

## WHERE SHOULD I KEEP RECORDS?

With the exception of ephemeral records, all records should be lodged in a formal record-keeping system which preserves, manages and provides access to records over time.

## PAPER RECORDS

Paper records can be stored in a traditional paper based system using approved paper files registry. They should be stored in an area where they can be accessed efficiently and effectively.

## ELECTRONIC RECORDS (Including Email)

Electronic documents can be stored in electronic document management systems (EDRMS) or any systems and databases specific to your agency's business or in administration systems for finance and human resources management.

The Government also has the Salmon shared drive with relevant folders allocated to each Government department that can be used to store electronic records.

## HOW SHOULD I DISPOSE RECORDS?

All the government records owned by the government, they cannot be destroyed without the authorisation of the National Archivist.

Records over fifteen years are classified archives, Those with historic value to the government must be transferred to the National Archives. At this point records with no historical value can be destroyed with decision from a Committee within the government agency and with the approval from the National Archivist.

If you need further information or training on Records Management contact:

Right To Information Unit  
National Archives of Vanuatu

### Right To Information Unit

Prime Minister's Office  
PMB 9053  
Phone + 678 23150 VOIP: 2680  
Email: [rti@vanuatu.gov.vu](mailto:rti@vanuatu.gov.vu)  
Website: [www.rti.gov.vu](http://www.rti.gov.vu)

### National Archives of Vanuatu

P.O Box 3303  
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# RECORDS MANAGEMENT

INFORMATION FOR GOVERNMENT OFFICIALS



**RIGHT  
TO  
INFORMATION  
UNIT**



## RECORDS MANAGEMENT

As Government official you create and work with Government records. Government records include emails, instant messages, presentations, reports, spreadsheets, texts, voicemails, and much more.

Without effective records management, successors may be unable to build off your work. Further, as a high-level official, the records you create and receive are likely to one day be transferred to the National Archives of Vanuatu.

## WHAT IS RECORDS MANAGEMENT?

Records management is the efficient and orderly control of the life cycle of records from creation, receipt, disposition of records and archives, including the process for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records management allows an agency to:

- Organise the information about past actions and decision.
- Provide better informed decision-making.
- Spent less time looking for information.
- Save cost.
- Protect the whole community by protecting information that the government has about the people.
- Facilitate the people's right under the *Right To Information Act*.

## WHAT IS A RECORD?

**Record** means information held in any form or medium by a Government agency, relevant private entity, whether or not it was created by any of them or came into existence before the commencement of the Right To Information Act, and includes;



*a record in writing*



*a document, manuscript & file*



*a film (including microfilm), negative, micro-fiche & facsimile copy of a document*



*a map, plan, graph or drawing*



*a photograph*



*a disc, tape, soundtrack, 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 equipment) of being reproduced.*



*an email, memo, opinion, press release circular, order, logbook, contract, report, samples and models*

## WHO HAS THE RESPONSIBILITY OF RECORDS MANAGEMENT?

Everyone is responsible!

All government employees are responsible for the records they create and maintain. All employees can make a major contribution to good records management in their agencies on a daily basis.

## WHAT RECORDS NEED TO BE KEPT?

You should keep the records that support your business decision. Records provide proof of what happened and who made the decisions.

Make or keep a record if you need to show:

- **What happened, when it happened and who was involved.**
- **What was decided or recommended and by whom.**
- **What advice or instruction was given.**

**Use this checklist to see if you should make or keep a record:**

- **Did I write, send or use this information in the course of my work?**
- **Am I (or is someone else) required to act on this?**
- **Will this information be needed in the future?**

If you answer Yes to this questions, you should make or keep a record.