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## PROFESSION OF ARCHIVIST IN WORK WITH ARCHIVAL DOCUMENTS ON NEW TECHNICAL SUPPORTS: NORMS AND PRACTICES

### ABSTRACT

*The paper is devoted to analysis of processes of professional activities of archivists in sphere of work with documents on button and electronic material supports. This theoretical and practical problem is studied in spheres of development of material features of these documents, of necessary skills in work with them and in conditions of changes in normative and in technological sphere objectively oriented to new types of archival systems and documents included in them. In theoretical part of the paper, the main attention is on the analysis of understanding of many objects in archival sphere after appearance of digital technologies in production of visual and audiovisual documents and the beginning of development of technologies in forming and presentation of documentary information with the use of computer technologies and program equipment. Also, there are presented specific features of open archival informational systems which become spheres of professional activity of specialists without necessary existence in terms of institutionally organized archival services. Practical part of the paper will be devoted to presentation of new skills necessary for archivists working with documents on new types of material that supports particularly the basis of the programs realized in actual professional training in higher education institutions in Russia, for example, the Russian State University for the Humanities, and in France, the National School of Chartes. In the context of the analysis of educational programs, we will analyze compositions of courses devoted to diplomatic analysis of documentary texts on new supports, organization of their preservation and description according to new generation of international and national standards and to the use of digital and other computer technologies in practice of their creation and organization of public access to them in archival informational systems.*

**Key words:** archival documents, informational systems, digital technologies, professional skills, new technical supports, computer programs, professional training.

## LA PROFESSIONE DI ARCHIVISTA NEL LAVORO CON DOCUMENTI ARCHIVISTICI SUI NUOVI SUPPORTI TECNICOLOGICI: NORME E PRACTICHE

### SINTESI

*Il documento è dedicato all'analisi dei processi di attività professionali degli archivisti nell'ambito del lavoro con documenti su supporti di materiale elettronico. Questo problema teorico e pratico è studiato nell'ambito dello sviluppo delle caratteristiche materiali di questi documenti, delle competenze necessarie nel lavorare con essi e nelle condizioni dei*

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*cambiamenti nella sfera normativa e tecnologica oggettivamente orientati a nuovi tipi di sistemi di archiviazione e documenti ad essi inclusi. Nella parte teorica dell'articolo l'attenzione principale è rivolta all'analisi della nuova comprensione di molti oggetti in ambito archivistico dopo la comparsa delle tecnologie digitali nella produzione di documenti visivi e audiovisivi e dell'inizio dello sviluppo di tecnologie nella formazione e presentazione di informazioni documentarie con l'uso di tecnologie informatiche e apparecchiature di programma. Sono inoltre presentate caratteristiche specifiche di sistemi informativi d'archivio aperti che diventano sfere di attività professionale di specialisti senza l'esistenza necessaria in termini di servizi di archiviazione organizzati istituzionalmente. La parte pratica dell'articolo sarà dedicata alla presentazione delle nuove competenze che sono necessarie agli archivisti nel lavoro con documenti su nuovi tipi di supporti materiali, in particolare sulla base dei programmi realizzati nella formazione professionale effettiva in istituti di alta formazione in Russia sull'esempio dell'Università statale russa per le materie umanistiche, ed in Francia sull'esempio della Scuola Nazionale di Chartes. Nell'ambito dell'analisi dei programmi educativi saranno analizzate le composizioni dei corsi dedicati all'analisi diplomatica dei testi documentali sui nuovi supporti, all'organizzazione della loro conservazione e descrizione secondo la nuova generazione di standard internazionali e nazionali e all'utilizzo delle tecnologie digitali ed informatiche nella pratica della loro creazione ed organizzazione dell'accesso pubblico nei sistemi informatici d'archivio.*

**Parole chiave:** documenti d'archivio, sistemi informativi, tecnologie digitali, competenze professionali, nuovi supporti tecnici, programmi per computer, formazione professionale

