

## **THE ROLE OF SPECIFIC PHYSICAL ACTIVITIES IN ARCHIVE WORK**

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### **Abstract:**

The effects of physical activity are beneficial on the physical condition which aims to obtain a very good physical shape, as well as motor, functional and mental benefits. This article aims to draw attention to the fact that, despite the technology development, the electronic archiving law, the activity that the archivist carries out, for most of the work schedule, involves physical activity. Archivists must not only be professionals in the field of archiving, but they also must juggle records in archives, so that their health is not affected. Performing constant exercises inside the office and in free time / leisure will contribute to the physical condition development, have positive effects both personally and professionally, bringing benefits in order to carry out the daily activities with the highest efficiency.

### **Introduction**

Exercising brings benefits at individual level: optimal health, harmonious physical development, motor skills and abilities development, wellbeing. According to these benefits the specialists recommends that physical activities to be practiced every day according to the personal possibilities, health status, physical fitness and personal objectives for at least 30 minutes with moderate to vigorous intensity [1-6].

The effects represent a benefit for one's physical condition having as finality a very good physical shape, as well as benefits in motor, functional and mental plan. Being physically fit has favorable consequences on the cardiovascular endurance (the risk of cardiovascular disease is low), the body composition (the occurrence of certain diseases is prevented by maintaining optimal parameters), the development of muscle strength and endurance, the flexibility (with benefits on the posture and functional capacity of the human body) [7].

The dictionary of special sciences of History states that archiving, as science, researches the written sources, for ordering, inventory, selection, preservation and enhancement of documents; this science is structured today in two branches: the archival theory and the archival practice (registry, evidence, selection, enhancement of records) [8].

What would be the meaning of the term *archives* ? The term *archives* refers to the official documents, records that are created and stored by a public or private institution. Last but not least, this term also refers to the place, space, room for storing records-the archives repository–equipped with the necessary tools for storage (shelves), equipment, specific furniture[8]. If we are to strictly consider the meanings of the profession, archivists must have, in addition to knowledge of History and knowledge of the other auxiliary sciences of History, knowledge of Law, Economics, Administration, Management (document management and preservation), Computer Science [9].

Over time, both in Romania and abroad, those who have been interested in researching documents stored in archives, have written numerous books, articles regarding this thorough activity. At the same time, in addition to the experts who devoted their time to investigating historical sources, there were others, both in the field of archiving and in other fields, who noticed certain problems that could affect the health of Archive Department employees, emphasizing the biological factors to which they are exposed: dust, microbes, bacteria, etc. [10]. However, this article aims to draw attention to the fact that the archivist carries out an intense physical activity. We meet two terms for this type of employment in the Romanian archive legislation: *arhivist* and *arhivar*. The English translation for both terms is the same: *archivist*. The difference between *arhivist* and *arhivar* consists in the studies they followed: *arhivistul*–graduate of a higher education institution, with a thorough professional training, knowing the law, international archival standards [11], *arhivar* – with high school diploma (Baccalaureate) and a certificate specific to the activities carried out [11]. As we can see, “*arhivistul is something more than arhivar*”[12]. The archivist is employed in an institution and has the tasks of ordering, inventorying, selecting records with expired retention period. Most of his/her work is carried out in the archives repository – archives –, because the records have to be stored there in the end. The physical activity of the archivist consists in:

- Placing the records and boxes containing records on the shelves in the archives, using the ladder.
- Checking the existing records on the shelves with the evidence tools-inventories.
- Selecting the records with long–term and short–term preservation.

- Providing access to information of the records in the archives whenever the departments of the institution request it; the access is made under signature.
- Ensuring the hygiene of the archives.
- Daily inspection of the archives in order to ensure that no unforeseen incidents occurred (floods, either from the offices next to the archives or from the heating installation), in order to ventilate the space, etc.

Maintenance and cleaning of the archive offices, archives, workroom, adjoining fields are required to avoid sanitation or installation of biological outbreaks [13]. Periodic surveys on the preservation state of records are also required, especially if the repository is located in cold areas [13]. I recommend that the actions related to a) cleaning the dust from the records, mold spores b) loading the paper bags with the documents to be selected, be taken only by the archivist. Therefore, this employee must also have knowledge of the methods that allow him or her to have an optimal physical condition that ensures the fulfillment of the duties provided in the job description.

