

## DEVELOPING AN ARCHIVAL DESCRIPTION FRAMEWORK FOR ORAL HISTORY TRANSCRIPTS AND MANUSCRIPTS BASED ON REQUIREMENTS OF ISAAR- CPF, ISAD-G AND ORAL HISTORY MANUAL (OHM)

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**Abstract:** *The purpose of this study is to explore the use of the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families 2nd edition (ISAAR-CPF), International Standard of Archival Description (General) (ISAD-G), and the Oral History Manual (OHM) in the development of archival authority records descriptive sheet on oral history transcripts. The main effort is to provide standard descriptions and mechanisms of oral history collections associated with the creation and maintenance of primary sources. Thousands of manuscripts are kept in the Oral History Lab of the School of Information Science (SIS), UiTM, Puncak Perdana Campus, covering a wide range of subjects such as cultural, military, education, arts, political, social, literature, and many others. Currently, there is no specific approach or mechanism to describe those oral history transcripts. This case study outlines the need for the application of essential elements of descriptions of archival materials and authority records that focus on the personal entities with descriptive elements of identity, description, relationship, control area, and relating the entities to archival materials and other sources. The findings from this study contribute to the proper and practical application of archival descriptions for oral history transcripts available for user access and search, location retrieval, and authority description in that context. A necessary framework is suitable for managing archival materials in the context of oral history manuscripts embedding ISAAR-CPF, ISAD-G, and OHM would be suggested for use. It tends to propose its application in the developmental context of archival authority records for oral history transcripts at the Oral History Lab of SIS and hence practically applied for access and storage while maintaining context to its specific audio and video recording and processes.*

**Keywords:** *Archival description, archival standard, authority records, ISAAR, oral history transcript.*

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## Introduction

An oral history documentation project is an activity carried out to systematically collect, record, and process recorded information through interviews. An oral history transcript provides a verbatim guide to the audio recording and usually will be produced once the interview session with the selected person is completed. Creating this written version of the oral history interview is very vital as it can help researchers quickly skim and assess the relevant information of an interview (Hege Library & Learning Technologies, 2021). While there is a growth in demand for accessing primary sources, describing oral history transcripts is pivotal to promoting discovery and research. "To appreciate a document, it is essential to know exactly where it was created, the framework of what process, to what end, for whom, when and how it was received by the addressee, and how it came into our hands" (Duchain, 1983)

The archival arrangement and description processes involve bringing the materials under intellectual and physical control in order to gain access to and understand the materials. This includes defining appropriate degrees of description, conceptual organisation, and the development of finding aids. Even though not all description tasks will end with the production of finding aids, creating finding aids helps users or researchers to locate materials that interest them. While the context from which such manuscripts are derived is known, it would help users to further enhance their search and help in enriching the findings.

The archival description is governed by the fundamental archival principles of provenance and original, dictating that manuscripts and archival records should be organised by the office of origin or record creator, and the original filing order should be maintained whenever possible (Jimerson, R.C, 2002). Since they are a variety of archival description standards, for this study, the rule set out is based on the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families 2nd edition (ISAAR-CPF), International Standard of Archival Description (General) (ISAD-G), and the Oral History Manual (OHM) are referred. The essential elements of ISAAR-CPF, ISAD-G, and reference manuals and guidelines from Arkib Negara Malaysia would enable the discovery and access of collections in a variety of ways.

## Statement Of Problem

The School of Information Science (SIS), UiTM Puncak Perdana campus, has more than a thousand oral history transcripts since the subject was introduced in 1994. As a result of the vast number of oral history transcripts, the school is now the second-largest institution that preserves and documents oral history after the National Archives of Malaysia. This collection covers a wide range of subjects, including cultural, military, education, arts, political, social, literature, and many more. The transcripts are kept in the Oral History Lab and are handled by the school. The collections were produced based on certain projects, which were coordinated based on the needs at a particular time. The arrangement of the collections is based on the subjects, whereas the descriptions of the oral history transcripts have not yet been created, and access to the interviewee names and subject guides was made available to researchers on paper inventories. This inventory list of transcripts is arranged according to subject and updated regularly. However, this is not the full descriptive information that may provide both physical and intellectual control of transcripts.

