



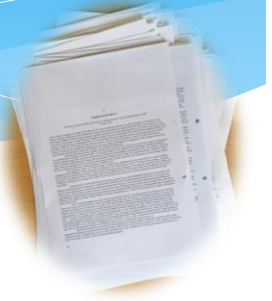
Learning Outcome

- * Define Records
- * Records Management
- * What is Archives?
- * Transferring Records to the National Archives



Defining Records

- a record in writing; or
- a document, manuscript and file; or
- a film (including microfilm), negative, microfiche and facsimile copy of a document; or
- a map, plan, graph or drawing; or
- a photograph; or
- 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
- an email, memo, opinion, advice, press releases, circular, order, logbook, contract, report, samples and models



Records Management Benefits

- * Save costs;
- * Save space;
- * Save time;
- * Ease of record's retrieval;
- * Protecting your data;
- * Compliance to statutory and regulatory requirements; and
- * Facilitate the people's right under the Right to Information Act

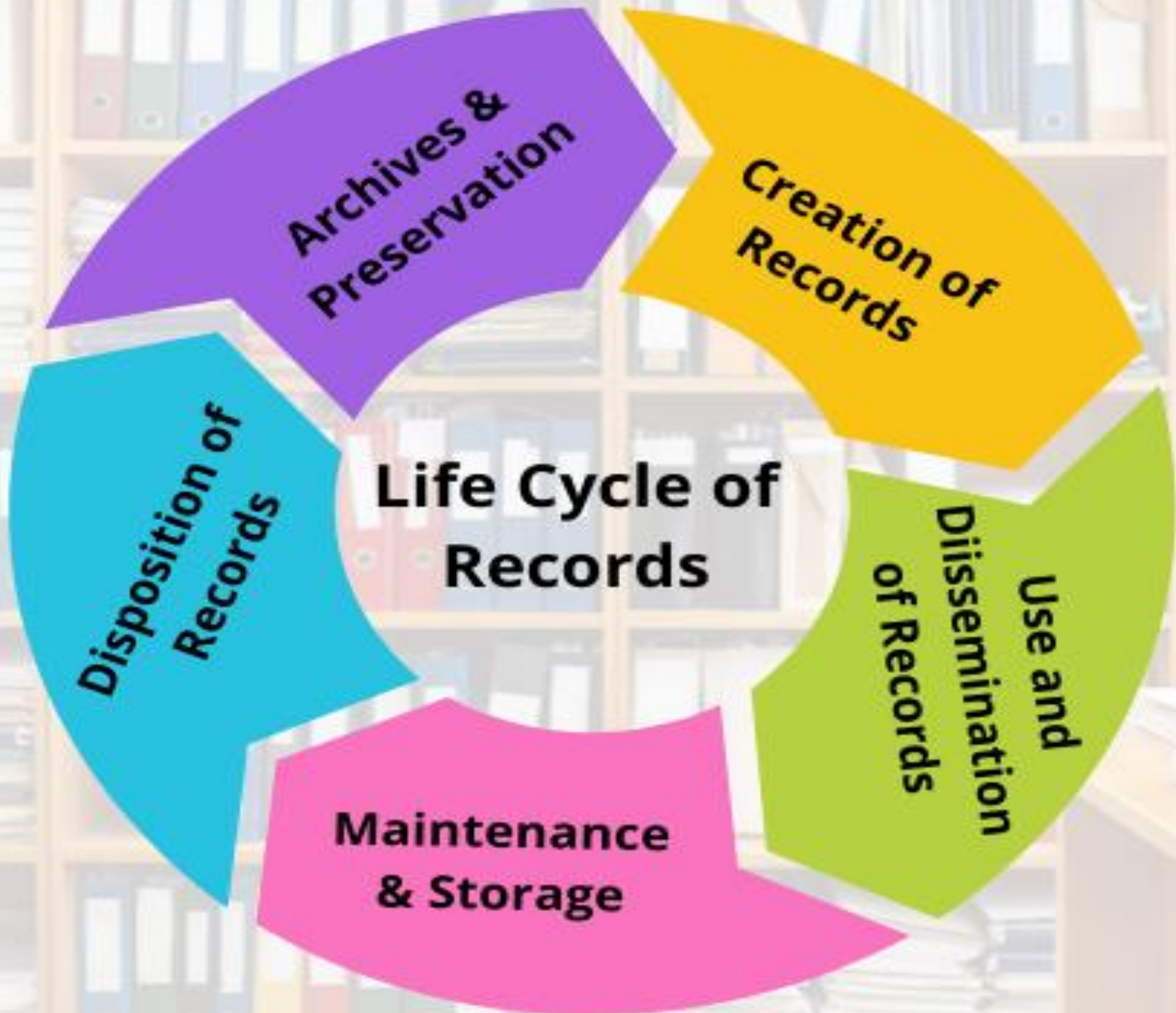


What is Records management?



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





Records Management Responsibilities



All records created by public officers in the course of their duties are public records. All government officers are responsible to ensure that full and accurate records are created and managed by the government, and that these records are kept for as long as they are needed for administrative, accountability and historical purposes.

Records Management Responsibilities

Ministers

They shall provide policy directions and be responsible and accountable for records created and received in their Ministries /Institutions.

Public Service Commission

- * recruit, develop skills and deploy records management officers in Public Service;
- * recruit, develop skills and deploy right to information officers in Public Service;
- * administer the scheme of service for records management officers;
- * supervise records management officers in the civil service; and