### **Material and method**

The aim of the study is to emphasize the importance of physical exercise, as the archivist carries out both office activity - sedentary work and activity in the archives - physical work. Constant use of exercise programs will help improve health, muscle tone, body composition, fitness with benefits on quality of life and a healthy lifestyle.

In conducting this research I used the methods of studying the specialized literature of the field and of comparison / analysis.

### **Discussions**

In order to carry out an optimal activity at a professional level (which combines office activity with physical activity), it is recommended that at certain intervals (1-2 hours) a series of exercises be performed that analytically involve body segments and muscle groups. I recommend the following analytical exercises in order to combat the effects of office work (sedentary or almost sedentary) [14]:

- From a sitting position, the back glued to the chair, upper limbs glued to the body. The head is bent forward, close to the chest. The head is bent backward, away from the chest. The head bends sideways to the left, sideways to the right, with the ear close to the shoulder. The back is held against the back of the chair for at least 3 seconds. Breathing is normal throughout the exercise, 5 repetitions.

- From a sitting position, the back glued to the chair, the head turns to the left, extending the chin away from the shoulder, then the head turns to the right, extending the chin away from the shoulder. The neck muscles are tense and the tension is maintained for 8–10 seconds, 5 repetitions.

– From a sitting position, the back glued to the chair, the right arm goes up, the elbow bends with the palm at the nape of the neck. The elbow of the right arm is grasped with the left hand, pulling to the left for 10 seconds. Back to the starting position. Same exercise for the left arm. The head is held in a neutral position, looking ahead, 4 repetitions.

– From standing at the edge of the desk, the right leg swings forward and backward with the knee outstretched. Support is provided at the edge of the desk with the left hand. Same exercise for the left leg. The knee is kept outstretched throughout the exercise, 4 repetitions.

– From sitting, the back glued to the chair, the right palm goes to the right temple, the head bends to the right with maintenance/holding the position. Same exercise for the left palm and the left temple. Stretch to the right, then to the left is held for 10 seconds, 4 repetitions.

I consider that the following exercises must be performed in order to develop the general physical condition and the muscle groups required in the practical activity of the archivist. In order to maintain a good physical shape, the archivist must perform calisthenics exercises. This kind of exercises rely on the person's body weight. The workout, performed twice a week, should consist of the following exercises [15]:

- Regular pushups: placing the hands at shoulder width, the palms on the floor, the feet on the fitness ball, kept together, the back is straight. The body is pushed until the arms are straight. When lowering the body, the chest slightly touches the floor, 12 repetitions.

- Wide pushups: the same exercise, but the hands are placed wider than shoulder width, 12 repetitions.

- 8 – count body builders, performed fast, in the following succession: 1 – full squat, 2 – leg thrust, 3 – pushup down, 4 – pushup up, 5 – spreading legs, 6 – close legs, 7 – reverse leg thrust, 8 – standing position, 8 repetitions.

- Regular crunches: lying on the back, legs up on the fitness ball, bent at the knees, the arms crossed on the chest. The elbows are slowly brought to the knees, 12 repetitions.

- Arms haulers: lying on the stomach, on the fitness ball, the back arched slightly. The feet touch the floor. The arms move as if swimming. This exercise works shoulders, lower back, 12 repetitions.

- Lunges: a big step forward with either leg. The body lowers, bending the knees. When lowering, one knee almost touches the floor. 12 repetitions with each leg.

The workout must end by stretching exercises [15]:

- Chest stretch: arms extended back at shoulder height. The arms are pressed backward slowly. Holding the position for 15 seconds, 5 repetitions.
- Chest to knees. Lying on the back. The knees are brought to the chest and the head moves towards the knees. Holding the position for 15 seconds, 5 repetitions.
- Butterfly – sitting on the floor, both legs are bent outward, the soles of the feet touching each other. Grabbing the ankles with legs, the elbows push down on the thighs. Holding the position for 10 seconds, 5 repetitions.

### **Conclusions**

Performing constant exercises inside the office and in free time / leisure will contribute to the physical condition development, have positive effects both personally and professionally, bringing benefits in order to carry out the daily activities with the highest efficiency.

The more the person in charge of the archives of a state or private institution is accustomed to performing daily physical exercises, at least inside the office, the more there is no risk for that person to suffer an unwanted incident. The archivist needs to perform exercises lasting about 10 minutes. daily in the office. Thus the work is made easier, without negative events for the employee. Regardless of the studies that the archivist completed (graduate of a high school or a higher education institution), the physical effort is the same.

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