



Records Management / Archives Workshop Learning Outcome

- * Define Records
- * Records Management
- * Archives
- * Library
- * Right to Information
- * Proactive Publication
- * Filing of Personnel Files

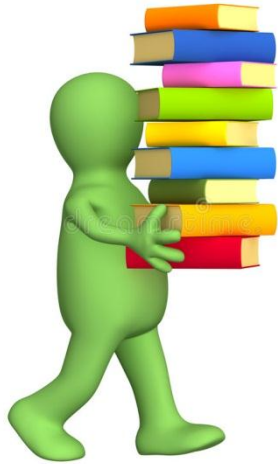


Defining Records

- (a) a record in writing; or
- (b) a document, manuscript and file; or
- (c) a film (including microfilm), negative, microfiche and facsimile copy of a document; or
- (d) a map, plan, graph or drawing; or
- (e) a photograph; or
- (f) a disc, tape, sound track or other device in which sounds or other data are embodied, whether electronically or otherwise, so as to be capable (with or without the aid of some other equipment) of being reproduced; or
- (g) an email, memo, opinion, advice, press releases, circular, order, logbook, contract, report, samples and models



What is Records management?



Efficient and orderly control of the life cycle of records from creation, maintenance, use and disposition of records.



Records Management Benefits

- * Uniformity of filing system;
- * Standardization and control in the creation and revision of forms;
- * Proper filing facility and storage area;
- * Systematic and orderly transfer of inactive records;
- * Ease of record's retrieval; and
- * Compliance to statutory and regulatory requirements.



Records Management Responsibilities

Director General's /Directors

Creating and maintaining an efficient and continuous management program(this includes implementing National RIM Policy and creating an agency RIM Policy)