A survey on oral history metadata and description prepared by the Oral History Association's Metadata Task Force between 2016-2019 found that Dublin Core is more commonly used than MARC to describe oral history (Stephan, W., 2021) and in 2020, reported that there were no specific methods or approaches to describing and providing access to oral histories. Since there

is no specific archival description applied, it calls for a proper, systematic, structured mechanism and archival description to be developed through a task design and assignment approach. The ISAAR (CPF) 2nd edition standard and ISAD-G are used as references and guidance in developing and preparing a descriptive sheet for interviewed persons of those oral history transcripts together with OHM.

It is important to note that this study uses authority records for persons to be described as entities and certain elements of descriptions of archival collection that suit the practice of SIS. The output of the study is an archival authority records descriptive sheet template for oral history transcripts, which acts as a guide to the holdings of the SIS. The aim is to standardise the use of archival description templates based on adapted ISAAR-CPF, ISAD-G's elements and references manual by the Society of American Archivists to manage the holdings of oral history transcripts in the Oral History Lab of SIS. Notably, the descriptive sheet made can also be used as a reference tool for oral history interview projects, which may enable future research to identify what information is missing and may not be emphasised in the interview session. Equally important for maintaining and preparing the oral history transcript descriptive sheet is the need for consistent approaches and mechanisms in facilitating access to the collections.

### **Study Purpose And Research Method**

The methodologies applied to the data collections include desktop review and document analysis, which would collect and analyse data from the contemporary standard in archival description documents oral history manuals in order to build a framework of archival description standards for oral history transcripts and manuscripts.

The nature of the research and the purpose of the study is to understand and adopt the ISAAR-CPF and ISAD-G standards while reviewing and analysing other elements as they exist in the OHM. Hence, it calls for an in-depth understanding of existing literature and document analysis to identify critical elements of archival description to be used and designed as an archival description framework for managing collections of oral history transcripts and manuscripts. As such, it will be applied, used, and developed in the construction and development of an archival description framework for oral history transcripts and manuscripts for manual and digital environments. It covers comprehensive aspects of maintenance in the context of record creation and uses, in particular, its provenance element based on ISAAR-CPF, ISAD-G, and OHM.

ISAAR-CPF is a tool for the authority control of the creator of archives and, therefore, a tool to standardise as an "authorised form of the name" (Aranzazu Lafuente Urién, 2014). It is relevant to ensure consistent practice, appropriate and self-explanatory descriptions for documenting record creators within the organisation. In comparison, ISAD-G is an international content standard developed by the International Council on Archives (ICA) that outlines the format and content requirements for archival descriptions. This standard includes a basic description guideline that can be used for all types of archival materials, regardless of form or media. Whereas OHM, developed by the Society of American Archivists in 1995, known as The Oral History Cataloging Manual (OHCM), aims to assist in oral history cataloguing where the rules are specifically designed for the bibliographic description of an individual item.

The framework design is determined based on the selection of ISAAR-CPF, ISAD-G, and OHM elements. It is also rooted in local content practice in describing oral history transcripts and information in various manuals and guidelines on oral history. The selection of elements and information is captured as much as possible to enable accessibility and understandability

in those oral history transcripts. This includes the interviewee's personal details, contributions, and activities, as well as the interviewee's relationship with any other record or resource. The scope, content, and structure of oral history transcripts are analysed and taken into account for the management of oral history transcripts' arrangements and descriptions. It is interesting to remark that perhaps the standards being employed are dependent on the institutional practices themselves. Thus, the objectives of this study are:

1. To understand the comprehensive requirement of archival authority records based on ISAAR-CPF, ISAD-G and OHM for archival description.
2. To adopt and adapt ISAAR-CPF and ISAD-G standards with OHM for archival authority records to be used in the management of oral history transcripts and manuscripts.
3. To develop an archival authority records framework of oral history's transcripts and manuscripts for consistent accessibility and searchability.

