



WORLD BANK GROUP
Information and Technology Solutions

The World Bank Group Archives' Open Archives Program

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European Association for Banking & Financial History

Vienna, Austria

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WBG Archives' Mandate and Responsibilities

Records Management Services & Advice

- Lead the development of Bank Group recordkeeping strategies
- Advise Bank Group units on vital records plans and programs
- Monitor recordkeeping practices in units
- Issue records retention schedules that describe records and prescribe their retention and disposition
- Destroy records according to their governing retention schedules
- Provide secure and cost-effective storage services and convenient access and retrieval of records
- Perform records management outreach and training activities

Care and Control of Historical Materials

- Appraise Bank records to assess their long-term value
- Arrange and describe records according to ISAD(G)
- Archives' History Team and Oral History Program
- Create knowledge products such as exhibitions, websites, etc.
- Physical preservation for all media
- Provide reference services to historical materials for internal and external researchers in the Archives' Reading Room
- Implement the Bank's Access to Information Policy

WBG Archives Holdings



Records related to World Bank Group member countries dating from 1946 to the present. The holdings include lending project files, country files, economic and sector work records, policy files, oral history interviews, films, videos, photographs, and much more.

- 499 million pages of paper records (208,000 linear ft.) dating back to 1946.
- Over 250 oral history interviews.
- Over 500 linear ft. photographic material.
- Over 100 linear ft. film reels.
- Over 30 linear ft. audio & video tapes.
- 110,000 formal Bank reports and serialized publications available on-line on the “Documents & Reports” website.
- Stacked, the boxes would reach 7 times as high as Mt. Everest.
- ...and growing!



WBG Archives – Records Center



Location:	Pennsylvania
Construction:	Former limestone mine
Size:	54, 000 square feet
Staff:	4 staff, 3 contractors
Records:	208, 000 linear feet
Temperature:	18°- 20° C
Humidity:	30% - 35% RH
Services:	Daily courier to and from DC Staff augmentation Destruction (pulping)

The WBG Archives has vast and valuable holdings on economic development and poverty reduction.

How do we **unlock the power** of this information?

PUBLIC SEARCH AND DISCOVERY:
Via Archives Holdings Website, OPS Portal, and Documents & Reports

**ACCESS TO
INFORMATION
REQUEST:**
Via external AI
request form

**PUBLISH
PUBLIC
FINAL
REPORTS:**
Documents
& Reports

**PUBLISH
PROJECT
FOLDER
LISTS:**
OPS
Portal

**PUBLISH
DESCRIPTIONS:**
archivesholdings.
worldbank.org
(AtoM)

DIGITIZE RECORDS:
Scan, QA, publish PDFs
via WBDocs

DECLASSIFY RECORDS:
Access to Information Policy Review

**CATALOG
REPORTS**

DESCRIBE RECORDS:
Arrangement & Description of Archival Records

KEEP RECORDS:
Records Schedules, Appraisal & Accession of Records

Open Archives Program

Why Archives on-line?

- AI Policy is the primary driver: enabling informed requests by users and “publish what you fund.”
- WBG’s members and work occurs worldwide: do not let physical distances become a barrier to making available the lessons of the past for development practitioners in the field today.

Our Audience?

- WBG Staff
- Member countries and their agencies
- Students
- Economic development historians
- Development and poverty reduction practitioners
- Everyone!

Information
management-
related policy
oversight and
implementation

Appraisal and
Records Retention
and Disposition
Schedules

Chain of custody
and descriptive
controls on
records

Archival
arrangement &
description

Access provision

KEEP RECORDS:
Records Schedules, Appraisal & Accession of Records

Chain of custody
and descriptive
controls on
records

- Controlled records transfer procedures for paper, with workflow in TRIM Context.
- Data entry for new transfers (folder and box level) entered in TRIM.
 - Title
 - Dates
 - Disposition
 - Etc.
- Location tracking via barcode.
- Reporting transfer activities via intranet.
- Country Office disposition missions.
- Resources for staff: all on-line, including how-to videos.

KEEP RECORDS:
Records Schedules, Appraisal & Accession of Records

- Uses the International Standard for Archival Description (ISAD[G]).
- Describes aggregates of records hierarchically: from top - down.
- For each node in the hierarchy the description includes:
 - Title
 - Date span
 - Extent (volume of records)
 - Administrative history of the creating unit
 - Information about scope & content of the records themselves
 - See-also references
 - ...plus MANY others

Archival
arrangement &
description

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ISAD Hierarchy

Records of one creator (Fonds)

- └ Administrative sub-division of the Fonds (Sub-fonds)
 - └ Records from one function (Series)

Example

Fonds: Office of the President

Sub-fonds: Records of President Robert S. McNamara

Series: Daily Schedules

Series: Travel Briefings

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THE WORLD BANK | Working for a World Free of Poverty