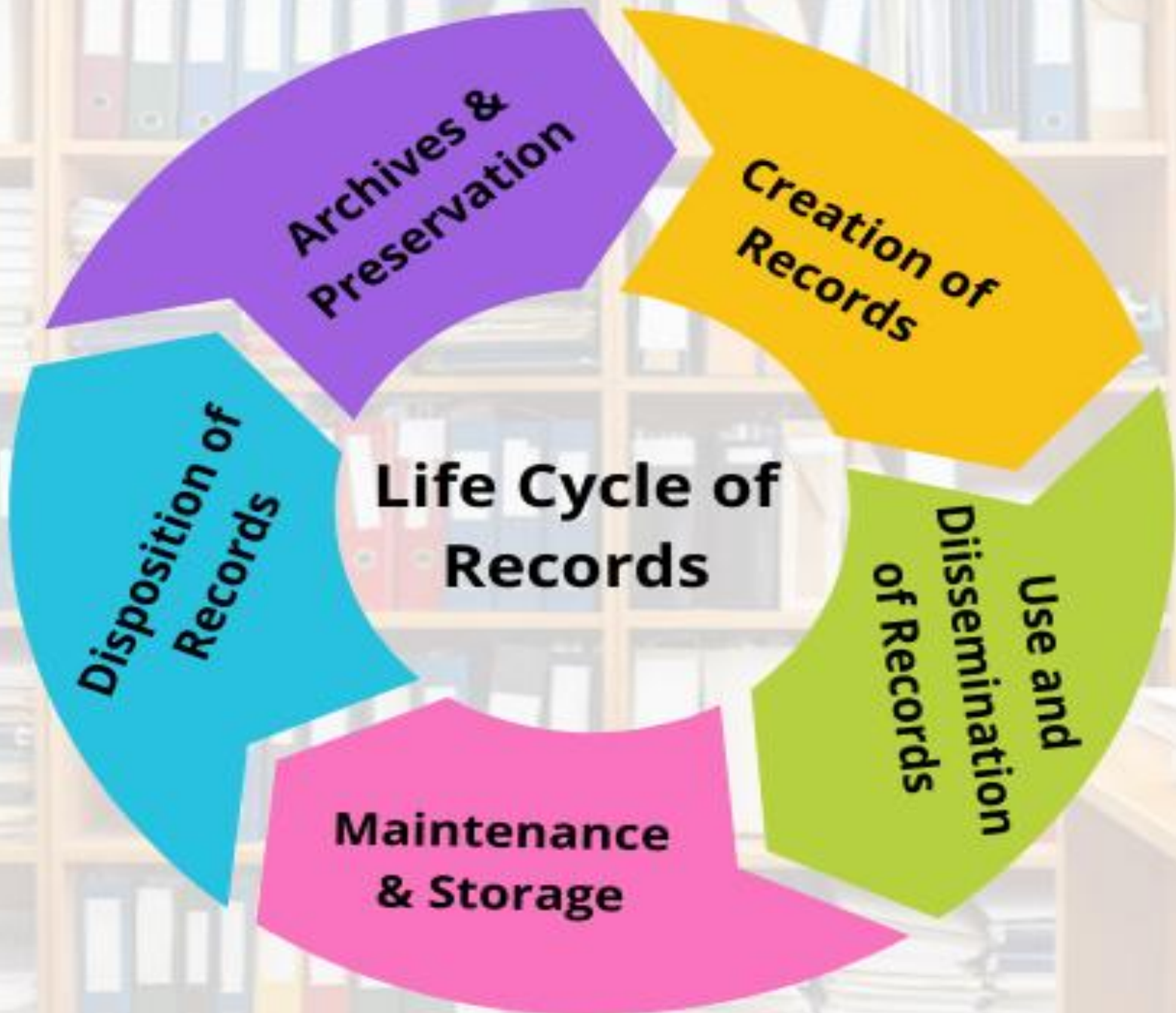
Records Officers

Implement the program and oversee records inventory process and records scheduling

Employee Responsibility

If Management and the Records Officer are doing their parts... Employees will know what records they are responsible for, how long records are to be retained and where to go for answers.







Archive Storage Box

Code: 180019

RECORD DATE	DATE

RECORD DATE	DATE

RECORD DATE	DATE

SILVER LIBRARY BUILDING SOUTHERN CALIFORNIA

UNIVERSITY OF CALIFORNIA LIBRARY ARCHIVES



Filing System



A system of classifying into files usually arranged alphabetically or chronologically.



Filing Systems

- Compactness
- Simplicity
- Accessibility
- Economy
- Flexibility
- Indexing
- Safety



Storage Area

- * Have a dedicated storage space
- * Decide which format to store electronic records and manual records.
- * Keep storage areas clean and free of insects
- * Keep food and drink far away from records
- * Keep floors, tops of shelves and work desks clean
- * Consider keeping back up copies.



Retention Period

The retention period of a document is an aspect of records management. It represents the period of time a document should be kept or “retained”. Government records can be kept in Government agencies for a period of up to **“15 Years”**.



Recap discussions

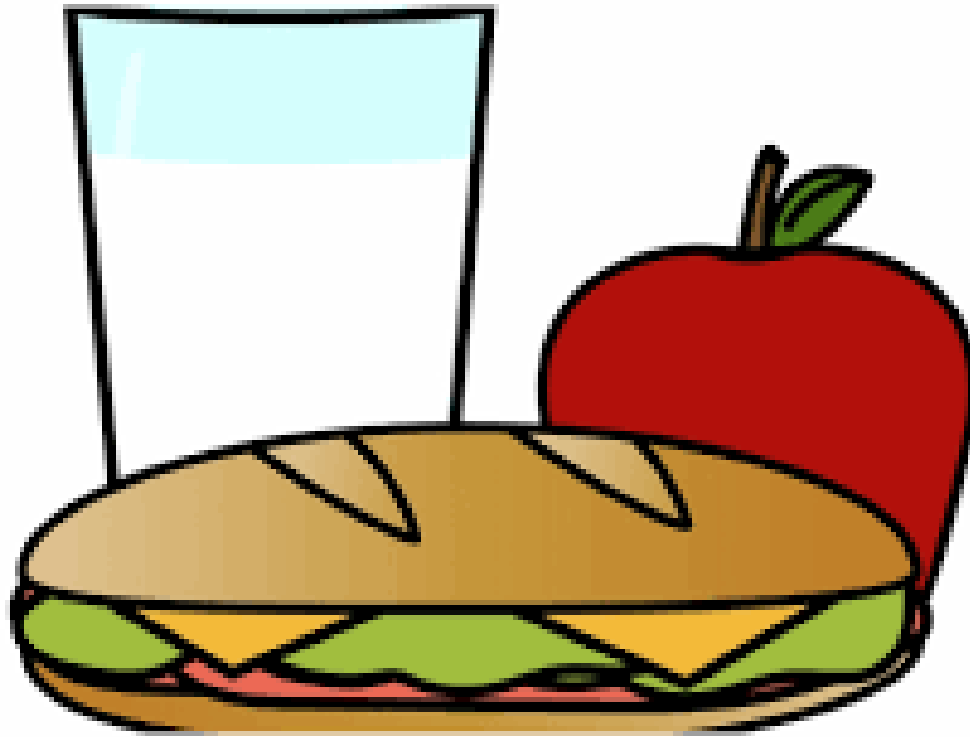
- * What is Records Management?
- * Responsibilities
- * Filing System
- * Storage Area
- * Retention Period



