

The code for the International Council on Archives

1. Archivists should protect the integrity of archival material and thus guarantee that it continues to be reliable evidence of the past.
2. Archivists should appraise, select and maintain archival material in its historical, legal and administrative context, thus retaining the principle of provenance, preserving and making evident the original relationships of documents.
3. Archivists should protect the authenticity of documents during archival processing, preservation and use.
4. Archivists should ensure the continuing accessibility and intelligibility of archival materials.
5. Archivists should record, and be able to justify, their actions on archival material.
6. Archivists should promote the widest possible access to archival material and provide an impartial service to all users.
7. Archivists should respect both access and privacy, and act within the boundaries of relevant legislation.
8. Archivists should use the special trust given to them in the general interest and avoid using their position to unfairly benefit themselves or others.
9. Archivists should pursue professional excellence by systematically and continuously updating their archival knowledge, and sharing the results of their research and experience.
10. Archivists should promote the preservation and use of the world's documentary heritage, through working co-operatively with the members of their own and other professions.