- * consult National Archives of Vanuatu on the development of systems, standards and procedures for records management.

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.



Filing System



Information systems that are specifically designed to capture, protect, store and manage data or documents as reliable records for as long as they are needed to satisfy business, legal, fiscal and historical requirements.



Filing systems



File system

Record Plan

A Record Plan is a type of file titling system.

- * Other terms you might have heard are:
 - * File Index
 - * File Plan
 - * Thesaurus
 - * Business Classification Scheme

File system

Why have a record plan?

Why have a file titling system?

- * Otherwise:
 - * Staff may use their own systems
 - * Filing can be inconsistent
 - * Filing may not happen
 - * Documents might be lost
 - * Objectives may not be achieved

File system

Why have a record plan?

- * Records need to be accessible. We need to be able to find them when we need them.
- * This means giving them titles that:
 - * Reflect what is in the files; and
 - * Are understandable to the people using the files

LETTER REFERENCING

- * A reference number will help you relate the letter to a specific matter and will help you file the letter appropriately.
 - **REF: ARM01**
 - **REF: ARM02**
 - **REF: ARM03**
 - **REF: RIM01**
 - **REF: RIM02**
- * “Our ref” and “your ref” are reversed on letters for every direction of correspondence.

Storage Area

- * Active storage Area

A handy place within the office since the records are active thus they are used frequently.

- * Archive Storage Area

A place that is less accessible since the records are not used in a regular basis.



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”. In Vanuatu, public archives of 15 years or over can be deposited to the National Archives.



Recap discussions

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

What happens after 15 Years?



