in future to have these documents translated into The nature of the materials is as follows:

archive papers, periodicals and journals, posters, memorabilia, audio-visuals, slides, awards, flags, election campaign posters, and photographs.

8 ACCESS

Prior to official opening of the ANC archives on 17 March 1996, the access means were already in place. These are: Archives Policy, Archives Regulations, Archives Clearance Forms, Descriptive lists, Visitors Book, Records Requisition Forms, Accenssions Register, Archives Section Labels, and Copyright. From the nature of records indicated under 2.7 SOMAFCO collections in particular) care was exercised prior to the opening up of records for research purposes. This had to be done in order to strike a balance between genuine desire to have the University of Fort Hare. Hence, their sort, analysis and selectivity were first contacted here at UFH. Consequently, some records of sensitive nature had to be isolated from other documents pending their perusal and recommendations by the ANC. This process is done in order to guard against misuse, abuse, and distortion of information which could have counter productive results. However, with the manual lists available, the archives are prima facie accessibility.

9 EXHIBITION

Prior to the launch of the archives the nature and type of the collections were displayed. They included SOMAFCO books, artefacts, museum items, Govan Mbeki's guitar, photographs, solidarity' badges and gifts, .publications, cultural attire, awards and posters, and how one can access the archives through the World Wide Web. Due to the shortage of space the display was extended to the University Art Gallery.

10 VISITS

archives. Such interest came from local community of fort Hare, local high schools, provincial MPs - Eastern Cape, foreign dignitaries from the Scandinavian countries, Australia, USA as well as from neighbouring countries. Some of the visitors had purely wanted to know what archives are. i/- 100 visitors came to see the archives. (see the attached annexure from March to

October 1996)

11 RESEARCHERS

The number of researchers, local and foreign, grew rapidly in exploiting the archives. This flood included students, pupils, academics, teachers and foreign scholars. They were keen to make use of the archives in the fulfilment of their assignments, thesis, dissertations, academic programmes and for study purposes.

Most of the researchers found materials which were in accordance with their research appetites. However, because not all the archives are available yet, not everybody's interests could be met. 19 researchers have consulted the archives from April-November 1996.

12 THE WAY FORWARD

Although all the SOMAFCO collections have been sorted and listed, they still need to be revisited and allocated to the various series - a system of codes by which they can be referred to and called for in the search room. These codes will be marked on the containers in which archives are kept, and onto the documents themselves.

In regard to the ANC foreign mission records, the process of checking and arrangement will be continued until every item is covered.

The appraisal of records will be undertaken as the process of rechecking and arrangement is complete. This exercise is aimed at identifying those records of enduring and those of short value. This exercise is by far the most demanding one.

Those records which will be selected for permanent preservation for posterity will be adequately reprocessed by removing anything likely to destroy the records. They will be re-boxed and indexed for permanent preservation. Moreover, all the records will be scanned.

This is a long-term programme as it has to be carefully done to ensure that all important records are properly processed.

Records which will require special treatment, i.e. microfilming, conservation, repair, etc will be treated accordingly to ensure their safety. Fumigation will be the first method to be used i once every archive groups are sorted and arranged.

Adequate finding aids will be prepared to the entire holding as this would enable scholars and other users to have access to the archives.

13 CONSTRAINTS

Since the position was resolved by absorbing Mr Maamoe to the library and leaving Mr Kukubo at the Centre for Cultural Studies, it has severely slowed down the processing of the archives. Only one archivist has to handle the masses of records by himself. He has to attend to the visitors, researchers etc all by himself.

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There is also a lack of archive facilities to cater for all the nature of the collections.

Inventories take time to have them word-processed because the library typist is unable to assist at all times due to her own work load.

Coupled with constraints, there will be need for para-professional staff to free archivist from minor chores eg. searchroom and stacks duties so as to attend to more serious professional duties.

Accommodation should be a priority area of which we have to accession ANC archives from Shell House and within South Africa as well as other private materials and donations in accordance with the UFH Library Strategic Plan.

14 CONCLUSION

Despite the constraints experienced, the archivists has worked painstakingly to ensure that the nominal target has been met, i.e. to bring the records under administrative control and use by researchers.

MR M MAAMOE

MW

ARCHIVIST

18-11-1996

VISITORS

S.African
Journalist
S.African
Journalist
Norwegian
British
British
Primier N.
Mokhehle
French
British
Group
63 S.A. High
8011001.

pupils
S. African
Journalist
3 French
Australian
S o u t h
African
British
Three (3)
Americans
South
African
South
African
South
African
Danish

ANNEXTURE 1

LIST OF VISITORS

INSTITUTIONS

Sunday Times
S .Aifri(:an
Press
NSU/Norway
London
England...
Lesotho
Government
Paris
Progressive
Tours
Tembalabantu
High - King
Wlms. Town
SABC
France
Univ 8 Aust.
Cape Town
British High
Commissioner
Int. Inst.
Univ. of
Michigan
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Ulundi
Tzaneen
Pietersburg
Educ. Min.
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VISITORS

American
Volunteers
U . S . A
Ambassador
British
Senator
American
Scholar
S o u t h
African
Americans
South
African
2 Americans
2 Americans
South
African
Belgian
Delegation

INSTITUTIONS

Vision in
Action
American
Embassy
Camden
Hist. Dept.
Tex. Tech.
University
Cape Town
N.Y., USA
Miami, USA
Ohio, USA
University
of Venda
Belgian
Government

INTERESTS

To see
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PERSON

UFH Student

French

UFH Student

UFH Student

American

Teacher

Teacher

UWC Student

American

UFH Student

UWC Student

American

UFH Student

UFH Student

UFH Student

British

Swiss

Danish

UFH Student

ANNEXTURE 2

LIST OF RESEARCHERS

STATUS

B.A.

Scholar

B.A.

B.A. (Hons) MA

Ph.D

B.A., HDE

B.A. Hons.

Honours

Polit. Stud.

BA Admin. 3

B.A., HTD

Univ. Massa.

MA Fine Arts

BSc Agric.

B.Admin. (PM)

M.Phil

MA Univ. of

Berne

PhD Univ. of

Denmark

B.Ped.

Q'J

AREA

Polit. Scie.

Polit. Scie.

SOMAFCO

SOMAFCO

Education

Education

Politics

Politics

Polit. Scie.

Women

Politics

Art

RDP

Mandela

Foreign Rel.

Library

Politics

SOMAFCO