What happens after 15 Years?



We'll come back after Lunch!
Bon appetite Everyone!!



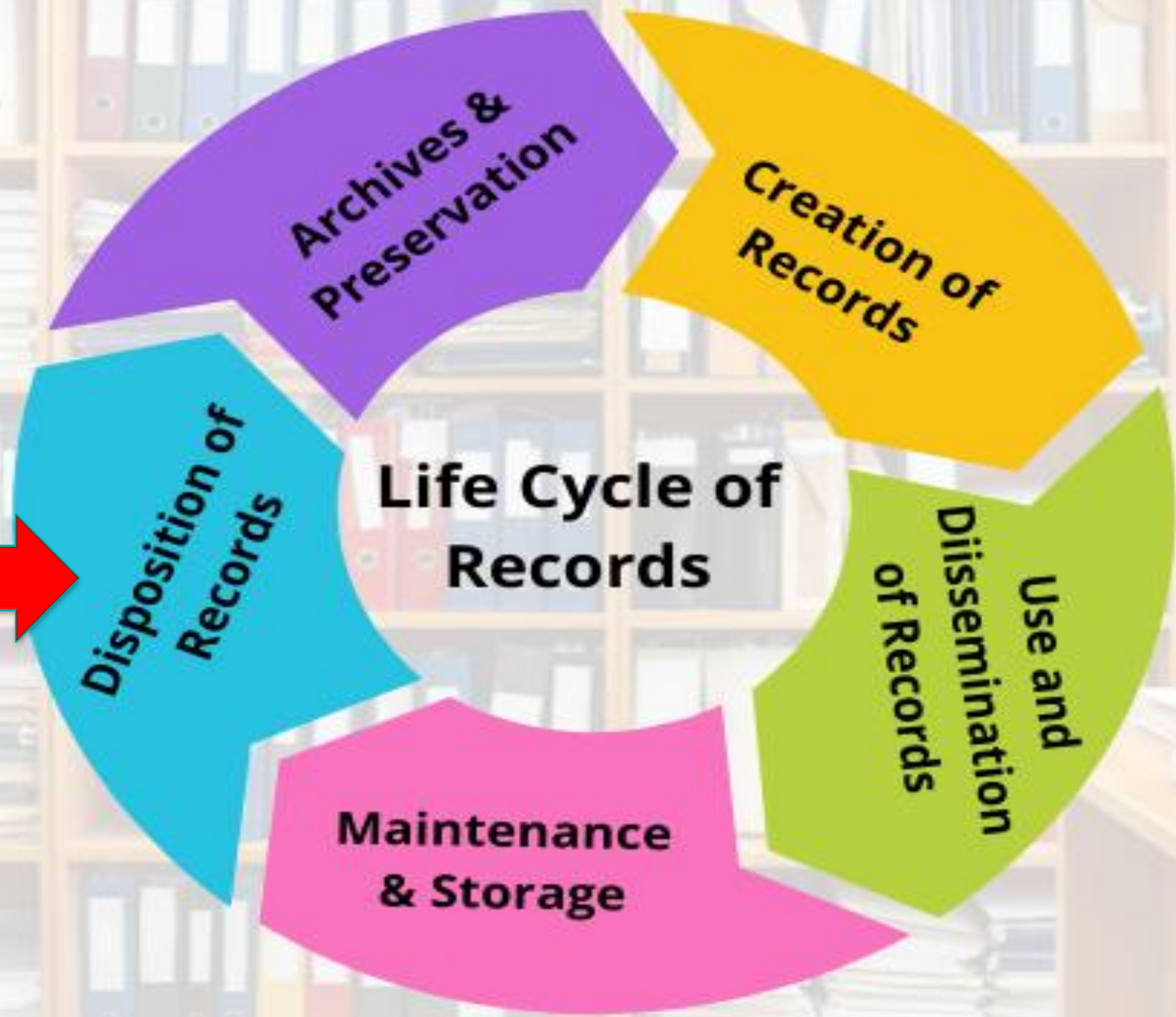
What happens after 15 Years?



