

## The Archives of Migration Institute of Finland / Migration Collections

### Collection policy

#### Mission statement and acquisition of materials

One of the main tasks of the Migration Institute of Finland (MIF) is to collect and deposit material related to migration. The related archive collection of the MIF is called the Migration Collections.

Migration Collections is accumulated through cultural heritage and research materials mainly relating to themes of emigration and expatriate Finnishness. Materials related to other forms of migration are gladly accepted, but in these cases the decision to acquire is based on case-by-case consideration.

Migration Collections primarily deposits unique, unpublished materials. As an exception the archive accepts newspaper clippings as well as video and audio publications. Printed publications are accepted by the MIF library.

Migration Collections is accumulated with diverse materials, such as private letters, travel documents, interviews, audio and video recordings and photographs. In addition, artefacts are also accepted on a case-by-case basis.

Migration Collections accepts material in both physical and digital form.

Migration Collections accepts archive materials with a preservation purpose and which, in general, are no longer in active use by the donor.

The accepted material is physically and technically in at least adequate condition. Physical conditions (e.g. mold) may prevent the material from being accepted.

The materials in the Migration Collections are, in general, openly accessible. The materials can have restrictions based on law or the donor's wishes, but the archive will not accept material that is permanently excluded from use. The user is bound by the general ethical rules regarding the use of archival material.

The material in the Migration Collections contains culturally and historically valuable source material for research or other users interested in the material.

The aim is to accumulate Migration Collections with materials which there is adequate context information available regarding its birth, the people and the places relative to the material. For example, relevant contextual information for a photograph includes the photographer, subject(s), date and place. Potential donors who are unsure whether the contextual information of the material in their possession is adequate are advised to contact the archivist before submitting the material.

Groups or individuals depositing material in Migration Collections include or may include for example migrants, migrants' descendants (second and third generation), relatives and friends of migrants; associations, organizations or other communities set up by migrants; return migrants, researchers, journalists, genealogists and also domestic associations, organizations and authorities with contacts to expatriate Finns.

The Archives of MIF cooperate with the National Archives of Finland, government-funded private archives and other Finnish private archives by complying with mutually agreed division of labor and collection policy principles.

The Archives of the MIF also strives to co-operate with the essential GLAM<sup>1</sup>-organizations operating outside of Finland that preserve Finnish migration and its historical materials.

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<sup>1</sup> GLAM is an acronym for "galleries, libraries, archives, museums" and refers to cultural institutions with a mission to provide access to knowledge.

The materials deposited in the Migration Collections frequently contain information about individuals. Processing of personal information in the Archives of the MIF is based on the corresponding legislation in force at any time (now: EU Data Protection Regulation [Regulation (EU)

2016/679] and the Finnish Data Protection Act [5.12.2018 /1050]) and it follows the established practices of GLAM-organizations. The archives of the MIF has the rights under the Data Protection Act to process personal data for archiving purposes carried out in the public interest (Section 4 (4) TSL) and also to process special categories of personal data for archiving purposes carried out for the public good. (Section 6 (1) TSL). The Archives of the MIF keeps donor contact information for future contact and archiving purposes.

### **Preservability and availability**

The physical material of the Migration Collections is stored for preservation under controlled conditions for temperature and humidity. There are currently two storage facilities: an archive room in the main premises of MIF in Turku and another in a warehouse building located in the same city.

Digital material of the Migration Collections is stored on the work station of the archivist of the MIF. The material and the database used for its management are backed up daily to a server maintained by the University of Turku, located separately from MIF premises.

Digitization does not change the need to preserve physical original materials. Even after digitization, the physical materials are preserved to ensure the authenticity of the information and adequate protection.

The physical material of the Migration Collections is made available for use in the main premises and the digital material via website(s), cloud service or e-mail.

The aim is to make Migrant Collections as much available as possible to all who are interested. At present, the goal is achieved primarily through the digitization of collections as well as by publishing descriptions of the materials in the cultural heritage material search service Finna (<https://www.finna.fi/>). The purpose is also to make the Collections' digital material gradually available for use through Finna from 2021 onwards.