## Literature Review

### Archival Description Standard

The application of a variety of archival description standards is widely used in many institutions and has resulted in many benefits, especially in facilitating consistent and appropriate descriptions of archival materials. Among the examples of widely adopted archival description standards around the world are the General International Standard Archival Description (ISAD-G) and the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR-CPF). To enable these standards to be flexible and be widely used at any level of the archive description to describe any archival unit or as a basis to develop them, they should be used in conjunction with the existing national standard.

The International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR (CPF), 2nd edition

ISAAR (CPF) offers thorough contextual information on the archives that expand on the descriptions of the archival authorities. Archival authority records have similar functions to those of bibliographic authority records used by library practice. However, both of these differ in several ways in documenting their context of record creation. The standard specifies the items that must and should be included in a compliant archival authority record.

**Table 1: The elements of an authority record**

Areas	Elements of an authority record	
Identity Area	<ul style="list-style-type: none"> <li>• Type of entity</li> <li>• Authorised form(s) of name</li> <li>• Parallel forms of name</li> <li>• Standardised forms of name according to other rules</li> <li>• Other forms of name</li> <li>• Identifiers for corporate bodies</li> </ul>	It provides information for the unique identification of an entity (Schaefer, S. & Bunde; J.M., 2013).
Description Area	<ul style="list-style-type: none"> <li>• Dates of existence</li> <li>• History</li> <li>• Places</li> <li>• Legal status</li> </ul>	It provides crucial elements for the description of the

	<ul style="list-style-type: none"> <li>• Functions, occupations and activities</li> <li>• Mandates/Sources of Authority</li> <li>• Internal Structures/Genealogy</li> <li>• General context</li> </ul>	creators of archives (Vitali, S., 2004)
Relationships Area	<ul style="list-style-type: none"> <li>• Names/Identifiers of related corporate bodies, persons or families</li> <li>• Category of relationship</li> <li>• Description of relationship</li> <li>• Dates of the relationship</li> </ul>	Without a doubt, the most powerful tool of the standard is the relationship area. (Aranzazu Lafuente Urién, 2014).
Control Area	<ul style="list-style-type: none"> <li>• Authority record identifier</li> <li>• Institution identifiers</li> <li>• Rules and/or conventions</li> <li>• Status</li> <li>• Level of detail</li> <li>• Dates of creation, revision or deletion</li> <li>• Languages and scripts</li> <li>• Sources</li> <li>• Maintenance notes</li> </ul>	It captures data about the ISAAR (CPF) record itself (Schaefer, S. & Bunde; J.M., 2013).

(Source: ISAAR (CPF): International Standard Archival Authority record for corporate bodies, persons and families, 2<sup>nd</sup> edition, 2004)

There is a section in the ISAAR (CPF) entirely dedicated to the modes for linking authority records, archival descriptions, and various types of information resources, which has been introduced (Vitali, S., 2004). Table 2 shows the elements relating the entity being described to archival materials and other potentially relevant resources. These elements of authority records may assist users or researchers in expanding their search to other materials and resources that may be useful to their research and study.

**Table 2: The elements of an authority record**

Elements Relating CPR to other archival materials and other resources	
<ul style="list-style-type: none"> <li>• Identifiers and titles of related resources</li> <li>• Types of related resources</li> <li>• Nature of relationships</li> <li>• Dates of related resources and/or relationships</li> </ul>	This section explains how to create such links in the context of an archival descriptive control system (Vitali, S., 2004).