## POKLIC ARHIVISTŲ V DELU Z ARHIVSKIM GRADIVOM NA NOVIH TEHNIČNIH NOSILCIH: NORME IN PRAKSE

### ABSTRAKT

*Prispevek je namenjen analizi procesov poklicne dejavnosti arhivistov na področju dela z gradivom na elektronskih nosilcih. Ta teoretični in praktični problem se preučuje na področjih razvoja materialnih značilnosti tega gradiva, potrebnih veščin pri delu z njimi ter v pogojih sprememb na normativnem in tehnološkem področju, ki je objektivno usmerjen v nove vrste arhivskih sistemov in v njih zapisov. V teoretičnem delu prispevka je glavna pozornost namenjena analizi razumevanja številnih objektov na arhivskem področju po pojavu digitalnih tehnologij pri izdelavi vizualnih in avdiovizualnih zapisov ter začetku razvoja tehnologij pri oblikovanju in predstavitvi dokumentarnih informacij z uporabo računalniških tehnologij in programske opreme. V prispevku so tudi predstavljene posebnosti odprtih arhivskih informacijskih sistemov, ki postajajo področja poklicne dejavnosti strokovnjakov, čeprav slednji morda v okviru institucionalno organizirane arhivske službe ne obstajajo. Praktični del prispevka je namenjen predstavitvi novih veščin, ki jih tisti arhivistom, ki delajo z novimi vrstami gradiva, potrebujejo, kar je zajeto programe usposabljanja, ki se izvajajo na visokošolskih zavodih v Rusiji, na primer na Ruski državni univerzi za humanistiko ter v Franciji na The École Nationale des Chartes. V okviru analize izobraževalnih programov, je v prispevku podana analiza sestave tečajev, namenjenih diplomatski analizi zapisov na novih nosilcih, organizaciji njihovega ohranjanja in opisovanja v skladu z novo generacijo mednarodnih in nacionalnih standardov ter uporabi digitalne in druge računalniške tehnologije v praksi njihovega ustvarjanja in organizacije javnega dostopa do njih v arhivskih informacijskih sistemih.*

**Ključne besede:** arhivsko gradivo, informacijski sistemi, digitalne tehnologije, strokovne veščine, novi tehnični nosilci, računalniški programi, strokovno usposabljanje

## 1 INTRODUCTION:

Archival science with its orientation from one part to the sphere of forming informational base for objective historical studies and from another angle to the forming of methods and skills of work with archives (as informational systems) and archival documents exists in conditions of permanent development in each of these two directions. In real terms of industrial and of post-industrial society it is possible to indicate appearance of new technologies in creation of documentary information and the types of sources of this information as one of basic factors of development of archival practice and that of archival science. Firstly, in the period at the end of the 19<sup>th</sup> century, following the creation of cinema, documents were indicated by specialists in the sphere of production of visual documents as a «new source of history» which gives moving image real and sometimes of artistically prepared events. In this context, a well-known Polish photographer B.A. Matoushevsky proposed in his text (1, Matoushevsky, 1898) to organize a special committee of creators and other experts in the sphere of cinematic art for creation and then for realization of the project of archival depository for objects of cinema chronicle production. In result of this process all mostly important enterprises of cinema industry (for example, French enterprise of Pathe brothers, Russian enterprise of A.A. Hanjonkov) formed conditions for permanent conservation of objects of their production. New interest for cinema, photo and then for sound documents appeared in 1920 and in the beginning of the 1930s, when not only scientists but also political leaders wrote about large communicative possibilities of visual and audiovisual information presented in chronicle and deeply in documentary form. On this occasion in Great Britain and than in some other countries (for example in the Soviet Union) tradition of creation films and of radio programs composed according to scenario text from selected fragments of archival records of different events was introduced and adopted, along with artistic representations, interviews. Successful experiments in this sphere (connected, for example, with the creation of splicing films «Fall of Romanov dynasty» and «Russia of Nicholas II and Lev Tolstoy») became supplementary arguments for creation of specialized archival services for the needs of collecting, preserving, organizing and using the practical aims of cinema, photo and of sound documents. Existence of these services on the level of archival services on state level in quality of state archives and on level of such services in structure of enterprises in sphere of production of these groups of documents formed necessity in organization of professional training of specialists in sphere of work with them for assurance of their preservation and organization of their effective using. From the end of 1950, and especially actively from the 1960s, study of audiovisual and technical documents of graphical form became important part of professional training programs for future archivists. For example, in URSS of this period, first study books were published devoted to organization and methods of work with cinema, photo and sound documents (2, Kouzin, 1960) and with technical archives (3, Kouzin, 1956) created in the Moscow State Institute of History and Archives. The development of professional activity of representatives of different generations of specialists were connected with the development of two tendencies which take influence on the content and on practice of professional training. First of them was conditioned by organization and development of archival services specially adopted for work with audiovisual and technical documents on different new supports. For example, in the period from the end of 1960 up until today system of archives created by media services was actively developed. Second tendency was connected with the appearance of computer equipment and prepared for its using system of programs and data resources. Results of the experience of working with them in URSS were presented in the middle of 1980 years (4, Gelman-Vinogradov, Danilenko, Tanonin, 1986). These two tendencies were based on results of scientific and technical progress and particularly of development of informational technologies can

