

Medical, or other kinds of records. Chain of Preservation gets its own entry but the OAIS Reference Model does not. The reason for this case may well be that a decision was made not to include individual entries for standards, no matter how important they may be (there is a generic Archival Standards entry, and specific standards are also discussed in the entries for the different archival functions and are listed in the index). Again, this is not to find fault with the criteria used; but it might have been helpful if some of these general criteria had been laid out in the preface.

Of course, every sports fan is a coach, and every reviewer would be able to find both missing as well as “undeserving” entries, reflecting his or her own view of the archival discipline. Here is this reviewer’s short list of missing entries: Accession(ing), Finding Aid(s), Genre, and concepts related to Data (as there are several entries for concepts related to Information); perhaps a Forms of Acquisition entry (there is one for Donation but not for Gift or Purchase); Identity and Archives might have been a more inclusive heading than Ethnicity and Archives (or perhaps deserving of a separate entry); and, finally, entries for specific approaches to appraisal and acquisition (e.g., Macroappraisal, or the Minnesota Method) might have complemented some approaches that do get their own entry (such as Documentation Strategy or Documentation Plan).

In any case, these are unavoidable quibbles regarding a work of this kind, and they by no means belittle the significance of this contribution to the reference literature on archival science. Overall, this is very opportune and well-conceived project that will make a mark in archival education, and the editors (and editorial board) should be congratulated for it.

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The No-Nonsense Guide to Archives and Recordkeeping. MARGARET CROCKETT. London: Facet Publishing, 2016. xi, 212 pp. ISBN 1-85604-855-2.

One of the greatest challenges in writing a useful handbook or manual for the “lone arranger” archivist, volunteer archivist, or museum/historical society staff member who also manages archives is striking the proper balance of instruction, complexity, and ease of use: too much information can be intimidating, but not enough will limit a book’s usefulness. Margaret Crockett ably strikes that balance in *The No-Nonsense Guide to Archives and Recordkeeping*, having created a guidebook whose comprehensiveness belies its relatively short length. While busy lone arrangers and archival volunteers may lack the time to dive fully into a book such as this one, it is nonetheless a valuable resource that these audiences would do well to have on their shelves for frequent consultation and guidance.

As Crockett states in her introduction, the book was written for not only archives and records management staff, “especially those without formal training, but also people managing archives and records management staff and those working closely with archives and records management, such as IT professionals, librarians and museum curators” (p. xi). Attempting to cover the essential information for archivists and records managers as well as related professionals is a daunting proposition, but Crockett brings an impressive background to the task with her years of experience as an archival consultant and educator. Her business, the London-based Archive-Skills Consultancy Ltd., offers consultation services and training programs to archival institutions, both in the UK and internationally. The UK focus is most evident in the “Concepts and Context” chapter (p. 1), with descriptions of archival repositories, schools, associations, and other strongly UK based groups. Readers outside Britain may not find much relatable information here, though Crockett does include some very good general definitions and questions that could be helpful to a novice archivist. The astute reader will be able to make connections to related schools, councils, and organizations, and may be prompted to use the information presented in this chapter to seek out information about similar ideas and services closer to home.

Following the introductory section on concepts and context, which defines archives and records management and discusses types of archives, archival organizations, record formats, and challenges and issues, the book is further divided into sections on records management (chapters 2 and 3) and archival management (chapters 4 and 5). This format, along with the book’s comprehensive index, allows the reader to easily locate and consult the sections that will be of greatest value. Not all archivists will perform records management duties, and not all records managers will perform archival duties, but the professions share enough similarities to make the inclusion of both sections very important to the reader’s understanding of the creation of a record and its life cycle.

The section on records management, chapters 2–3, moves from the basics of records creation (how they are created, their characteristics) through to classification, filing systems, naming, documentation, and issues such as security and protection. Formal records management theory and practice is covered in great detail, including how to determine whether material is “information, record, or archive?” (p. 77); how to conduct a records survey; how to deal with digital records, including email; policies, procedures, and implementation guidelines; the impact of legislation, regulations, and standards; managing record content; storage and disposal; and record audits and reviews. This section is dense, but Crockett includes a wealth of charts, tables, checklists, and other examples throughout the chapter, which act as points of focus for important concepts and theories. Headings and key terms stand out in boldface and are defined in clear and simple language, and concrete examples of practices

such as naming files, conducting workshops, and implementing electronic records management systems are outlined clearly in the text with straightforward, how-to directions. The information is comprehensive enough that a non-records manager could realistically establish a proper records management program and, more importantly, understand both the theory and practice.