(Source: ISAAR (CPF): International Standard Archival Authority record for corporate bodies, persons and families, 2<sup>nd</sup> edition, 2004)

### **The General International Standard Archival Description (ISAD-G)**

This standard did not offer guidance for the description of special materials like sound recordings or maps because the manual that contains the descriptive standards for such special materials already existed (Theresa Vella, 2018). As mentioned by Bountouri, L. (2017),

archivists can be guided in describing special materials by descriptive manuals and cataloguing rules, and these tools can be used in conjunction with ISAD-G to provide comprehensive and detailed descriptions of the various types of archival material. ISAD-G helps with the development of finding aids, which make it easier for archivists and researchers to look for and discover the resources they need in both printed and electronic form (Bountouri, L., 2017).

As to meet the objectives of the study, the researchers refer to only authority records elements that only show the relationship between descriptive and authority records and which are based on ISAAR (CPF) and/or any compatible national rules.

**Table 3. The elements of description**

Areas	Elements of description	
Identity Statement Area	<ul style="list-style-type: none"> <li>Reference code(s)</li> <li>Title</li> <li>Date(s)</li> <li>Level of description</li> <li>Extent and medium of the unit of description (quantity, bulk, or size)</li> </ul>	Important details for determining the descriptor's unit are provided.
Context Area	<ul style="list-style-type: none"> <li>Name of creator(s)</li> <li>Administrative / Biographical</li> <li>Archival history</li> <li>Immediate source of acquisition or transfer</li> </ul>	The provenance and custody of the unit of description are provided.
Content and Structure Area	<ul style="list-style-type: none"> <li>Scope and content</li> <li>Appraisal, destruction and scheduling information</li> <li>Accruals</li> <li>System of arrangement</li> </ul>	The details about unit description and system of arrangement are conveyed.
Conditions of Access and Use Area	<ul style="list-style-type: none"> <li>Conditions governing access</li> <li>Conditions governing reproduction</li> <li>Language/scripts of material</li> <li>Physical characteristics and technical requirements</li> <li>Finding aids</li> </ul>	Information about the accessibility of the materials is provided.
Allied Materials Area	<ul style="list-style-type: none"> <li>Existence and location of originals</li> <li>Existence and location of copies</li> <li>Related units of description</li> <li>Publication notes</li> </ul>	The details about materials essential to the description unit are provided.
Notes Area	<ul style="list-style-type: none"> <li>Note</li> </ul>	Any information that cannot be conveyed in any of the other categories may be provided here.

Description	<ul style="list-style-type: none"> <li>• Archivist's Note</li> </ul>	The details about
Control Area	<ul style="list-style-type: none"> <li>• Rules or Conventions</li> <li>• Date(s) of descriptions</li> </ul>	the archivist or archives officer (person in charge), process and date of the archival description produced are provided.

(Source: ISAD(G): General International Standard Archival Description, 2<sup>nd</sup> edition, 2000)

### Oral history manual and guideline

Although the processing of oral histories can be done in an adaptable, iterative manner using archival description, professional standards and best practices also require archivists to address ethical issues and acknowledge the roles that positionality, subjectivity, and representation hold in the descriptive process (Stephan, W., 2021). There were no specific methods or approaches to describing and providing access to oral histories (Kata, L., Milbrodt, N., Sielaf, S., & Vos, J., 2020).

The Oral History Cataloging Manual (OHCM), developed by the Society of American Archivists in 1995, is one of the earliest works on archival description for archivists. It offers thorough field-by-field guidance for archival descriptions of oral histories as well as recommendations for basic descriptive fields (Stephan, W., 2021).

As for the purpose of the study, the authors only indicate the elements that are related to the oral history transcripts. Thus, Table 4 shows the area of description for the description of oral history interviews, projects, and collections (as indicated in Chapter 2 of the OHCM).

