

International standards for records appraisal: an analytical study to come up with an Egyptian standard

Ongoing Research

Khaled Yousef Mohamed Abdel Gwad

Master's researcher in documents and archives,
Department of Libraries and Information, Menia
University, Egypt

Copyright (c) 2022
Khaled Yousef



This work is licensed
under a [Creative
Commons Attribution
4.0 International License](#).

Abstract

Documents are a major and most reliable source of information because they are produced as a result of performing specific functions or activities, and not for the purpose of being a source of information. However, the emergence of large organizations with diverse interests and fields, the complexity of the procedures necessary to implement functions and services, in addition to the rapid development of information and communications technology in the late twentieth century, led to a tremendous increase in the production of documents. This resulted in major problems, such as the accumulation of documents in departments due to the limited space available for storing them, which necessitated the disposal of less important documents. Unfortunately, the disposal process is carried out randomly and unscientifically, leading to the loss of documents of irreplaceable historical value, depriving the National Archives and departments of sources documenting their history and activities, and thus depriving the state of important sources for studying its administrative history and planning development. Therefore, it is necessary to carry out evaluation activity to retain important documents and get rid of unimportant ones based on international standards, with the aim of eliminating personal judgments and individual practices. Many countries and organizations have been interested in

developing standards for document management, including calendaring. This study aims to address international standards for document evaluation by inventorying, studying, and analyzing them in detail to develop an Egyptian standard that is compatible with the Egyptian environment.

Keywords

Documents, assessment, standards

An ongoing study registered to obtain a master's degree in documents at the Department of Libraries and Information Documents at Minya University, under the supervision of:

Dr. Tafida Samir Mahmoud Serry

Assistant Professor of Documents and Archives, Faculty of Arts, Minya University

Associate supervisor

Dr. Hafez Shehata Abdel Maqsoud

Lecturer of Documents and Archives, Faculty of Arts, Minya University