

12-13 MARCH 2020

RECORDS MANAGEMENT & ARCHIVES

MINISTRY OF THE PRIME
MINISTER



Right to Information Unit
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INTRODUCTION

The RTI Act requires the Government agency, relevant private entity or private entity to take such steps as may be necessary to bring it into compliance with its obligations under the Act, including making certain changes to its practices in relation to the keeping, management and destruction of records, or the transfer of records to the National Archives.

As part of the RTI Act requirement the RTI Unit in collaboration with the National Archives offers workshops to government agencies to help them with their records management Procedures. The RTI Unit with collaboration from the National Archives conducted a two days' workshop with the officers of the Ministry of the Prime Minister.

VISIT TO RESERVE BANK OF VANUATU ARCHIVES FACILITY



With permission of the Governor of the Reserve Bank Mr Simeon Athy participants of the workshop visited the Reserve Bank of Vanuatu archives facility. This was an interesting experience for the participants to learn the process the Reserve Bank was following to archive their records. Staff of the Reserve Bank also demonstrated their preservation and conservation method of dealing with records before transferring to the Bank's Archive. All participants are grateful for the opportunity to be able to visit the Reserve Bank Archives Facility.

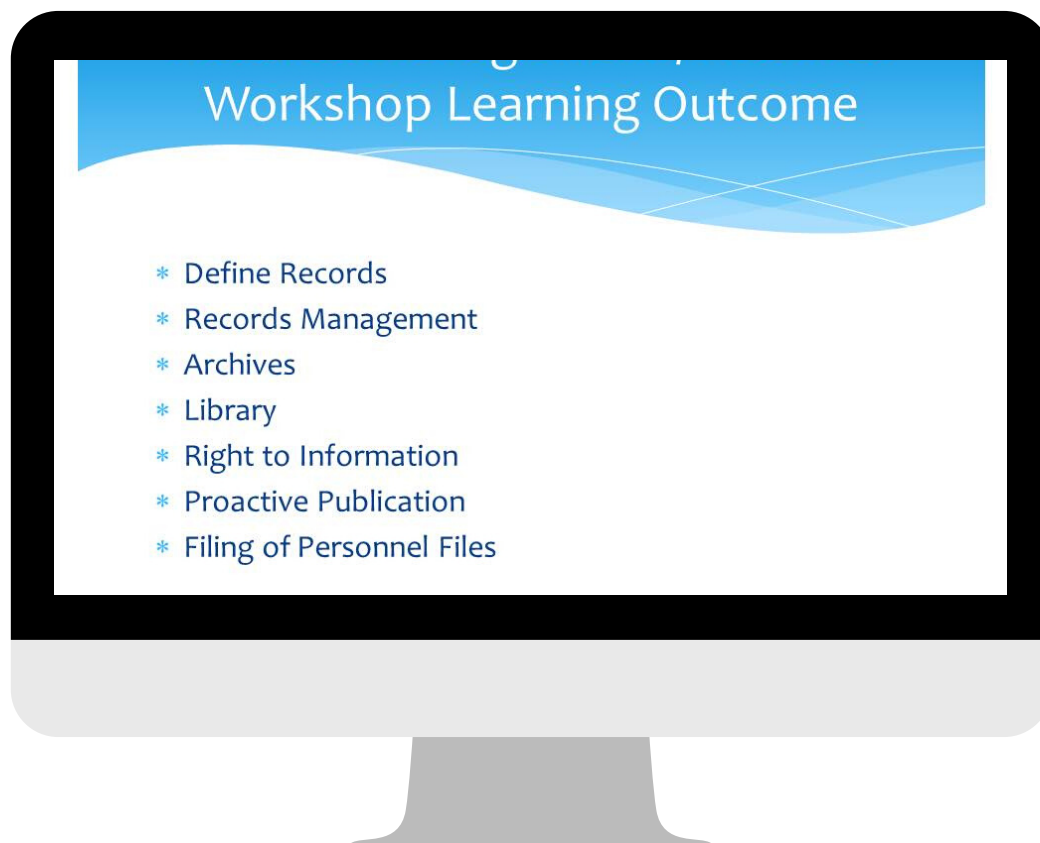
VISIT TO PUBLIC PROSECUTOR ARCHIVES FACILITY



At the Public Solicitor's Office Archives storage facility, Glen from the public solicitor explained to all officers from the Prime Minister's Office the different filing procedures used by the Public Solicitor. Participants were also given the opportunity to view the compactus being used to store files of the Public Solicitor's Office for a number of five years. This was another good learning experience for the Prime Minister's Officers.



WOKSHOP LEARNING OUTCOME



LIBRARY PRESENTATION



The Chief Librarian of the National Library made a presentation about Libraries to participants.

WORKSHOP GROUP ACTIVITIES

Participants learned the different topics throughout the two days from Archives to Library and actively participated in group activities and present to others in the workshop.



WOKSHOP RECOMMENDATIONS

1. Formation of a MPM Filing and Archiving Working Group – This group will consist of all agencies under the Ministry of the Prime Minister and will be led by Helen Koran of DSPPAC.
2. Development of a MPM Policy on Records and Information Management and Procedures Manual. This will be developed with the assistance of the RTI Unit volunteer Ms Kathleen Henry.