Disposal

‘Disposal’ means what happens to a record when it reaches the end of its life:





Archives & Preservation

Creation of Records

Use and Dissemination of Records

Maintenance & Storage

Disposition of Records

Life Cycle of Records



What is an Archive?

1. Records of organisations and individuals that have been selected for indefinite retention on the basis of their continuing value for legal, administrative, financial or historical research purposes.
2. The name given to the repository in which an archival collection resides.
3. An organisation (or part of an organisation) whose main function is to select, manage, preserve and make archival records available for use.



What is an Archive?



Criteria for permanent retention

All public archives of the age of fifteen years or over (other than those which under any Act are required to be held in the custody of a specified person or Government office) which in the opinion of the Archivist are of sufficient value to warrant their preservation as -

- (a) evidence of the organization, functions and transactions of the Government office in which they were originally made or received; or
- (b) evidence of public or private personal or property rights or civic rights; or
- (c) containing historical or general information,

shall be transferred to the custody of the Archivist and be deposited in the National Archives.



Preparation of Records to transfer to National Archives



Why physical preparation of Archives is important?

- * To prolong life of records
- * To enable records to be located and tracked
- * To enable researchers to use the records without causing damage
- * To safeguard records not available yet to the public



Handling Records with care during the physical preparation

- * Handle with care
- * Storage environment must be clean
- * Keep your hands clean and dry when handling records.
- * Wear gloves when handling photographic prints



Items you need to remove from records

- * Metals
- * Rubber & Plastic
- * Sticky Notes (Post it Notes)
- * Damage or lose papers
- * Papers stuck with adhesive tape or Sellotape
- * Glued Papers
- * Newspaper Clippings
- * Photographs and negatives within a body of a file
- * Maps and plans within a body of a file