**Table 4. The description elements for the description of oral history interviews, projects and collections**

Areas	Elements of oral history descriptions	
Title Area	<ul style="list-style-type: none"> <li>• Individual oral history interviews</li> <li>• Order of title elements for individual interviews</li> <li>• Oral history interviews associated with a project described as a unit</li> <li>• Collections of interviews not associated with a project</li> <li>• Repository's entire holdings of oral history materials</li> <li>• General material designation</li> <li>• Statement of responsibility</li> </ul>	It provides information related to the topic of the interview project as a whole.
Edition Area	-	Not for oral history materials
Material (or type of publication) specific details area	-	Not for oral history materials

Date Area	-	Not for oral history materials; the date of creation is recorded under Title Area.
Physical Description Area	<ul style="list-style-type: none"> <li>• Preliminary rules</li> <li>• Transcripts</li> <li>• Sound recordings</li> <li>• Video recordings</li> <li>• Multiple formats</li> <li>• Supplementary material</li> </ul>	It captures data about the physical details of the oral history materials
Series Area	-	Not for oral history materials
Note Area	<ul style="list-style-type: none"> <li>• Notes</li> </ul>	It provides a piece of additional/ available information related to the oral history such as biographical information, general content and copies of interview etc.

(Source: Oral History Cataloging Manual, 1995)

### Discussion

As for SIS, the oral history transcripts are arranged according to the subject, and the description of the transcripts has yet to be developed. ISAAR (CPF) 2nd edition is adapted by considering some relevant description elements outlined in the oral history manual in order to ensure the standard mechanism of the description practice. Similar to ISAD (G), this standard can be applied to both descriptions of digital and physical records without changing the primary objective of the description task. The use of ISAAR (CPF) is also intended to increase understanding and expose practitioners to one of the archival standards for describing oral history transcripts. At the same time, Oral History Cataloging Manual (OHCM) is referred to as it is the closest element that can be mapped with the needs of archival description for oral history transcripts. The element of a transcript is only described under the Physical Description Area, which consists of single or multiple volumes of transcripts, the dimension of the transcript and the electronic form of a transcript, which is the additional details about the format and availability of transcripts. In addition, to ensure appropriate elements can be adapted as a single item and described in the ISAAR (CPF) descriptive template sheet, the researchers analyse the core information contained in several oral history transcripts.



Data mapping of description elements between ISAD (G), ISAAR (CPF) 2nd edition, 2004 and Oral History Cataloging Manual, 1995

Table 5. Mapping of elements of description between ISAAR (CPF) 2<sup>nd</sup> edition, 2004 and Oral History Cataloging Manual, 1995

ISAD (G), 1999			ISAAR (CPF) 2004			Oral History Cataloging Manual, 1995	
Areas	Elements of description	of	Areas	Elements of an authority record	an	Areas	Elements of oral history descriptions
Identity Statement Area	<ul style="list-style-type: none"> <li>Reference code(s)</li> <li>Title</li> <li>Date(s)</li> <li>Level of description</li> <li>Extent and medium of the unit of description (quantity, bulk, or size)</li> </ul>	√	Identity Area	<ul style="list-style-type: none"> <li>Type of entity</li> <li>Authorised form(s) of name</li> <li>Parallel forms of name</li> <li>Standardised forms of name according to other rules</li> <li>Other forms of name</li> <li>Identifiers for corporate bodies</li> </ul>	√	Title Area	<ul style="list-style-type: none"> <li>Individual oral history interviews</li> <li>Order of title elements for individual interviews</li> <li>Oral history interviews associated with a project described as a unit</li> <li>Collections of interviews not associated with a project</li> <li>Repository's entire holdings of oral history materials</li> <li>General material designation</li> <li>Statement of responsibility</li> </ul>
Context Area	<ul style="list-style-type: none"> <li>Name of creator(s)</li> <li>Administrative / Biographical</li> <li>Archival history</li> <li>Immediate source of acquisition or transfer</li> </ul>	√	Description Area	<ul style="list-style-type: none"> <li>Dates of existence</li> <li>History</li> <li>Places</li> <li>Legal status</li> <li>Functions, occupations and activities</li> <li>Mandates/Sources of Authority</li> <li>Internal Structures/Genealogy</li> <li>General context</li> </ul>	√	Edition Area	-
Content and Structure Area	<ul style="list-style-type: none"> <li>Scope and content</li> </ul>	√	Relationships Area	<ul style="list-style-type: none"> <li>Names/Identifiers of related corporate</li> </ul>	√	Material (or type of publication)	-

