



# What I Wish I Knew Before I Started HSBC Archives

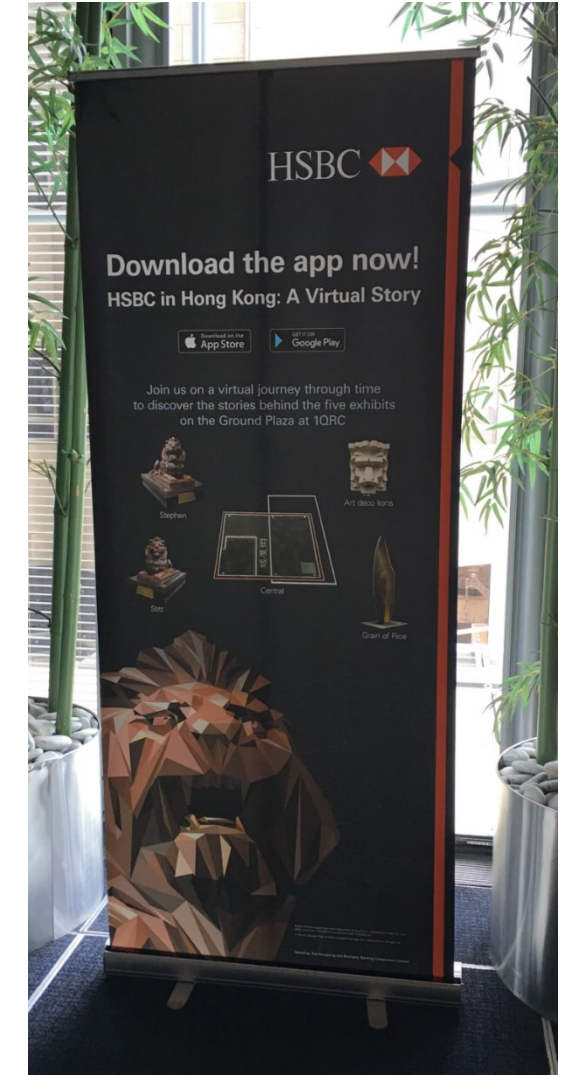
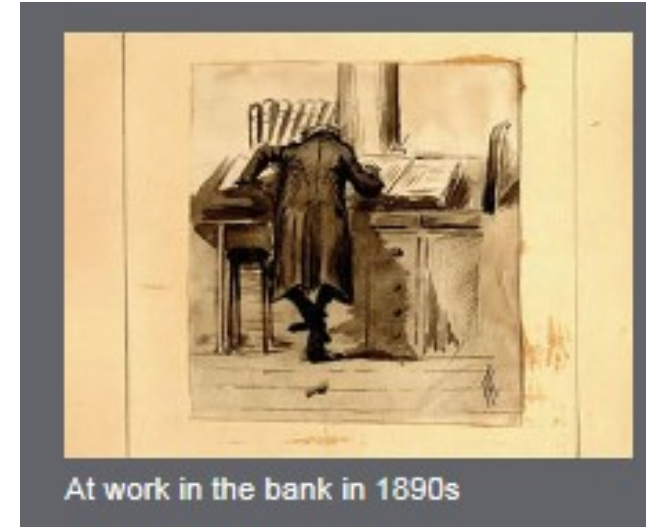
Jennifer Febles, January 2017



## HSBC Archives Strategic Role

Identity and Engagement:  
Communicate the corporate  
history and culture of HSBC to  
instill a sense of identity,  
purpose and pride

- 5km of shelving
- 3.4TB digital archive
- Strategic bank records, letters, photographs, cartoons, films, advertising, banknotes, architectural drawings, interviews, oral histories





## HSBC Global Digital Archive (GDA)

- Joined in 2013
- 4 regional catalogues/4 unique instances (HQ/UK/US/HK)
- 1 instance digital preservation application
- 2 FTE Digital Archivists, 1 FTE IT support (Pune)

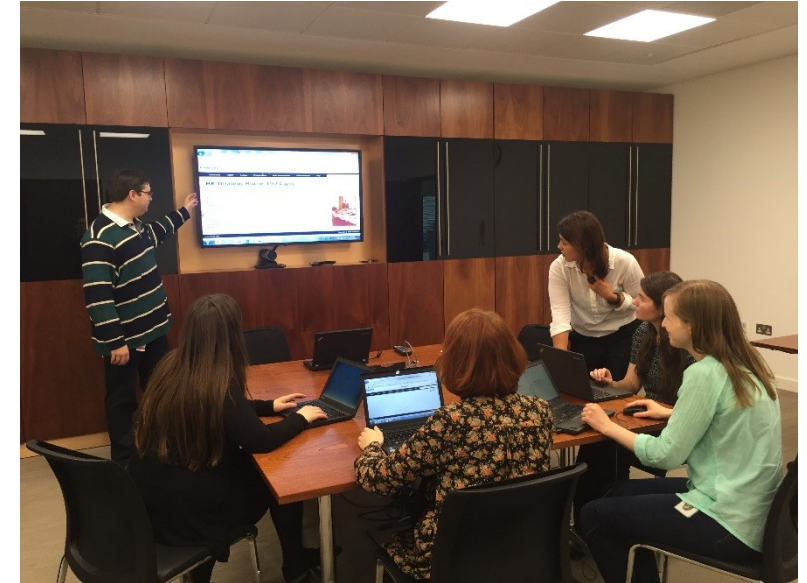


A mystery creature left its mark on the front cover of our Shanghai register from 1866  
[#HSBCarchives](#) [#archiveanimals](#)



## What do I do?

- Creation, experimentation and development
- Training
- Troubleshooting and error management
- Continuing education/career development
- System management and maintenance
- Reporting
- User Acceptance Testing and Implementation
- Process reviews



# What I Wish I Knew...as an Early Career Practitioner

- Things break
- Many questions; not necessarily answers
- 'It depends'
- Learning on the job
- You bring a lot to the table
- Get technical

## Skills

- Patience
- Comfort with ambiguity/uncertainty
- Approachability





# Thanks! Any questions?