

# National Records and Information Management Policy

Director Generals & Directors Responsibility



# National Policy on Records and Information Management

## VISSION

- \* It is our vision that Vanuatu Government public records, the cornerstone of government transparency and a knowledgeable and informed populace, are recognized and managed as public assets.

## MISSION

- \* It is the mission of the Government of Vanuatu to provide, protect, promote, and preserve Government public records, in collaboration with relevant public authorities , for the benefit of the people of the Republic of Vanuatu.



# Policy Provisions

1. Records must be made
2. Records must be accurate
3. Records must be authentic
4. Records must have integrity
5. Records must be accessible and useable
6. Records must be disposed off appropriately



# Scope of this Policy

- \* Covers all government employees, including temporary and casual employees, contractors and volunteers
- \* Covers all aspects of Vanuatu Government business operations
- \* Covers all types and format of records created to support business activities
- \* Covers all business applications used to create records



# Definition of Record

- \* 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



# Policy strategy statements



# Access

- \* To ensure timely access to records and information about the Government of Vanuatu
- \* To ensure easy access to records and information about the Government of Vanuatu



# Security

- \* To ensure records are stored securely and protected from unauthorised access, alteration, deletion or loss
- \* Ensure access controls are changed when employees leave their positions
- \* Ensure information is protected from “leaking” (i.e. prevent files from leaving building through mechanical/electronic means; ensure sensitive electronic information cannot be emailed, downloaded, posted or otherwise made available electronically) – clearly identify such safeguards in policy





# Legal and Regulatory Framework

- \* To ensure all government agencies, relevant private entities and private entities are fully aware of legislations, policies and standards available in relation to records and information management.
- \* To ensure government agencies, relevant private entities and private entities can develop their own internal policies and procedures on records and information management
- \* To ensure Vanuatu has a Code of Practice on Records and Information management



# List of legislations and regulations!!

- \* [Archives Act](#)
- \* [Copyright and Related Rights Act](#)
- \* [Deposit of Books Act](#)
- \* [Electronic Transactions Act](#)
- \* [Expenditure Review and Audit Act](#)
- \* [Financial Transactions Reporting Act](#)
- \* [Official Secrets Act](#)
- \* [Ombudsman Act](#)
- \* [Public Finance and Economic Management Act](#)
- \* [Public Service Act](#)
- \* [Right to Information Act](#)
- \* [Trade Disputes Act](#)
- \* [Vanuatu National Cultural Council Act](#)



# Disposal, Deletion or Transfer of Records

- \* To ensure all government agencies, relevant private entities and private entities understand their responsibility under the Archives Act.
- \* To ensure both physical and digital records are disposed of in line with authorised procedures
- \* If records are converted or migrated to new media, disposition of the previous media may also be warranted.
- \* Disposition of relevant records must be suspended in the event of pending or ongoing litigation or audit. The organization should designate records that are to be held pending resolution of the litigation or audit and notify all affected personnel when the hold is issued and when the hold is released.
- \* Destruction of records must be performed in a secure manner, ensuring that records to be destroyed are transported securely and destroyed completely. The organization may choose to utilize “green” methods of destruction, but destruction must always be performed in a manner that renders the records completely and irreversibly destroyed.
- \* The transfer of records to the custody of a historical archives, library, or museum should be documented as part of the organization’s records retention policy.
- \* Republic of Vanuatu: Archives Act No. 13 of 1992

# Infrastructure

- \* To ensure that the National ICT legal framework and ICT infrastructure facilitate and support:
- \* The development of a National Document Management system to organise and keep government records;
- \* The digitising of government records;
- \* The storage and dissemination of government records through electronic formats;
- \* The security of electronic records created and stored by government agencies.



# Professional Development

- \* To ensure that the government agencies, relevant private entities and private entities have a records management officer appointed. The records management officials are appropriately trained and provided with professional development opportunities in the value and application of the National RIM policy including proper Records Management procedures, proper incentives are in place.



# RESPONSIBILITIES



# Responsible officials

- \* Council of Ministers
- \* Ministers
- \* Public Service Commission
- \* Director Generals & Directors
- \* Records Officers
- \* All Public Officers



# Records Officers

- \* Records officers including clerical or filing staff shall be responsible for records management activities in their respective ministries /departments/ organisations. They must:
- \* comply with this policy and follow any procedures for records management issued by respective government agencies, private entities and relevant private entities; ;
- \* plan for appropriate accommodation for records;
- \* train all members of staff on relevant records keeping systems;
- \* initiate the disposal of records in line with agencies/entities procedures;
- \* carry out records survey and appraisal;
- \* prepare records retention and disposal schedules; and
- \* provide advice to other staff on records management that is consistent with this policy.
- \* provide status records management report to RTI Unit through their RTI Officers





# Thank you everyone!!

If you need further information or training on Records Management contact the Right To Information Unit or the National Archives of Vanuatu!!

## **Right To Information Unit**

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