Continuing on in the record life cycle, chapters 4 and 5 cover a range of aspects of archival management and preservation, from creating a collecting policy through to the standard archival functions of acquisition, accessioning, appraisal, arrangement and description, access and outreach, and preservation (dealt with in its own section, chapter 5). As in the previous section, significant definitions and examples stand out from the text throughout: a checklist (p. 133) outlines the important parts of a collecting policy; another checklist describes “points to cover in an acquisition agreement” (p. 137). Sample accession entries are provided, appraisal guidelines and methods are suggested, and figures showing example arrangement schemes are presented (p. 148). Finding aids are covered in detail, including their automation, and digitization strategies are outlined. Access policies, reading rooms, reproduction services, and archival outreach (including advocacy and the engagement of volunteers) round out the first chapter of this section. Archival preservation is given its own section in chapter 5. As Crockett states, it “is the function which underpins everything we do when we commit to keeping archives” (p. 171) – a point further illustrated by a chart linking preservation to the rest of the activities surrounding archival management. The chapter includes preservation policy and strategy examples, environmental and storage concerns, security, care and handling, disaster and emergency planning, and digital preservation. Practical considerations like shelving, enclosures (boxes, folders, sleeves), and pest control are discussed in detail, and Crockett’s practical examples appear throughout this chapter as well, along with samples of common procedures such as handling guidelines (p. 181) and elements of emergency plans (p. 185) that could be used or adapted by any archival institution. Access is covered once again, “from the perspective of preservation” (p. 182), in terms of physical access in the reading room as well as digitization and access copies. Special considerations that may not be applicable to all archives are also touched upon: exhibitions, conservation treatments, and moving archives – not something that most archives will encounter, but a nice overview all the same. As in the previous section, Crockett has included a wealth of material that would assist the novice archivist in establishing a well-functioning archival management program.

There are, however, several issues in the archival section, primarily related to arrangement and description, that are cause for concern. The two primary archival concepts, provenance and original order, are glossed over and are not expressly discussed as fundamental principles. Their context as archival fundamentals is better understood when the book is taken as a whole. However, for

the reader who might dip into the book in later chapters, this connection might not be evident – thus diminishing the importance of these principles overall. Moving on to the description section – and this is for Canadian audiences specifically – the standard discussed is the *International Standard on Archival Description (General)*, or *ISAD(G)*, whereas (at least for now) archivists in Canada use the *Rules for Archival Description*, or *RAD*. For a new or untrained archivist, this section would be problematic, though Crockett does identify the common description elements, and a reader with some experience using *RAD* would be able to make the connection between the two standards. For an archivist without training or experience, however, this section could result in more confusion than assistance.

Given the ambitious reach of this book, it is difficult to cover everything perfectly in just over 200 pages. For a new archivist, or a volunteer, or a historical society member unfamiliar with the basic principles of the profession, *The No-Nonsense Guide to Archives and Recordkeeping* provides a very comprehensive overview of records management and archival management, and is a valuable addition to the similar works geared to new professionals, especially if used in tandem with books written from the Canadian perspective. Laura Millar's *Archives: Principles and Practices* (London: Facet, 2010) would fill in the gaps perfectly here by offering similar content but with a Canadian slant, as well as greater focus on fundamental archival principles. *The Lone Arranger: Succeeding in a Small Repository* (Chicago, IL: Society of American Archivists, 2012) by Christina Zamon would accomplish this goal for smaller institutions with limited staff. On a practical level, *A Manual for Small Archives*, published by the Archives Association of British Columbia (Vancouver, 1988, rev. 1994), remains a solid reference guide for the beginner archivist. Taken together, any of these publications would provide an excellent complement to Crockett's work, offering a complete perspective of archival work in Canada today.

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