

Messy mergers and the moral defence of records

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- The problem
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The object of study – documentation practices and recordkeeping in Unionen

What is Unionen?

- The largest trade union on the private labour market in Sweden and the largest white-collar trade union in the world.
- 650 000 members, 3 0000 are elected representatives in over 60 000 companies and organizations.

The merger

Unionen was formed on 1 January 2008 by a merger between

- Handelstjänstemannaförbundet (HTF) organizing officials in the private service sector, and
- Svenska industritjänstemannaförbundet (Sif) organizing professional employees within Swedish industry
- roots back to the 1920s

About TAM-Archives

In the year 1984 a number of white-collar and professional workers' national union federated into the Association of TAM-Arkiv. Membership is open to every organization of that kind, irrespective of diverging union policies.

Purpose

In addition to our basic archival services (below) TAM-Archives also performs the following functions:

- Collection and keeping of autobiographical narratives from our member unions' professional fields.
- Promoting of research and education on white-collar and professional workers' historical issues.
- Publication of books, reports and the magazine of TAM-Revy.

Holdings

Records from present-day white-collar and professional unions and their predecessors, dating from the end of the 19th century and onwards. In total 5.000 linear meters of paper documents, photos, tape recordings and video films.

The holdings include:

- Reports of governing and advisory boards' proceedings.
- Action programs and policy investigations.
- Collective agreements and reports on bargaining activities.
- Correspondence with government authorities, local union branches and individual members.
- Magazines and pamphlets.

Access

As a general rule records older than 10 years are open for research. Access to younger records can often be obtained by special permission.

Facilities

Opening hours

September - May

Mon - Fri: 9.00 a.m. - 4.30 p.m.

June - August

Mon - Thu: 9.00 a.m. - 4.00 p.m.

Fri: 9.00 a.m. - 3.00 p.m.

Lunch hours 11.30 a.m. - 12.30 p.m.

Contact

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[→ Staff](#)

Visit TAM-Archives



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«Vital records» of trade unions at national level

- Decisions
- Action programs
- Correspondence
- Membership management
- *Collective agreements*
 - case files on bargaining activities

The problem

- Different systems and routines
 - ad hoc-solution
- Dispersed storage
- Hybrid systems
- Inter-organizational information flows
- Lack of general information governance

Questions to answer

- What happened to one important documents type (agreements) when two organizations were merged and became one organization?
- How can order be restored and the documents regain their status as trustworthy records?

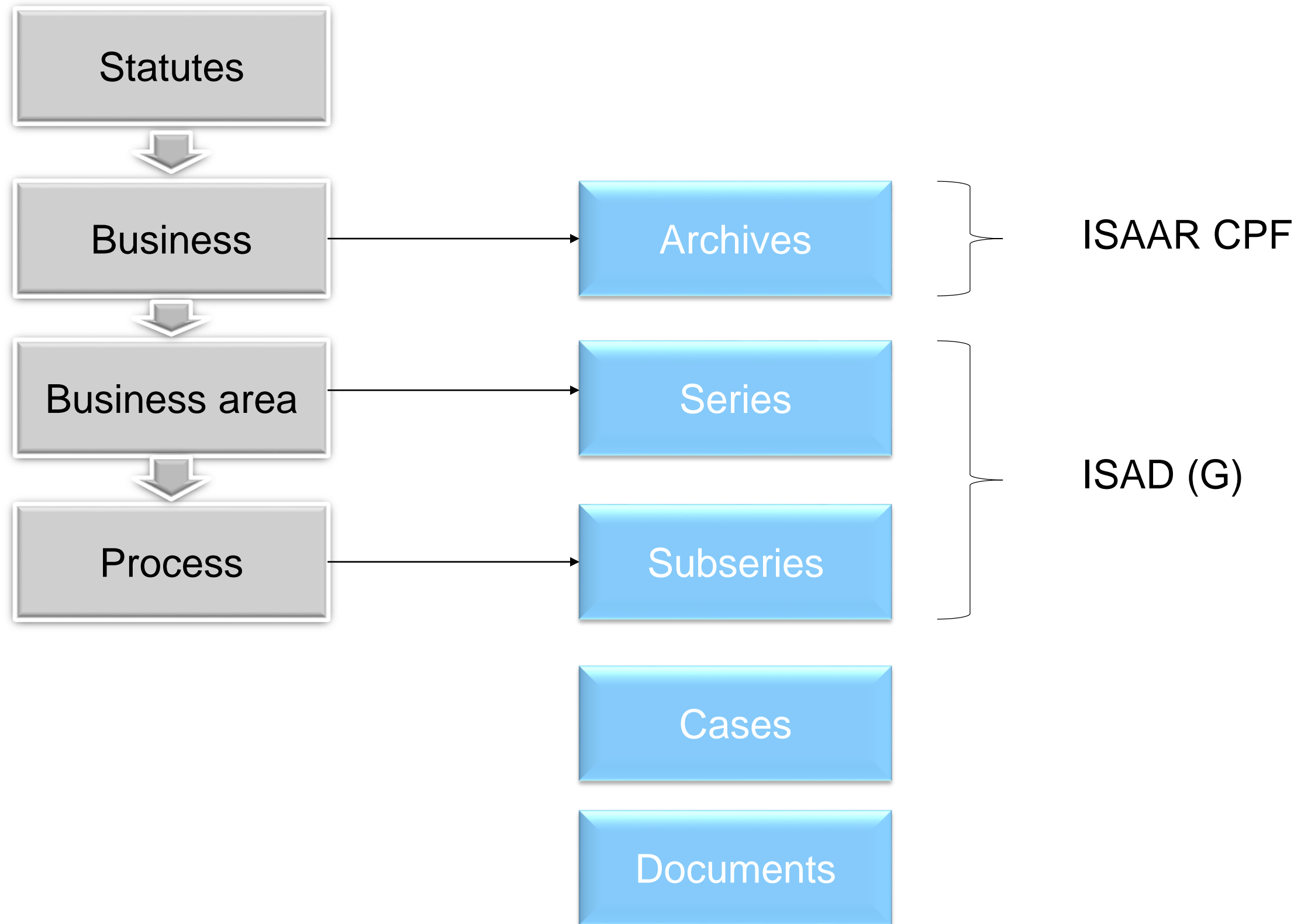
From order to disorder - fusion without information analysis



