

Abstract

Despite the grave site of the heritage archival and treasures, but the interest in him in the Arab world it does not fit at all with the value of this important cultural heritage, and we find it lacks many basics in dealing with different shapes and types of documents, especially non-traditional documents; such documents photographs and cartoons, the visual audio documents; where the traditional form of written or printed is no longer the only way to store and transmit information, and we have become Archivists believe that the advanced archives are no longer centers for the acquisition and preservation of only the written documents, it has become a comprehensive modern warehouses of documents of all kinds, traditional and unconventional, as long as its archival and archival character values that impose obtained, and imposing secured and made available to the various beneficiaries

It is not the traditional forms; sound recordings (under study) that depend on the human voice, and is characterized above all else that they carry certain types of nature information private that no other media to carry around, and it was the first steps of transmission of heritage through the spoken word, and began this word recorded in writing for help memory (where there were not the other way is to write to record the spoken word) appeared codes recorded conversations of people and their stories and their events, she has been found Arabic literature (poetry, and stories, and language, and the genealogy of the Arabs and their days, in addition to the science of the Quran and Hadith and jurisprudence) in the spoken word is an important source of communication, and with the growing movement of the evolution of technology, especially in the field of information, since the means of recording sounds emerged in 1877 like a gramophone Alfontgrave, followed by other modern types such as: cylinders and magnetic tapes, audio wires, Laser CD, and others, has become possible to get a human voice as it is, with the possibility of listening to him at any time and any place increasingly hired accordingly the number of audio recordings, and a variety of purposes (technician folklore - historical – cultural- media - education etc.), until it became trading and push and pull part of the documentation of many agencies and organizations and individuals that depend on them in documenting its activities and its truths, in addition to the emergence of some associations and federations which paid a special interest, and considered complementary to the history of the sources, and worked on the assembly, and the provision of services and technical assistance in .dealing with and documented

But in spite of this development and attention to this quality have not received the documents in our archives care enough, given what might be required of the possibilities of technical equipment and material different than that used by Archivists with traditional documents, on the one hand, and on the other hand, when subjected to these materials the views cast doubt on their credibility as a historical source and archivist in terms of exaggeration and bias, forgetfulness, or plagiarism occasional failure accuracy, or falsifications at other times, but what can be said on these kinds of documents can be said for other materials and documents, they are just like any other documents that need to be validated, and sincerity, accuracy, and evaluated, when he found the correct scientific portal

that can be all the way on this quality to the world of documents and archives, and considered as part of his sources documented, and determine within any controls that are archival documents; we have provided for future generations of documents and certificates .do not You can bring other certificates misplaced

The urgency to consider the subject of this study resulted in significant expansion of the warehouses archival and activities tasks thanks to what we now call information revolution that emerged landmarks both in the quantity, type, or in the complications and tangles in the concepts, but I doubt they touched the archive, and necessitated the Archivists absorb .all what assails them information Modes which different, especially non-traditional

And then The importance of this study is to draw attention to the archives-quality non-traditional documents; such as: archive audio documents; because they have not received attention and care in many our archives , as there were not studies (sufficient) documentary :or archival scientific around, and results in the following

Many of these interest and values of the state and archival researchers documents the (١) .loss

every day facing these documents in place more destruction and the dangers of (٢) consumption; either because of the materials used in the structure, or because of the .potential of the technology that made it easy to scan the mediator and re-use it again

the absence of the role of many of the archival institutions toward these kinds of (٣) documents; in terms of follow-up methods of preparation, production, documentation, evaluation, visualization and her subjects and areas recorded from the point of view .archival

the absence of legislation and laws to determine the extent of the archival responsibility (٤) towards both archival institution and institutions involved in the production (of origin) and speakers, and responsibility towards the public beneficiaries, authentic, and the extent and .constancy of this awareness

And then study aims to clarify the current problems in the audio documents from the point of view of the documents and flag Archive society, and to make appropriate proposals through her description and analysis which reveals information and data never stand them - :before, These objectives are as follows

