**'Archive'**

A collection of documents created or gathered by one person or institution and selected for long-term preservation as evidence of their activities. The format of these documents does not matter; they can be medieval parchment documents, maps, photographs or even digital files. They can be century’s old or just weeks old. Document archiving is the process of storing documents in a secure, long-term repository. This repository can be either physical or digital, and it is designed to protect the official documents from damage or destruction .

Individual archival documents are often referred to as records because they record an event. They can also be called manuscripts ’, although this relates to the fact that they were created by hand rather than being published.

Remember that the kind of archives we are concerned with have the following qualities:

* They are primary sources
* They have been selected as evidence of historically significant events
* They are being looked after in the hope they will last for hundreds of years.

Is it considered as primary sources? : Mainly primary

## Types of Archival Repository

## National archives, County archives, Community archives, University/College archives, School archives, Church archives, Business archives, Charity archives, Gallery archives, Museum archives, Police archives, Theatre archives

## Why Are Archives Important?

## Archives are important because they provide evidence of activities and tell us more about individuals and institutions. They tell stories. They also increase our sense of identity and understanding of cultures. They can even ensure justice.

## They are valuable to companies because they provide documentation, explanation, and justification for both past and current actions.

## Any business nowadays deals with a significant volume of data, and statistically, the creation of data within companies will continue to grow, which is why archiving is so important.

## Archiving helps organizations minimize data loss, decrease operating expenses, improve document security, increase compliance with various laws and regulations, and provide audit and legal proof in the event of a legal or audit incident.

In the technological age, all companies must begin preserving public records for a variety of reasons, such as governmental rules, legal obligations, intellectual property, or simply because the papers are no longer required.

Keeping them available all the time is labor intensive as it costs a lot of resources, such as storage, manpower, and so on, as well as a loss in employee productivity because they have to keep maintaining the archive data even when it is not being used on a regular basis.

The archiving benefits are:

**Prevent Data Loss**

Among the top archiving benefits is the ability to prevent any data loss within organizations. The loss of crucial documents might have serious consequences for your company As a result, it is critical to store archived data in a centralized and secure repository.Archived data becomes quite simple to make this information available to employees again.If archived data is not stored in a centrally controlled location, it is more likely to be lost forever.

**Legal claims**

In the event that your business is sued by a third party, whether a client, employee, or another firm, you may be asked to produce particular papers to support your case.

This emphasizes the significance of keeping all documents conveniently available and safe in order to protect your company from legal action.

## ****Data Archiving Tools****

**Archived files are stored depending on their types. Paper documents are usually stored in special cabinets while electronic documents are often archived using a variety of methods, including tape, disk, cloud, and hard drives.**

**Organizations should select media based on their archiving strategy and budget.**

Tape: Tapes have been used for data archiving for a long time. The disadvantage is the time it takes to retrieve data from those cassettes when we need it. However, due to its low cost, it is still employed for long-term archiving and when data is only accessed seldom.

### ****Cloud:**** Cloud-based archiving combines the power and convenience of local data backup with the scalability and dependability of the cloud to enable long-term data access in a low-cost solution that frequently satisfies regulatory and compliance requirements.

### ****Disk**** Data is archived and restored faster on disk than on tape. It is also simpler to seek and discover data on drives.

### ****Hard Drives**** Hard drives are the most prevalent sort of storage media, and they’re certainly the first thing that comes to mind when considering how to store a large amount of data. They’re also cost-effective.