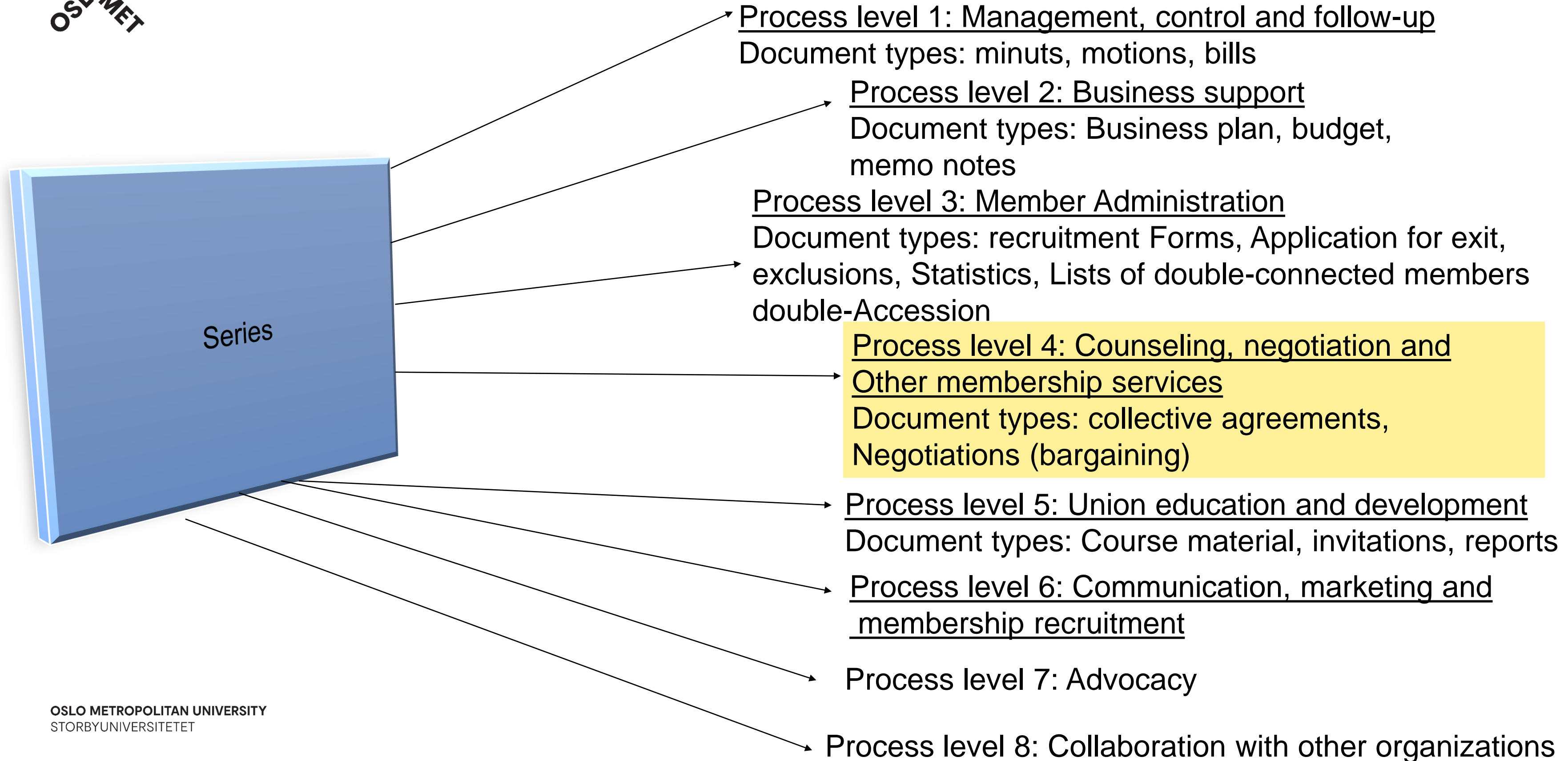
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The archival structure