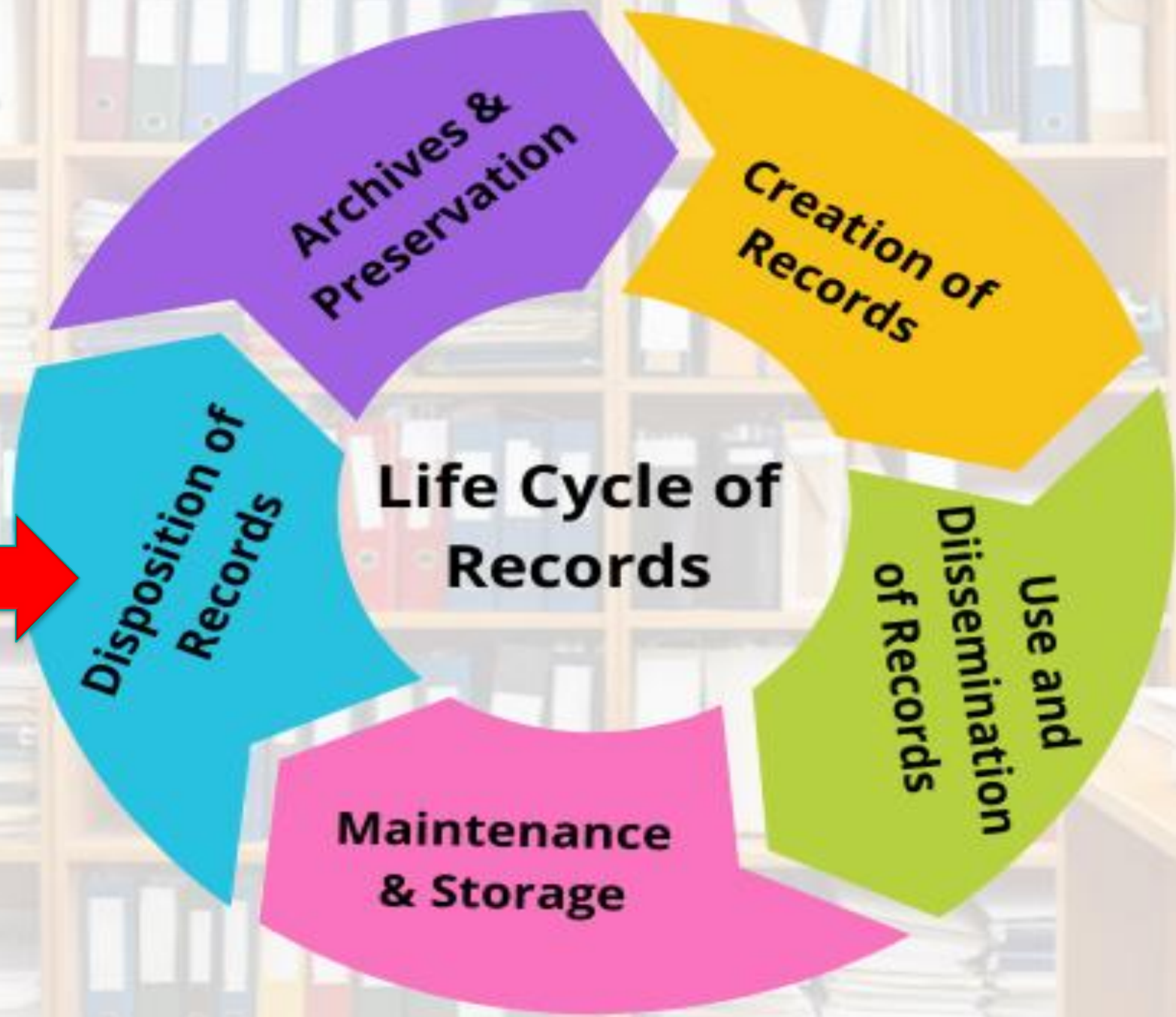
Disposal

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



**Archive or
destroy?**





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?



What is an Archivist?

A person professionally responsible for the management of archival records.



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

- * Records should be handled with care during the physical preparation process to avoid damage.
- * Keep documents in a clean, controlled environment and ensure that records are kept away from any substances and materials which might harm them.
- * Keep your hands clean and dry when handling records. This is important because skin naturally secretes oils that attract dust and other particles, and this dirt and oil can stain documents.
- * There is no need to wear gloves with most types of records. However, photographic prints, negatives and glass plates are more easily damaged by these oils in our skin. Therefore when handling these types of materials, wear cotton or nitrile gloves (you could also wear powder-free latex or vinyl gloves) and hold the materials at the edges in order to reduce fingerprint marks and other surface damage.



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



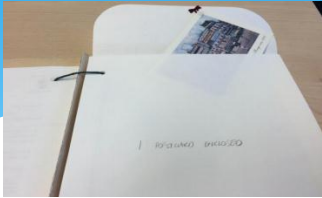
Rubber and plastic



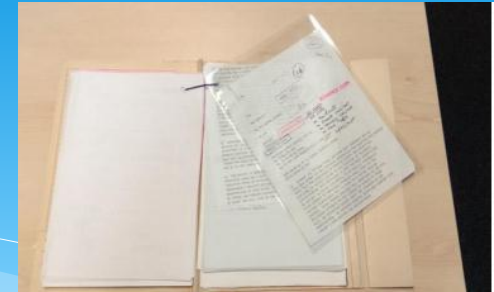
Sticky notes (Post it notes)



Damage or lose papers



An acid-free envelope tagged correctly, with easily removable contents



Example of a loose, torn page in a polyester enclosure

Remove badly torn pages with their reference and insert them into polyester enclosures in order to prevent further damage.