be seen in contemporary conditions. On one hand, in world practice of archival work and of professional training in last years appeared and were published scientific works devoted to the use of new technologies in work with photographic documents belonged to previous generation of documentary resources created on new technical supports (5, Lavedrine, 2013). On the other hand, main attention is paid to the study of electronic and digital documents that make possible the development of contemporary archival services in many countries of the world (6, Hajtnik, 2019).

## 2 METHODS:

The study is based on using of system and complex approaches. Use of system approach is firstly oriented to find and to indicate community of skills and knowledge that are necessary for organization of work with different documents on new technical supports in archival services. According to actual conditions of development of archival work it is possible to see practically in all industrially developed countries in the world composition of traditional and computer (for example) digital technologies in the work spheres of conservation, preservation of audiovisual and technical documents and of communication with them in traditional halls for lecturers and also certainly on distance by using Internet system. Transition to large diffusion of new informational technologies with using at the same time useful historically formed technologies oriented especially to forming system of archival description of documents was very active in the countries of Western Europe and Northern America in the period following the middle of the 1980s. Professional experience in this sphere was presented in special studies devoted to organization and practice of work with different types of audiovisual documents in France (7, Lansky, 2004) and other countries (8, XI International congress of archives, 1988). The use of system approach is oriented not only to the study of composition of computer technologies and traditional forms of work with documents on new supports but also to analysis of systematically connected processes in using these technologies and forms. It is not necessary to prove that in conditions of contemporary society archives not only in informational but also in institutional form must be presented as informational systems with permanent communication of computer, and, particularly, of digital technologies in the spheres of preservation, use and presentation of images of audiovisual, technical, and, finally, of electronic documents in open archival informational systems. The same connection exists between stages of traditionally organized work with documents on new, non-paper supports from the moment of their archiving and until the time of communication of different categories of users with them. Complex approach is used in paper for presentation of factors which have and take influence on work of archivists in institutions and services oriented to work with documents created and preserved on new technical supports. The role of them is deeply analyzed in contemporary studies of European scientists (9, Klasinc, 2019). Realization of complex approach gives possibility to find how different groups of archival services and archivists pass process of adaptation to new technologies in work with documents created on traditional supports for audiovisual and technical documentary sources. Experience in the study of this process shows that archival services created and developed in the system of the state are developed in this sphere on a lower level by comparison with the same services organized in the sector of private enterprises. On the other hand it is possible to see that in the countries with direct development of system or electronic records management between creators of documents and archivists, technological level of work with documents on new technical supports in state archival services is high or on the same level as private services. Complex approach is also important for an analysis of the system of profes-