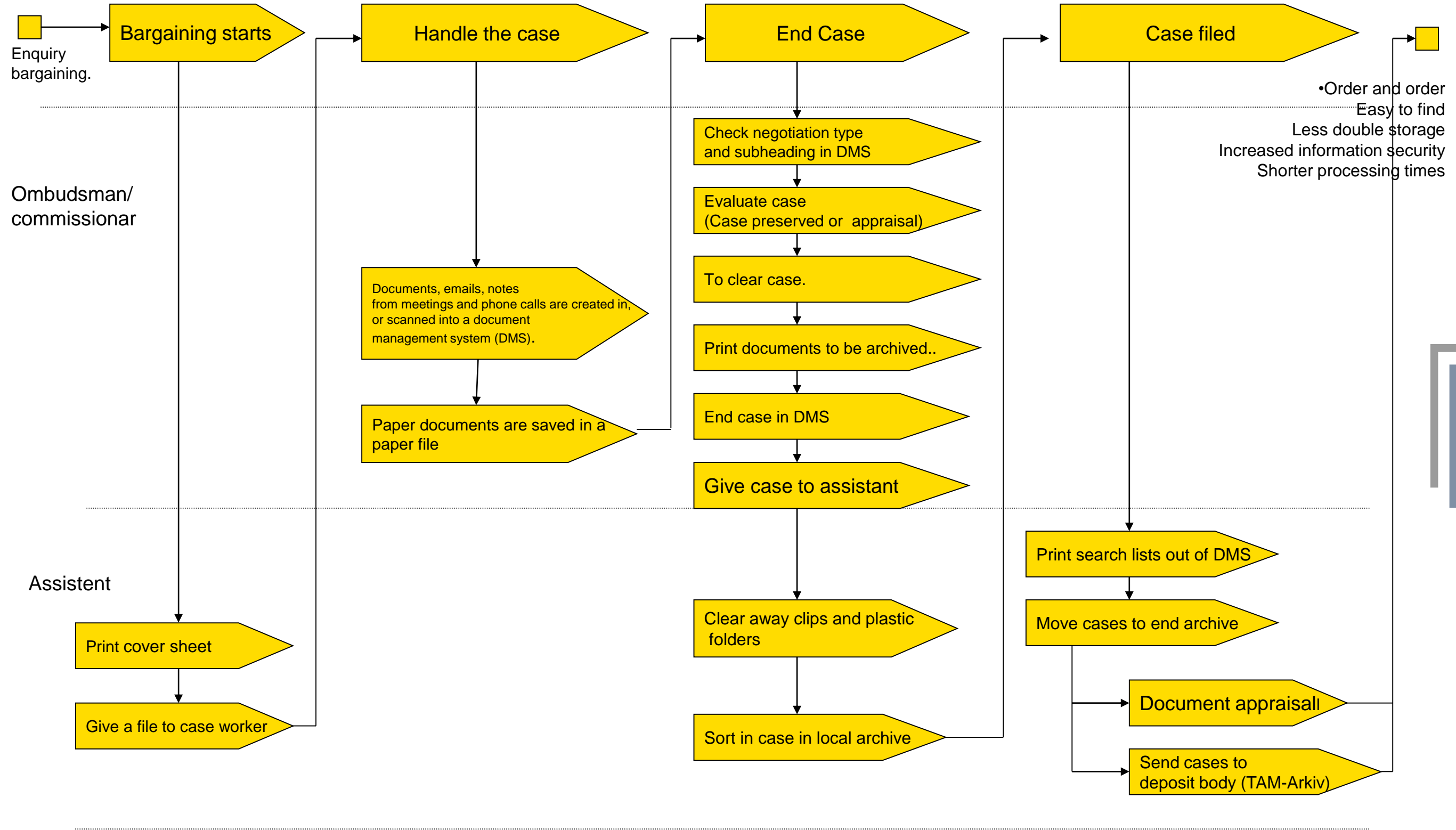


A process-oriented archival structure



Process level 4 Counseling, negotiation and Other membership services

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Document types

- negotiation Requests
Correspondence
Notes from meetings
Working material
Medical certificate, certificate for the Swedish Social Insurance Agency, etc.
Protocol
What does a colleague need to know in order to take over the case?
- negotiation Requests
event log
Medical certificate, certificate for the Swedish Social Insurance Agency, etc.
Protocol
What is needed to understand decisions?
- Cases leading to agreements



Agreements

To restore order

1. Connect documents to the right records creator
2. Create a recordkeeping plan
3. Map processes
4. Choose a minimum of ordering rules
 - alphabetical order by company name
 - organization number

Principle issues

- The tension between organization and process
- Conceptualization and demarcation of records

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Thank you!