Metals



Rubber and plastic

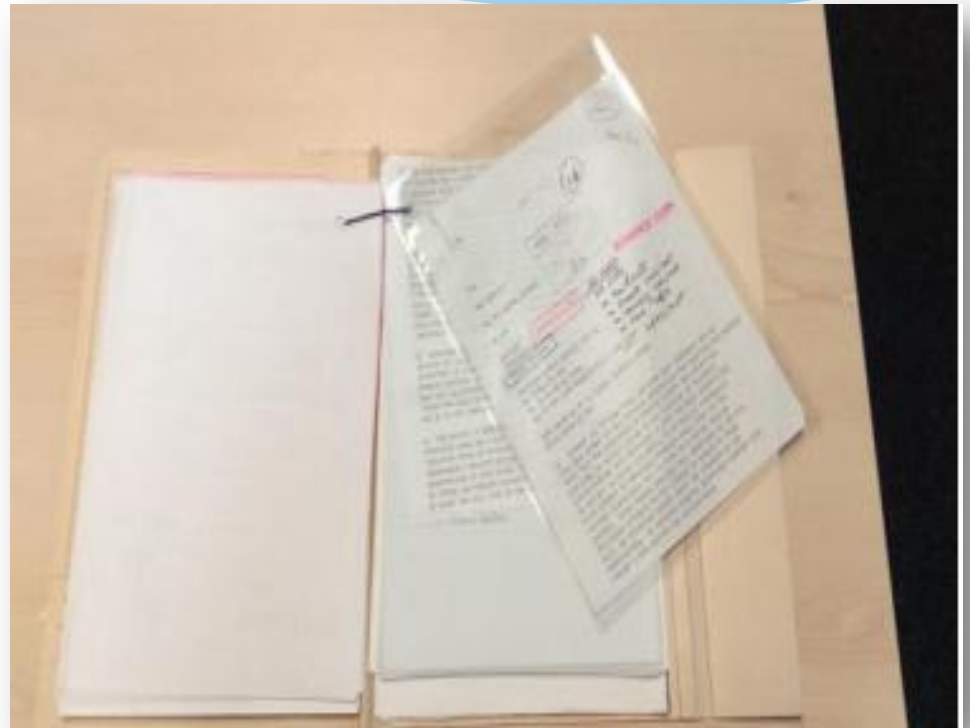


Sticky notes (Post it notes)



Damage or lose papers

- * Insert badly torn pages in polyester enclosures
- * Loose pages can be tagged in place in their file, without being put into polyester enclosures.
- * Put pages with badly torn corners and unusable tag holes into polyester enclosures and replace them in the file. Do not attempt to punch new tag holes or repair pages.



Example of a loose, torn page in a polyester enclosure



Papers stuck with Sellotape



Glued Papers

consider that this is going to work in their development projects

2014: China to Strengthen Human Resources Cooperation with Vanuatu

By Chinese Ambassador Xu Bohua
"CHINA WILL PROVIDE 2,500 scholarships in the next four years and continue to help train technical professionals for Pacific island countries," announced Wang Yang, Vice Premier of the State Council of China, at the Opening Ceremony of the 2nd China Pacific Island Countries Economic Development and Cooperation Forum in Guangzhou on 8 November 2013. This is one of the seven important measures China pledges to take in order to support the economic and social development of Pacific island countries. 2014 is the first year for China working together with Pacific Island Countries to implement these measures; China will provide more training opportunities for Vanuatu officials and technicians.

Since the 1st China-Pacific Island Countries Economic Development and Cooperation Forum was held in Fiji in 2008, nearly 450 Vanuatu officials and technical personnel have attended over 300 Human Resources Training Programs in China. In 2013, China invited 52 Vanuatu officials and technicians to China to attend about 40 short and medium-term multilateral seminars organized by Chinese government.

In 2014, China will continue to deliver to Vanuatu diversified training programs, including 48 short-term multilateral seminars with 70 participants available, and 1-year master's degree programs with 3 participants (one Master of Education, one MBA and one MPA).

The topics of the seminars cover the areas of agriculture, public administration, tourism management, communication network, WTO rules, media management, geographical information, e-Government, business development, economic mechanism reform, municipal comprehensive planning, fiscal administration, customs administration, clean and renewable energy, etc.

Considering the English and French bilingual system of Vanuatu, in 2014, Chinese government will provide some opportunities for Vanuatu French speaking officials and technicians to attend some programs specifically tailored for French speaking developing countries.

Vanuatu Institute of Public Administration and Management (VIPAM) and the Ministry of Foreign Affairs, International Cooperation and External Trade are in charge of the nomination and approval of the participants from Vanuatu. For more information, please contact the person in charge in VIPAM.




Learning Course in Data Processing held in China in 2013

Principal with gun scares student


HCCIA Council Says Things Just Got Good For The Best Of The Future — See Page 1.

