ARCHIVES KEEPING

I History of Archives – Archives keeping Europe through the ages – International Archives – Archives in India: Ancient, Medieval and Modern.

II Creation of Archives: Establishment of registry – Racking – Shelves and other materials – Archives and Libraries - Organisation of Archives in India: Court Archives – Public Department – Revenue Department – Secret Department – Central Government Archives – Organisation of Archives in European Countries: France, England – Archives in U.S.A., Canada.

III Preservation of Archives – Methods of Preservation – Preliminary and precautionary measures – Preventive measures – Factors of deterioration – Atmospheric factors: Temperature, Humidity, Sunlight, Dust, Impurities, Micro-organisms and pest: Pests, Silver fish, Termites or White Ants, Wood Warm, other insects – Methods of Preservation and repair of Archival material: Selection of

IV Administration of Archives: National Archive – Tamil Nadu Archive - Functions of Archives - Uses of Archives.

V National Archives: Its origin, growth and activities - Tamilnadu Archives: Its origin, growth and activities - Private Archives: Definition – Difference between private and public archives – Categories of Private Archives – Nehru Memorial Museum – IUCIS, Hyderabad – Parry and Company, Chennai – Asiatic Society of Bengal – Bengal Club – Vishva Bharathi – Sringeri Mutt – Indo-Portuguese Archive, Goa – Arch Diocese of Madras – Archives of Shenbaganoor, Kodaikanal – Problem of private archives – National Registrar of Private Records.

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