Definition audio documents in terms of types, forms, and its importance, and its (١) specifications, and organs, and other details, in order to show the factors that control the survival of keeping permanent archival, and also show the factors which control the .effectiveness of the benefit

identification of archival principles and standards in the treatment of these types of (٢) documents, in terms of valuation, classification and arrangement, and description, and the

storage and maintenance, which are necessarily different from any other principles and standards used for other documents

identify the issues and ethical and legal issues related to these kinds of documents, from: (٣) credibility, ownership, and authoritative, security, and the issue of participation archival, and other issues

.identification of what can make the audio archive services to researchers, and the state (٤)

raise awareness and educate the public, officials and Archivists and decision-makers of (٥) the importance of registered documents voice their owners in the preservation of national heritage, and in keeping the experiences of people and appreciation of their roles, and shed light on their analysis and characterization of the events and problems and issues; especially those where there is no written texts

:And confined to the limits of this study in the following limits

:objective limits-١

The study deals with audio documents definition and assessment, technical and processing, storage and loopback, as well as the requirements of the protection, maintenance, equipment, legislation, and other archival requirements

:quality limits .٢

Specific boundaries are limited to documents audio recordings own speeches, statements and press conferences for leaders and presidents and men of war, ministries, addition, seminars and meetings, news, interviews, speeches, and interviews with intellectuals in politics, culture and scientists in most branches of history, and guests of Radio and Television, and the novels of oral history, and this is without else of other special types of musical and musical recordings, artistic, and drama, and advertising, and entertainment, and aphorisms oral; of: hair, likes, and legends, popular biographies, and other oral traditions and folklore

:formal limits .٣

Is interested in the subject of the study forms of sound recordings available; of: cylinders, tapes (reels - cassette - Cartridge), and magnetic discs and laser CD

The study has been adopted to achieve their goals on each of the descriptive and historical approach, different tools, and then study included: Introduction included (the problem of the study and its importance, questions of the study, the study objectives, the community and the limits of the study, study methodology and tools, terms and concepts of the study), then four chapters, the first chapter came to dealing with the definition audio documents, which show the importance of sound and its role in the call civilization, as he stopped on the history and evolution of the use of audio sources spoken, then gave a breakdown and a definition of the most important types and forms of audio documents, features and advantages. While interested in the second quarter reveal a lack of awareness of the importance of audio documents, as explained the problems and the reasons why these

documents that grow far from the area of interest and care archival for long periods, as the display of the mechanisms and policies for archive audio material from their sources (product) for annexation, where monitor the elements of this policy, and explained the sources, methods and bricks by which they can obtain these documents, such as deposit, the conversion of administrative, purchasing, accepting donations, grab, production, especially for collecting and recording oral histories. The third chapter presents the processing and technical operations archival necessary audio documents, of: checking and acquisitions, valuation archival, according to the considerations and principles and criteria for evaluation of audio documents, and different values, and procedures for adding or annexation of the archive, from: receipt of actors, document examination, enrollment records , as this chapter stop for rating and ranking systems, and description (indexing) archival of this material, in terms of procedures and plans for classification of audio documents and ways of arranged and coded, and the criteria described, and the levels of description, the most important fields and elements derived from the documents, and the rules of the use of these elements with application examples, with the introduction of the most important indexing tools and descriptions that can be prepared for these documents by the archive, from: catalogs, lists, and headlamp. The fourth chapter and the last to touch on other requirements necessary for such kind of documents within any archive, of: legal requirements, financial, and human skills and expertise, and the requirements of the building: specifications, and design, and divided into units, as well as the requirements of the devices, equipment, and appropriate .conditions conservation and maintenance

The study appended annexes included: Some of the legal texts and materials, and models of the documents used in the control archival, as well as some of the forms and devices acoustic media and storage equipment, and others who have been using it and helped the explanation and illustration, as well as the most important findings and recommendations .reached by the study, and a list of diverse sources and references