ATHENS BANNER-HERALD

Dog Notters Serve Up 1st NCAA Tennis Crown



Dogs get jump on NCAA, win NCAA tennis




Photographs and negatives within a body of a file



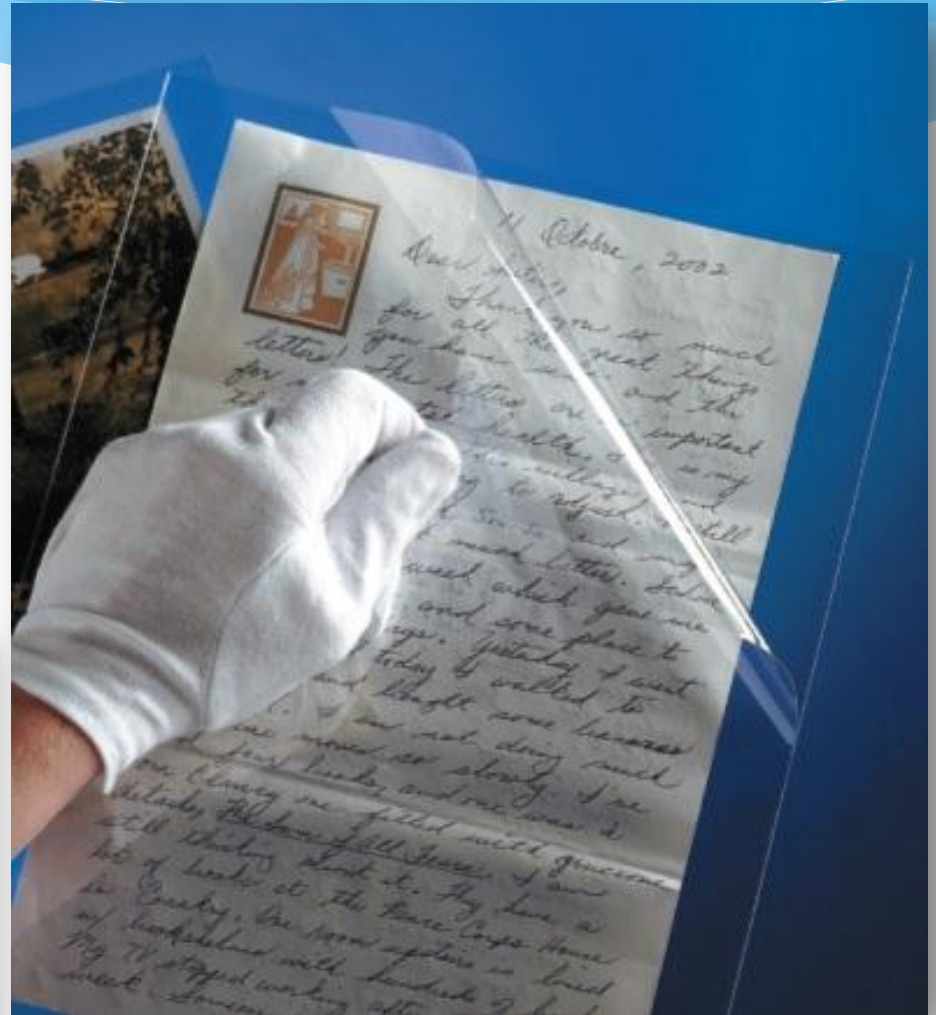
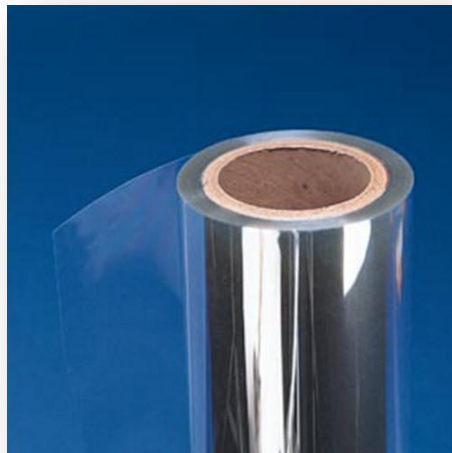
Maps and plans within a body of a file

Tag small, flat or folded maps and plans into their original position within the file. The tagging must allow them to be unfolded and viewed by researchers without difficulty or removal of the tag. If a small map is fragile or torn, put it in a polyester enclosure.



Polyester Enclosure

- * Archival polyester is the choice of professionals worldwide to protect Photographs, Maps, Posters, Certificates, Prints.



Listing Records

- * Not all records have to be listed one by one
- * You can list 'batches' or bundles of the same kind of record as 1 group; e.g. a bundle of receipts or a batch of invoices
- * Files and folders of papers must be listed one by one
- * Keep a copy of the list and put one copy inside the box.