Loose pages can often be tagged in place in their file, without being put into polyester enclosures. Ensure the new tag hole does not damage any text but secures the pages. The tag holes should be about 2cm from the edge of the page, so that the page will not tear loose easily. Do not use self-adhesive tag hole reinforcers.

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.



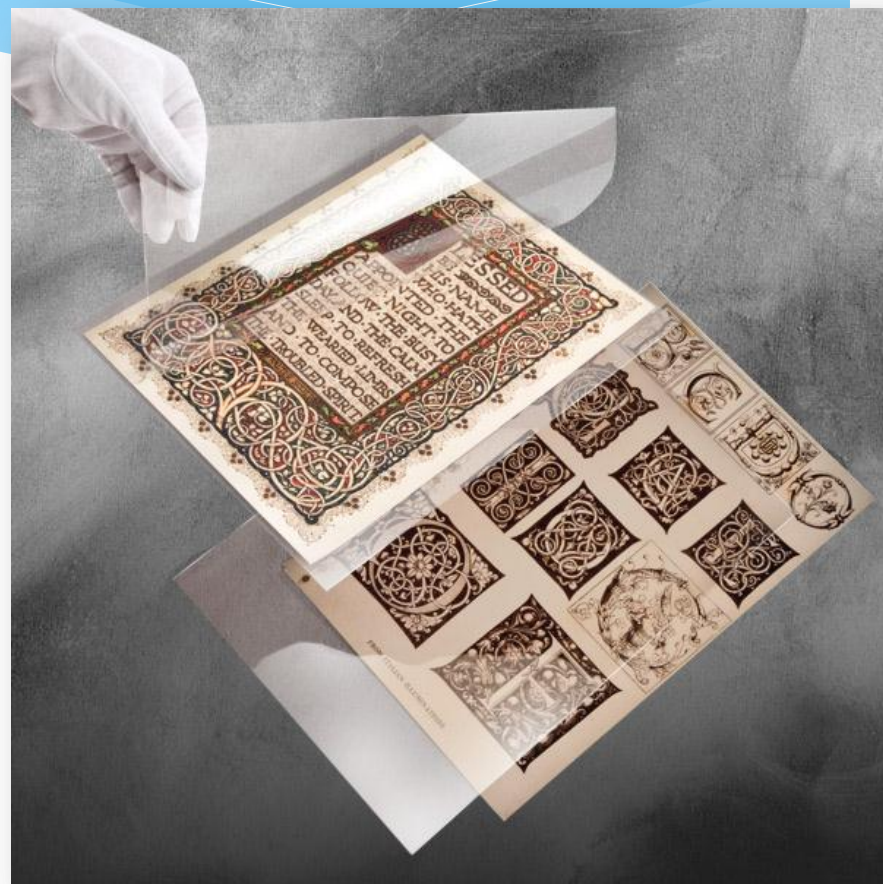
Papers stuck with Sellotape

Sellotape can quickly degrade, with the plastic part of the tape becoming discoloured and separating from the adhesive, leaving the sticky adhesive on the document. This in turn can cause damage to other documents within a file.



Glued Papers

Glue can be unstable and often does not hold in the long term. Therefore, where glued items such as newspaper clippings, photographs, etc. are coming unstuck, put the items and their backing pages into polyester enclosures.



Photographs and negatives within a body of a file

Endorse all photographs and place them in polyester enclosures; then tag the enclosures in the place where the photograph originally sat in the file. Only one photograph should be placed into each polyester enclosure so that researchers can see the back as well as the front, without removing the photograph. Do not punch new tag holes in photographs.



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.



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

- * Boxes should be the correct size to fit the records.
- * They should allow for the records to be packed and extracted easily.
- * Always check the exact size of the records you wish to transfer before ordering boxes.
- * Allow a finger width on either side of the length and width of the records to allow the documents to be removed safely. When filled label the box with your agency label codes.
- * Seek advice from National Archives if you are not sure.





Recap discussions

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

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)



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