World Bank Group Archives Holdings

Browse by

- Archival descriptions
- Authority records
- Digital objects

Welcome

Popular this week

- Personal papers of Gloria Davis
- Vinod Dubey files
- Records of President Robert S. McNamara
- Fiji economic mission
- Indonesia transmigration sector review files
- Indonesia transmigration program - data and statistics
- Records of the Office of the President
- Personal papers of Hollis B. Chenery
- President's papers - Robert S. McNamara Chronological files (incoming) - Chron 08
- Records of President George D. Woods

WORLD BANK GROUP Archives

Projects & Operations

This page in: English | Español | Français | Português | Русский | عربي | 中文

PROJECT

Bali Tourism Project

OVERVIEW | DETAILS | FINANCIALS | PROCUREMENT | RATINGS | RESULTS | MAP | DOCUMENTS | NEWS & MEDIA

Project Documents | Archival Records

FOLDER NO.	FOLDER TITLE	DATES	DISCLOSURE STATUS
30166807	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 16	June 3, 1982 - July 29, 1987	Partial Disclosure
30166806	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 15	April 9, 1981 - May 29, 1982	Partial Disclosure
30166805	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 14	April 2, 1980 - March 26, 1981	Partial Disclosure
30166804	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 13	May 1, 1979 - March 25, 1980	Partial Disclosure
1166075	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 12	July 11, 1978 - April 2, 1979	Partial Disclosure
30166817	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 11	September 1, 1977 - June 23, 1978	Partial Disclosure
30166816	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 10	June 1, 1977 - August 31, 1977	Disclosed
30166815	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 9	September 3, 1976 - May 30, 1977	Partial Disclosure
30166814	Bali Tourism Project - Indonesia - Credit 0479 - P003738 - Correspondence - Volume 8	February 9, 1976 - August 31, 1976	Partial Disclosure

AtoM and Projects & Operations website for description of archival records

+

Platforms to display digitized archival records within appropriate context.

AtoM

(web-based open source application for ISAD descriptions of records)

Archivist's brain



Enters in TRIM



CSV import to
AtoM

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IBRD • IDA

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World Bank Group Archives Holdings

Series - Daily schedules

- Series Daily schedules
- Series Statements, speeches and interviews
- Series Board [of Executive Directors] Actions files
- Series Contacts - Member Countries files
- Series IPA chronological file (outgoing)
- Series Travel briefings of staff assistants to the President
- Series Correspondence of Economic Advisor Hollis Chenery
- Series Memoranda for the record

Records of the Office of the President » Records of President Robert S. McNamara » Daily schedules

Identity area	
Reference code	WB IBRD/IDA EXC-10-4544S
Title	Daily schedules
Date(s)	• 1968 - 1980 (Creation)
Level of description	Series
Extent and medium	1.60 linear feet of textual records

Context area	
Name of creator	Office of the President -- Robert S. McNamara (President, 1968 - 1981)
Repository	World Bank Group Archives
Immediate source of acquisition or transfer	McNamara took this series with him when he retired in 1981. He transferred it to the Joint Bank-Fund Library on 13 November 1984, and the Library transferred it to the Archives on 27 October 1993.

Content and structure area	
Scope and content	The calendar has daily information on President McNamara's whereabouts, visitors, and telephone calls for his entire office. Itineraries, programs, guest or participant lists, briefings or correspondence pertaining to the occasion are

[Inventory list](#)

- Browse fonds as list
- Show all digital objects
- Reports

Export

- Dublin Core 1.1 XML
- EAD 2002 XML

Digitized
objects

Projects & Operations

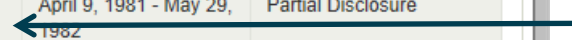
Records Center staff enter data about paper records in TRIM



Export to P&O via search grant

Projects & Operations			
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Digitized objects



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AI case handling

- Archives AI team – 4 staff + 1 team lead.
- Manages requests for information that was created or received before July 1, 2012.
- GoPro for case handling and correspondence.
- Rigorous procedures with accompanying manual.

Declassify

- In response to Access to Information requests
- Archives has authority for declassification for records over 20 years of age.
- 10 hours to declassify 1 linear foot of records
- Removal notices for records falling under non-eligible exception

Digitize

- We select to digitize based on two criteria:
 1. Frequently requested fonds where we want to minimize handling.
 2. Automatic queue from declassification.
- Includes condition assessments and 100% QC
- 32 hours to digitize 1 linear foot of records

Our dreams and future plans?

- Leveraging our external web presence to create a “campus” of sites that are interconnected.
- Create and launch a photographs and A/V portal within the campus.
- Facilitate crowd-sourcing, hack-a-thons with digitized records and descriptive metadata.
- Podcast series: Tips and tricks to finding WBG information
- Stronger integration between the AI request form and our finding aids.

Thank you!