sional training for archivists in different educational organizations. In many of them it is possible to see composition and connection of traditional education resources and new, especially computer and program equipment in the study of norms and practices of work with audiovisual, technical and in a smaller part with electronic documents. Presentation of the study of system and complex approaches gives basis for realization of basic methods of scientific study. Historical (retrospective) method is used for indication of influence of traditional technologies of creation, conservation, preservation and in some situations of using audiovisual and technical documents to organization of contemporary archival work with them with inclusion of new informational and for example digital technologies. Method of logical connection (synthesis) of information gives possibility to present connection of norms and practices of work with documents on new technical supports which existed before transition to conditions of information society and in process of this transition. The use of this method is also important to show connection between professional skills of archivists in audiovisual and technical archival services formed with using of new informational technologies and without their using. Method of comparative analysis creates conditions for demonstrating possibilities which appeared for work with different types of audiovisual, technical and electronic documents in the context of technological progress.

### 3 RESULTS

On the basis of historical, synthetic and comparative analysis it is, firstly, important to indicate that profession of an archivist in the sphere of work with documents on new technical supports develops on base of composition of traditional methods and of skills based on using of new technologies of work with documentary informational resources. At the time of appearance of new types of these documents connected with creation of different photographic technologies and types of images and some later of technologies of fixation and diffusion of sound information and then of different types of documents presented information in form of electronically created data and some later of electronic documents in their contemporary form main interest was firstly oriented to technological aspects. Engineers used theoretical achievements of different sciences (particularly of physical and chemistry sciences) and worked in the sphere of application knowledge presented in scientific works and in practical experiences to realization of new forms of registration, conservation, preservation and diffusion of documentary information fixed on new technical supports. Successfully realized and verified in specially prepared conditions technologies became norms of practical work of different enterprises and organizations which also had concrete and known origin indicated in patent documents and in other justified sources. Important condition of successful development of this permanent connection between created practices and based on norms verified by practical achievements existed in sphere of large accessible communication of public with new informational resources created on new technical supports. Experience with development of creation and of diffusion of audiovisual, technical and electronic documents shows that level of activity in production, archiving and of using different types of these documents depended on possibility of different social groups and people to have access and to use in their usual life these informational resources. The level of accessibility was founded not only in specific features of diversified visual and sound information but also in features of material and after creation of electronic documents of program equipment which could be used in different conditions of life and of professional activity. In this occasion in history of scientific and technical studies we can find practices and norms of creation and of using of documents on new techni-

cal supports which were successful or wasn't accepted by large public and by professional society. For example, it is possible to indicate that creation of technical resources and informational features of visual and audiovisual resources in sphere of creation and development of cinema industry had evident and big success not only in its original form of chronic, documentary and artistic films but also in form of television media production. Global studies in sphere of history of cinema art show that this historical way was successful practically in all periods and in great majority of countries (10, Sadoul, 1958–1966). Between technologies of registration and using of sound information technology of photographic registration of sound on photographic button was largely and effectively realized in comparison with other all other technologies in this sphere. For example, it was used in the spheres of production of radio programs and registration of sound information accompanied visual information in films. Also, for physical conditions in many countries it was useful to organize conservation and preservation of sound documents (records) on photographic button support because in this situation it was possible to form common archival institutions for photographic and sound documents. This was present, for example, in the Soviet Union from the mid 1930s until the second half of the 1960s, when, until its separation into two special archival services, for photographic and cinema documents and for sound documents, was founded and successfully evolved by the Central state archive of cinema, photo and sound documents of USSR. It is also possible to make classification of electronic documents by criteria of their accessibility and communicative efficiency according to material and program equipment which must be used for organization of work with them for archivists and for different categories of users. For example, it is known in practice that documents created in pdf- format can be preserved and consulted in best conditions and with better result in comparison with some other formats.