	<ul style="list-style-type: none"> <li>Appraisal, destruction and scheduling information</li> <li>Accruals</li> <li>System of arrangement</li> </ul>		<ul style="list-style-type: none"> <li>bodies, persons or families</li> <li>Category of relationship</li> <li>Description of relationship</li> <li>Dates of the relationship</li> </ul>	<ul style="list-style-type: none"> <li>on)</li> <li>specific details area</li> </ul>	
Conditions of Access and Use Area	<ul style="list-style-type: none"> <li>Conditions governing access</li> <li>Conditions governing reproduction</li> <li>Language/scripts of material</li> <li>Physical characteristics and technical requirements</li> <li>Finding aids</li> </ul>	<ul style="list-style-type: none"> <li>Control Area</li> </ul>	<ul style="list-style-type: none"> <li>Authority record identifier</li> <li>Institution identifiers</li> <li>Rules and/or conventions</li> <li>Status</li> <li>Level of detail</li> <li>Dates of creation, revision or deletion</li> <li>Languages and scripts</li> <li>Sources</li> <li>Maintenance notes</li> </ul>	<ul style="list-style-type: none"> <li>Date Area</li> </ul>	
Allied Materials Area	<ul style="list-style-type: none"> <li>Existence and location of originals</li> <li>Existence and location of copies</li> <li>Related units of description</li> <li>Publication notes</li> </ul>	<ul style="list-style-type: none"> <li>Relating CPF to other archival materials and other resources</li> </ul>	<ul style="list-style-type: none"> <li>Identifiers and titles of related resources</li> <li>Types of related resources</li> <li>Nature of relationships</li> <li>Dates of related resources and/or relationships</li> </ul>	<ul style="list-style-type: none"> <li>Physical Description Area</li> </ul>	<ul style="list-style-type: none"> <li>Preliminary rules</li> <li>Transcripts</li> <li>Sound recordings</li> <li>Video recordings</li> <li>Multiple formats</li> <li>Supplementary material</li> </ul>
Notes Area	<ul style="list-style-type: none"> <li>Note</li> </ul>			<ul style="list-style-type: none"> <li>Series Area</li> </ul>	
Description Control Area	<ul style="list-style-type: none"> <li>Archivist's Note</li> <li>Rules or Conventions</li> </ul>			<ul style="list-style-type: none"> <li>Note Area</li> </ul>	<ul style="list-style-type: none"> <li>Notes</li> </ul>

- 
- Date(s) of descriptions
- 

The mapping process is carried out by selecting the elements that would result in a good archival descriptive sheet template. According to Table 4 above, elements in ISAD-G and ISAAR (CPF) match the several elements employed in the oral history manual. However, not all of the aforementioned elements in the oral history manual are appropriate in the framework design for the description of oral history transcripts. Practically the same components are utilised from these standards and manual, which emphasises analysing the interviewee associated with the creation of the oral history transcripts.

### **The Identity Area and Identity Statement Area**

It provides the fundamental information about the records creator, such as the type of entity being described (as for this study, the interviewee is the type of entity being described), authorised, parallel, standardised and other forms of the name (the interviewee's variant forms of the name) and identifiers for corporate bodies element (will not be used as this element only applies to corporate bodies). As for the title area in the OHCM, it indicates most of the details about the oral history project, where one of the elements can be described in the element of identity area, such as the element of individual oral history interviews. While as for ISAD-G, the description at the item level (oral history transcript) does not provide thorough details of the interviewee. Each OH project represents different objectives and scope. The metadata of each collection will be varied from one institution to another. Therefore, for the purpose of this study, selected Identity Statement Area elements are used to describe the category of collection at the *fonds* level.