Boxing and Box labelling

- * Acquire Boxes
- * Fold boxes
- * Fill in files inside boxes
- * Put a copy of files list inside the box
- * Label boxes and put box number on the list
- * E.g.
- * Box 1 PMO-DSPPAC...
- * Box 2 PMO-DSPPAC



Ready for transfer to Archives!





Group Activity

Archive or Destroy?

Have a look at the files in your folders. As the filing officer for the Prime Ministers Office you are to decide which records can be retained for permanent preservation at the National Archives and which cannot be transferred to the National Archives. If any of the documents should be transferred to National Archives then why would you want to keep the record forever?





Recap discussions

- * What is an Archive?
- * Criteria to select records for permanent preservation
- * Preparation of Records to be transferred to National Archives



Afternoon Tea



Deposit Public Archives less than 15 Years

The Archivist may allow the deposit in the National Archives of public archives of less than fifteen years of age if he considers that they are of sufficient value for deposit.



Public Archives and Records to be surrendered on demand

The Archivist may from time to time inspect, any public records or public archives that are for the time being in the possession or under the control of any Government office and give such instructions as to their safe preservation and such advice as to their efficient and economical administration and management as he considers necessary.



Do not Destroy Archives without consent of Archivist

No person shall destroy or otherwise dispose of, or authorize the destruction or other disposal of, any public archives of any kind whatsoever that are in his possession or under his control, except with the consent of Archivist.



Routine Destruction of Archives

- * Archivist may authorise immediate destruction of Public Archives with agreement from head of Government Office if:
 - * The records do not possess any enduring value for preservation at the Archives
 - * are not required for reference purposes in any Government office after action on them is completed