Effective practices of work with mostly adapted for needs of preservation and public access types of documents on new technical supports become objects for studies for specialists in the sphere of archival work and in many situations can be presented in normative documents created by International council on archives, International federation of library associations and institutions and some other organizations and recommended for future using all countries which want to participate in activity of these organizations. In conditions of creation and of development of global communications in the context of conception of world information community it is also possible to find results of efforts for rapprochement between strategy of development of archival, library, museum, media organizations in sphere of choice of norms and practices of work with documentary resources on new technical supports. For example, for more active communication with different groups of these resources representatives of these historically different institutions use digital technologies for presentation of different audiovisual, technical and electronic documents in accessible informational systems. It is also possible to see elements of rapprochement in the sphere of registration and description of archival documentary information according to normative documents and for example to EAD standard for which now is recommended EAD3 version which was released in August 2015 (EAD (11, Encoded archival description standard, 2015). Mostly active work in this sphere is realized by archival and library institutions which do the task of preservation and of using of originals and of copies of different archival documents presented also on new technical supports. At the same time with preparation of universally adopted digital copies for these objects specialists of these organizations touch to prepare for their registration and description common program model and to use for this aim HTML program. This practical experience has big significance in our days and in the future can be presented as a methodical norm for large using.

At the same time, it is possible to indicate that archival documents on new technical supports from the point of their origin have a huge diversity. Between them it is possible to see informational resources of big value which is difficult to adapt to process of using new technologies. For example, between sound documents it is possible to find many sources with documentary information which were created by using mechanical technology of registration and of diffusion of sound. Organization of conditions of their conservation, preservation and accessibility in form of originals rests very important aim for archival, museum and library institutions and services in many countries (12, Kolyada, 2008). On this occasion professional skills of archivists specialized in work with documents on new technical supports must be based on possibility of practical work not only with new groups of electronic documents and digital copies of audiovisual and technical documents but also with their originals which were created with using of big diversity of technical and technological instruments and for which it is necessary to follow traditional norms and practices of archival work.

#### 4 DISCUSSION

First problem is connected with the definition of traditional and new approaches and skills that are necessary for education and for professional training of archivists who want to take specialization in different types of work with documents created on new technical supports. The specific feature of this problem is determined on the one hand by the content of traditional development of archival science practically in the whole world, and on the other by the interests of the leaders of different organizations and enterprises who want to have in their staff specialists with possibility to do all basic forms and types of work with documents and to use in this process new technologies. In terms of decision of this problem it is firstly important to indicate that some norms of work with original audiovisual documents and technical documentation exist during all period of scientifically and methodically based work of archival institutions and archival services specialized in work with these informational resources. For example, according to this traditional norm it is necessary to make separate inventories for every specific type of documents on new technical supports not only for presentation of structure of documentary base of concrete archive but also for previewing of conditions of their conservation, preservation and using in different practical aims. That's why in description of content of archival collections in information resources of specialized archives we can see how many technological, projecting, constructing, photographic, cinema, sound and electronic documents are presented on conservation in these organizations. In occasion of existence of archival services oriented exceptionally for work with sound records, photos or electronic documents we can see on their guide resources more detailed information about all community of technical supports on which these services collect and preserve different groups of documents. It is also important that some norms and practical forms of work with documents on new technical supports do not change on methodical level in conditions of realization of computer technologies and are common for documents created in traditional and electronic form of recording concrete objects and events. For example, practically in all enterprises of cinema and television production description of films and programs on stages of their technological and other practical creation is forming by the way of presentation of content, plan, length and sound accompanying every concrete frame. Without following this norm and at the same time practical tradition it will be important for user to find information about presentation of concrete object or event in film or in television program.

At the same time, during realization of traditional forms of work with audiovisual and technical documents, archivists must be professionally prepared to use new technologies presented by computer and program equipment. For this reason, they need to combine professional training in traditional actions of archival work with the use of new technologies. For example, it can be more efficient to make description of cinema frames or of fragments of sound records with the help not only of traditional tables for demonstration of information on different types of buttons and tapes but also with using computer program equipment. For archivists specialized in sphere of preservation of documents on new and on ancient material supports it is certainly necessary to know and to use technologies of digitalization. It is also evident that computer technologies give new possibilities in sphere of communication with audiovisual documents and with technical documents. In the process of their publication in electronic sphere application of these technologies gives possibility to make more efficient and useful work in sphere of transition of visual, audiovisual and graphic texts to more accessible for many categories of users form.