### **The Description Area, Context Area and Content and Structure Area**

It indicates the information about the records creator's history, functions, background, and activities. The legal status element will not be used as this applies to corporate bodies. It is essential to identify the names and a brief biographical or historical summary of the people, families, and groups connected to a body of archival documents, either as the records' creators or subjects. This element is suitable to be included in the task description of the oral history transcript because it may lead the users and researchers to a quick reflection on where they have been while reading the brief description of the transcript. As for ISAD-G, the creators' names and administrative elements are chosen to provide information about the institution. In the content and structure area, only scope and content are used to describe the institution (based on the O.H. project) as a whole.

### **Relationships Area**

It provides information about the relationship of the record's creator with other entities (corporate bodies, people or families). It consists of the type of relationship, such as hierarchical, family, temporal, or associative, and the nature and duration of the relationship with other entities. As mentioned above and agreed by most of the archive professionals, this area is very important as it covers all permutations of relationships. (Doherty, T. 2015)

### **The Control Area**

Basically, the control area provides information about bibliographic authority records, such as unique identifiers, the responsible agency of the authority record, and rules and/or conventions.

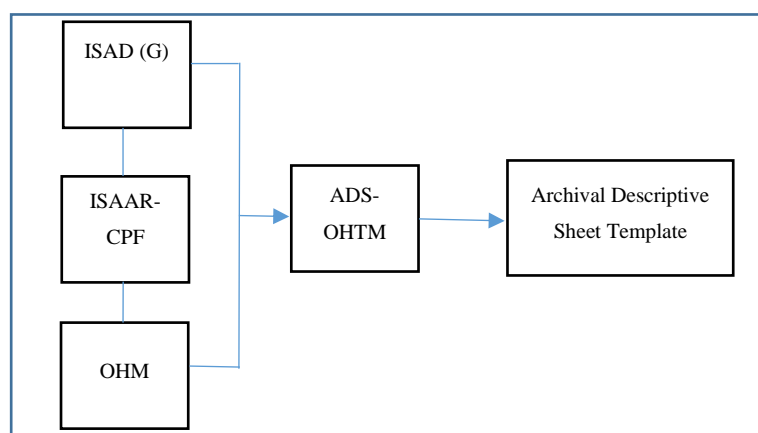
The specifics of the metadata for these elements are determined based on the SIS practice and policy.

### Elements Relating CPR to other archival materials and other resources

This section provides additional information about the records created that are related to the interviewees, which emphasises identifying and providing information about those linked with the archival materials. In this study, the researchers also used the list of inventories created by the SIS as a reference for the elements of identifiers and titles of related resources, where appropriate. This is to map the appropriate information with the O.H. transcript.

The researchers have analysed both the content of the standard and the manual. It was discovered that most of the ISAAR (CPF) elements and several compatible rules are appropriate to be adapted as a fundamental mechanism in describing oral history transcripts. This is due to the factors of:

1. It describes the transcript as an individual item
2. It provides a broad overview of the interviewee's background
3. It provides any potentially relevant sources that link to the interviewee
4. The archival descriptive sheet may be used for all oral history materials (including sound recording or video recording)
5. It could be a fundamental template for developing a digital descriptive database



**Figure 1: Archival Description Framework for Management of Oral History's Transcripts and Manuscripts**

### Conclusion

Almost all elements of ISAAR (CPF) are adapted in the development of archival descriptive sheets on oral history transcripts, including the essential components stated above, namely the authorised form of the name, entity type, dates, and authority record identifier. The necessity to produce archival authority records for oral history transcripts as a single unit or at the item level would help users and researchers acquire a more precise overview of the subject that they are looking for. Standards must be followed when describing archival materials because their application enables archives to record uniform, searchable metadata about collections and records kept in repositories. Overall, while there are different approaches and mechanisms for doing archival arrangement activities, the researchers make strong efforts to facilitate the transfer of skills derived from the learning experience, contribute to the development of comprehensive archival descriptive sheets on the specific theme, and facilitate the continued

expansion of the archival description important area. The output of this study can also be a base template for the development of a digital descriptive database.

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