



*"I am advising you to garner and treasure all the Grace and all the Bliss you can, while you may, so that you can sustain yourselves ruminating on the sweetness of the memories and the experience."*  
Sathya Sai Baba, Prasanthi Nilayam, 8-4-1972

## Guidelines for the National Archiving Representative and archiving teams

Thank you for taking up this sacred task of overseeing the archiving activities in your country. It is advised that the representative work in cooperation with the National Council President (NCP) and report to the NCP and Zonal Archiving Representative.

The goal is to preserve the archive material and testimonies in your own country before they disappear. This material can then be added to the Sathya Sai International Archive.

This is a step by step process, do not get overwhelmed by the task to preserve Sai's legacy, but identify which is most time sensitive and possible to do at this time and start there. This process is bound to contribute to create an inspiring atmosphere of love and gratefulness in the SSIO by reliving so many beautiful and important memories and teachings of our beloved Sathya Sai.

The international Archiving committee can be reached at : [archive@sathyasai.org](mailto:archive@sathyasai.org)

The archiving representative is asked to coordinate the following:

### **People to be interviewed :**

1. Make a list of the people to be interviewed and decide on a timeline. Who should be interviewed first? Select especially people with :
  - personal direct experiences and interactions with Sathya Sai, lessons learned from these interactions
  - good examples of Sai teachings
  - role in the development of the SSIO/Sai movement
  - receiver of gifts, letters etc. from Sai
2. Identify people who might know the person to be interviewed as this may make contacting and interviewing easier. This is often easiest through the Groups and Centers.
3. Ask the person to be interviewed to sign the Archive release form.
4. If need be, research the dates, places and people present during the events/interactions with Sai. This helps to corroborate information and gives ideas on who we might also talk to.

### **Conducting the interviews :**

1. Identify people to conduct the interviews.
2. Identify people to make the video, audio recordings or to write an account.
3. Identify people to edit the video/audio or written material.

### **Technical aspects :**



1. Identify people with some technical knowledge to upload the files : a brief instructional video and description are available for this simple process which will be sent along with a link to upload.
2. Identify people with good technical knowledge to digitalize existing materials such as older film and cassette formats, preserving old photographs.

## **Archive material :**

1. Make an inventory of existing archive pieces : (materialized) objects or letters given by Sathya Sai, rare photographs, books or articles. This is time sensitive lest they degrade or are lost.
2. Make a list of national publications, books, films, radio and tv interviews by devotees in that nation.
3. Arrange to photograph, protect and/or keep in a secure place the archive worthy items.
4. Identify potential future space in Centers or organisational buildings for archive materials/museum and if needed, arrange for a place to keep archive worthy objects until a national or international archive location is established.

## **The International Archive committee will provide :**

- A standard Archive release form to be signed so that the material can be shared on-line or otherwise
- A link to upload the material. For this the National Archive representative needs to contact [archive@sathyasai.org](mailto:archive@sathyasai.org) when the material is ready to be uploaded
- Technical advice as needed
- Some sample materials if needed to get inspired
- Sample interview question template, see below

## **Sample template for interviews with devotees :**

- 1) How did you come to know of Sathya Sai Baba? How were you attracted to Sathya Sai?  
How did you come to Sai?
- 2) Please tell us your interactions with Sathya Sai, that may be useful to people in general.  
What did He do or say or...?
- 3) What are the lessons you learned from interacting with Sai? How did He change your life?
- 4) Who is Sai?
- 5) Would you like to share anything else ?

- People who live in remote areas could possibly use this template and record themselves on a quality mobile phone or write the answers.
- Let people speak and express themselves freely, then we'll find the answers to this template. Open ended questions are useful. Specific interactions or feelings that prompted life changes are both good.
- Try to get exact dates, events, places and circumstances. Ask if anyone else was present at the event.
- The interviews can be conducted in the local language. If both the interviewee and the interviewer speak clear English this is also an option.



## Frequently Asked Questions :

1. Interviews with Devotees who have had direct interaction with Swami - Should it be in audio format or text (written) format?

-It could be videotaped for easy viewing and a lively account. This can be done even using a good quality smartphone. A videographer can give higher quality and edit the material.

Audio, and depending on the situation, a transcription of an interview or a written account are good also.

As we're racing against time to preserve as much as possible choose what is most convenient.

2. Is there any standardised format for documenting the development of SSIO in each country?

-There is no standardized format, but if you go to Radio Sai, Heart to Heart, Latin America, (or copy the link [http://media.radiosai.org/journals/Archives/LatinAmerica\\_Archives.htm](http://media.radiosai.org/journals/Archives/LatinAmerica_Archives.htm)), you'll see many of the Latin countries, showing the history of the organisation in their country. The Australians also wrote an extensive history.

Although the organisational history is not the most urgent, prepare it if that seems a good start for archiving. Trying to preserve rare films, photos and memories of devotees (though obviously do note their memories on the beginnings of the Organization) probably take precedence as Organisational history might be something that could be assembled later.

3. How and where the material will be uploaded?

-The material will be uploaded on a special platform of the Organisation. Once your document is ready to be uploaded, write to [archive@sathyasai.org](mailto:archive@sathyasai.org) and you'll receive a link and instructions to upload the material.

4. How can devotees or those who are interested access the archived material?

-The Archive Committee is working on this. It will depend on the material and also on the interviewees as to how they want their material to be made available (e.g. some may want it available only after they pass away, some may release it right away). This is also why the interviewee is asked to sign an Archive release form.

5. Is there any protocol for validating the information?

-There is no set protocol. We advise that you find out who was there at the time of the particular interaction with Sai (e.g. if it was during an interview who else was there ? Then try to follow-up or cross reference with other interview recipients). Also try to get dates and places as specifically as possible. When in doubt contact the Zonal Archive Representative or the Archive Committee.