

## **IPA ARCHIVE PROJECT**

It is critical for an organization such as IPA to ensure that their history is maintained as complete as possible for those who follow in years to come.

IPA is an international organization and the sections need a source of visual data to be used in publications, brochures and magazines.



### **The structure of the archive**

The archive will contain:

1. Photos (in Jpeg files).
2. Pdf files (Magazines, brochures, publications.).

Old photos printed on paper, or films, will have to be scanned, because the archive will be digital and all material will be kept on hard disks.

### **The filing system**

The files will be arranged by:

- Section.
- Date and event.
- Historical materiel.
- Info, like magazines.

### **Organizing the archive**

The responsibility will be of an ICC member who will be the manager of the archive.

The Israeli section kindly donated two big hard-disks that will host the archive and the back up.

A third hard disk (of a tera at least) will be at the IAC. It will be updated once a year, during IEC or WC.

## INTERNATIONAL CULTURAL COMMISSION

**Each section is asked by the chairman of the ICC to put on a DVD:**

- Major national events.
- Events with historical importance.
- Photos of the national police.
- Photos of the country, landscape.
- Sports, cultural and social events.
- Conferences, gatherings, meetings.
- Hosting, travel, seminars.
- Any other photos that might be interesting.

The files should be sent in the original size. Do not resize them.

On each photo or file you should put a date and the event and the name of the photographer.

The right to reproduce photographic images for IPA purposes is assumed.

The photos in the archive will be available to all sections and the PEB. It will be used with the name of the section and the photographer.

Please send all files to:

Dr. Eran Israel

IPA Israel. Sherit Israel st. 37

Tel –Aviv 68165

Israel.

### **Search engine**

The ICC will have a page in the international IPA website and there will be a possibility to search the archive. When it will be available you will have all the necessary information.

### **Time table**

The archive is operational from 1.1.11.

Each DVD sent should please also be notified by email to:

Dr. Eran Israel [info@ipa-israel.org.il](mailto:info@ipa-israel.org.il)

Each DVD received will be acknowledged.