Access to public Archives

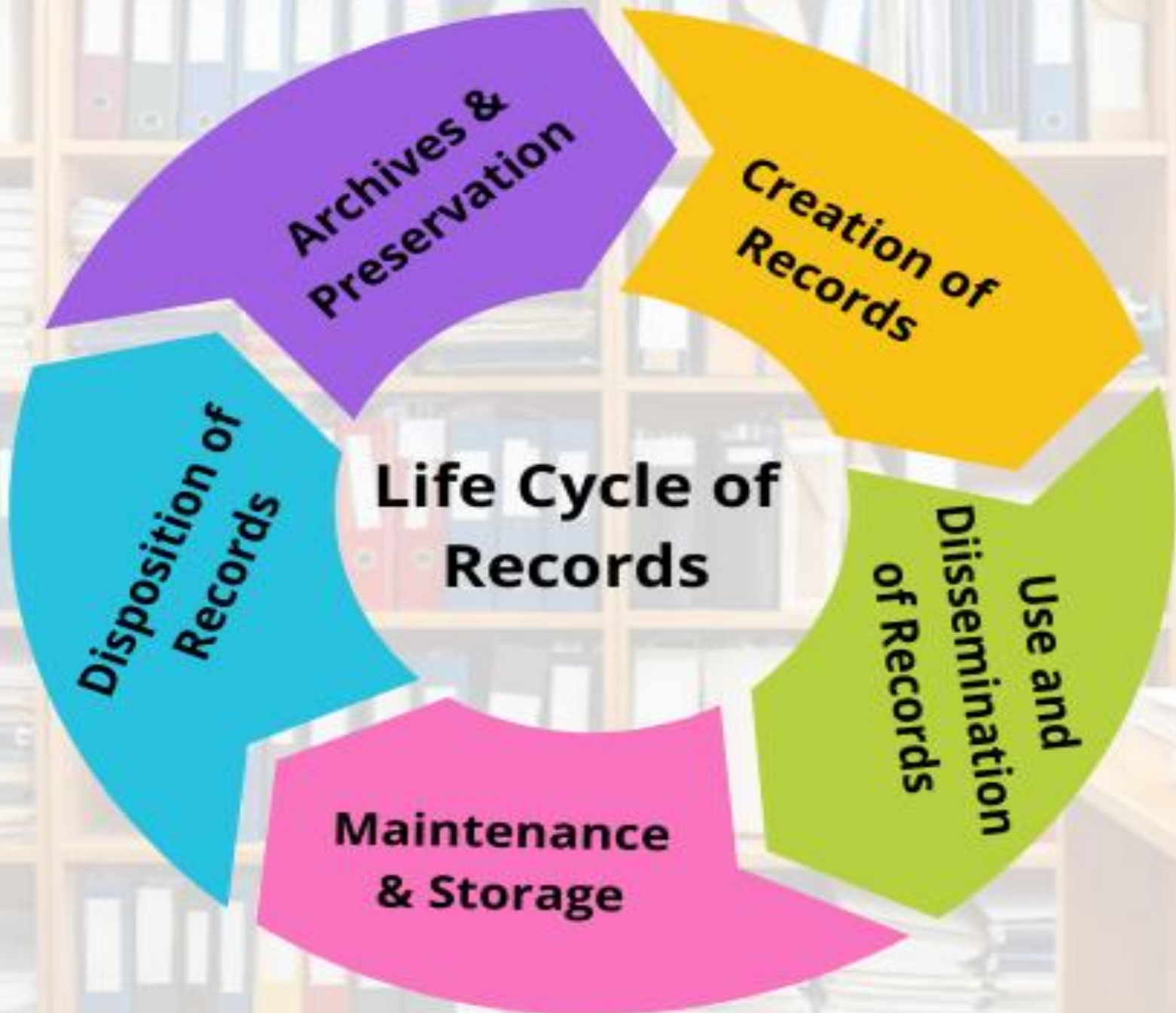
Subject to -

- (a) any written law providing for any information or records to be kept secret;
- (b) any conditions under which any archives are deposited;
- (c) any orders or regulations made under this Act,

all archives deposited in the National Archives shall be available for public reference

(National Archives Access Application Form)





End of Day 1

Any Questions?





Day 2

Records Management / Archives Workshop





Recap of Day 1

* What do you remember from yesterday?





Recap Day 1 Day 2

- * Define Records
- * Records Management
- * Archives
- * Library
- * Right to Information
- * Proactive Publication
- * Filing of Personnel Files



2019 Part 1 Records & Archives Training (PMO Officials)

- * **Recommendation 1:** Seek funding for 2 more days of training after an interlude to implement the training in 2 month's time to ensure PMO becomes an example of "best practice" amongst GoV agencies for filing/archiving and to help .
- * **Recommendation 2:** Write a letter to DG Nimbtik re purchase of a shipping container to be set up on a concrete pad with interior with shelves and filing cabinets
- * **Recommendation 3:** Draft a Prime Minister's Office (PMO) Records and Information Management Policy and Procedures Manual as required by the Vanuatu National Policy on Records and Information Management (approved by COM 25th May 2018)
- * **Recommendation 3:** Regular report to RTI Unit and Archives of any filing initiative undertaken ie purchase of 4 new filing cabinets for DGs Office and transfer of older cabinets to COM for use in COM Paper filing.
- * **Recommendation 4:** Ensure new JDs in CSU restructure detail responsibility for filing. In DSPPAC structure investigate a full time position for a Filing/Archiving Clerk.
- * **Recommendation 5:** Ensure security of files by limiting officers with access to files. Currently the gardener stores his grass-cutter, fuel, clothes boots and food in VPMU container with PMO files.
- * **Recommendation 6:** Develop File Key/File Plan/File Index for each agency
- * **Recommendation 7:** Ask DG Nimbtik to instruct officers to include File Reference number on each document or on each received document for filing.
- * **Recommendation 8:** Plan a visit to PSO (compactus) and Reserve Bank who have very good filing/archiving systems and equipment
- * **Recommendation 9:** 2020 Business Plans must include budget to buy filing equipment
- * **Recommendation 10:** Secure contracted students and/or interns to assist with huge filing backlog in PMO
- * **Recommendation 11:** Set up an MPM Filing & Archiving Working Group of the staff who attended the training. This group can meet to identify blockages preventing sound Filing and Archiving Practices.

2020 Recommendation



Tankiu tumas everyone!