Second discussing problem is connected with the existence of new information quality for audiovisual and technical documents, which can be produced in the process of their creation in electronic form. Scope of this problem is large because it can be diversified for organization of work with all types and groups of archival documents. For example, it is connected with conditions and possibilities of replacing scanning of original archival documents for their future conservation and preservation. It is important to indicate that during all evolution of photographic, cinema, sound and technical documents specialists and other categories of peoples discussed possibilities of appearance of new types of archival documents and disappearance of previous types. For example, from the 1960s there were different discussions about the possible replacing of cinema documents by films created with using of television media technologies. For the beginning of the 21<sup>st</sup> century, it is possible to see problem of existence of electronic audiovisual and electronic technical documents in the form of communities of documents separated from traditional audiovisual and traditional technical documents. For decision of this problem, it is necessary to use approach existing in the sphere of diplomatic science. According to the scientific studies from the early 1980s (13, Koval`chenko, 1982), the use of computer program technologies in the process of creation of historical documents cannot change specific features of visual, sound or written information originally previewed for their content. This means that appearance and the use of new information and particularly of computer technologies follows changes in practices of some types and stages of archival work with them, for example, in the sphere of their preservation and publication in information systems open for public access. But at the same time diffusion of information technologies doesn't pass to evident results in the spheres of inventorying and description of audiovisual, technical and electronic documents because norms previewed for these directions of professional activity are basically oriented to their content and not to their external form.

Third problem in the work of archivists with archival documents on new technical supports is connected with the possibility of creation of common norms and practices for work with them in terms of world professional community. Origin of this problem is connected with the existence of two tendencies. First of them supposes creation by International Council on Archives and by other professional organizations and associations of general norms-oriented development of practical work with these groups of documents. This sort of norms can be devoted to global (for example to classification, inventorying and description of archival documents only on base of principle of respect of documentary founds) or to more particular problems connected, for example, with choice of more effi-



cient format for creation of digital copies of visual or of sound documentary records. Second tendency previews possibility, and, in some situation, desire of archivists in concrete countries to use their own, adopted on national level norms and practices of work with archival documents on new technical supports. For example, in tradition of work of archival services in Russia based on many methodical traditions of archival work in USSR and some other countries with socialist orientation of social development it is possible to see specific features of work especially previewed for work with audiovisual and with electronic documents. Elements of their separation from all other objects of archival classification and conservation it is possible to see in normative documents adopted by Federal Agency of Archives of Russian Federation in the beginning of the 21<sup>st</sup> century. This diversified contradiction between international and national traditions of work with archival documents on new technical supports is very important not only for expert scientific study but also to its demonstration on base of concrete examples and explications during process of professional training of archivists.

## 5 CONCLUSION

Problem of choice of composition between traditionally created and new information technologies in work with archival documents on new technical supports, which differ from traditional paper support is current for countries which have big traditions of creation and diffusion of these groups of documentary informational resources. From one-part, audiovisual, technical and electronic documents independently from time of their origin become objects of historical, cultural and documentary heritage in occasion of their evaluation in this quality and must be preserved in their original form because in some situation this form can be also indicated as a sign of their importance for society and for its members. On the one hand, it is difficult to conserve and to follow traditional technologies of work with technical supports on which these types of documents were created, for example, in the second half of the 19<sup>th</sup> century or of the first half of the 20<sup>th</sup> century. That is why in some situations photographic and sound documents become only objects of conservation only in quality of museum objects, which cannot be accessible for practical work of different categories of users. Decision for this problem can be found in composition between possibility of archivists to realize process of preservation historically important documents in their original form and to introduce new practices for enlarging public access to them. It is also important to develop norms of archival work on international and on national level in these both directions.

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