

# International Notes

Edited by David Roberts

## **Archives of the Congregation of Daughters of Our Lady of the Sacred Heart, Kiribati**

*Correspondent: Sr Margaret Sullivan, Provincial Archivist, Kiribati*

In the past twelve months there have been several developments in our archives on Tarawa. One of the most helpful has been the erection of a new archives room which measures 12.2 m by 5 m, more than twice the size of the previous one. Extra filing cabinets, cupboards, tables and chairs allow for more storage and greater accessibility.

Students from senior secondary schools and tertiary institutes on South Tarawa have been able to spend time in the spacious archives room doing research on the Pacific as well as national and church history.

The visits of Ewan Maidment in 2008 to microfilm the Archives of the Catholic Diocese of Tarawa and Nauru also proved a boon for the Congregation of Daughters of Our Lady of the Sacred Heart (OLSH) Archives. It was decided to keep the diocesan microfilm reels in the new archives room as the airconditioning is constant. Also a microfilm reader provides easy access to the diocesan records. This microfilm reader was donated by the Genealogical Society of Utah, FamilySearch and the Pacific Manuscripts Bureau in May 2008.

Ewan Maidment helped me start work on a series list based on the inventory and series list provided by Ken Scadden in 2007. There is still a lot of work to be done on this as I have been away from Kiribati for four months and have no assistant archivist.

In 2008 our congregation celebrated the hundredth anniversary of the death of our first Superior General, Mother Marie Louise Hartzler. To

celebrate this anniversary, and as a tribute to our pioneer Sisters, I decided to produce a book of selected letters written to her by our early Sisters who arrived in the Gilbert Islands between 1895 and 1902. The 32 letters selected are translations from a collection of 145 letters in our archives in Rome, written to Mother Marie Louise and the Issoudun Community between 1895 and 1907.

I first discovered these letters when visiting Rome in 1997. Some years went by before I contacted Ursula Nixon, a friend for more than thirty years. When in the Gilbert Islands in the 1970s she began a translation of *Sous L'Equateur du Pacifique* by Fr Ernest Sabatier msc, which was later published by Oxford Press as *Astride the Equator*. She was most enthusiastic about translating the letters, seeing their value for our Sisters and historians. Her eloquent and poetic translation makes the letters a delight to read. The reader learns not only about the everyday life of the pioneer Sisters, but their knowledge and experience of the social life and culture in the Gilbert Islands, and also life under British administration between 1895 and 1907.

A wonderful surprise in preparing the letters for publication was receiving original photographs of most of the pioneer Sisters from our archives in Rome and Holland. It took a couple of months to format and prepare the book of selected letters. Copies were sent to more than twenty provinces and regions throughout the world as well as to communities in Australia and in the Kiribati Province. When the translation of all 145 letters is completed we hope to print them in a commercial book.

During 2008 there were visits to the OLSH Archives by US Marine veterans and historians. The most notable visit was in November when the 65th anniversary of the Battle of Tarawa was celebrated. The group of seventeen US servicemen and historians included a marine veteran who survived the landing on Red Beach. Memorabilia, including the unique Declaration of Occupation of the Gilbert Islands by the Japanese on 10 December 1941, were on display. One of the historians intends to send us books and other media on World War II in the Pacific and material on Kiribati.

The main issues that the OLSH Archives faces include the need for qualified staff, adequate budgetary support and implementation of most of the recommendations made by Ken Scadden in his 'Report to UNESCO on the Archives of the OLSH Order in Kiribati', August 2007.

## Archives New Zealand

*Correspondent: Christine Seymour, Communications Manager*

In 2008, Archives New Zealand continued to work on providing leadership and support to archival activities across the country, supporting effective recordkeeping in public offices and local authorities and progressing digitisation.

Over the previous two years Archives New Zealand was also actively engaging with digital sustainability issues. Key initiatives included drafting a whole-of-government digital continuity strategy and development of an interim digital archive.

This year has begun at a fast pace at Archives New Zealand as it continues to provide customers with increased web access to archives and sets in place a plan for digital information management across the public sector.

### Standards

Recent highlights include the launch in August this year of two new recordkeeping standards. Both are the result of wide consultation in New Zealand and overseas, particularly with our Australian neighbours.

The *Create and Maintain Recordkeeping Standard* identifies the key requirements for successful recordkeeping. Under the *Public Records Act 2005*, this is mandatory for government and local government organisations.

The standard sets out the minimum requirements for an organisation's information to remain usable, reliable and available. The benefits and business efficiencies of having useful, reliable, well organised and sustainable information cannot be underestimated.

Similarly the *Electronic Recordkeeping Metadata Standard* establishes principles and minimum requirements for creating and managing recordkeeping metadata in electronic environments.

This standard presents a systematic approach to managing information in business systems and will ensure digital records can be used by government organisations for as long as they are needed and those records that will become archives will survive.

The standards are consistent with international ISO standards and developed in cooperation with the e-Government Interoperability Framework (e-Gif).

Both standards complement the 2007 *Standard for the Storage of Records and Archives*, the first mandatory standard which sets the requirements for physical records storage in both central and local body agencies.

Together the standards help form the basis of the independent audits of central government recordkeeping that begin in 2010.

Additionally Archives New Zealand, together with the National Archives of Australia, has led a multinational team of archival institutions to develop an international standard for recordkeeping software. This new *Principles and Functional Requirements for Records in Electronic Office Environments Standard*, published by the International Council on Archives, is a significant milestone for the archives industry.

Archives New Zealand is working with the State Service Commission and other central New Zealand agencies to build these standards into every government organisations' core work program.

### **Digital Continuity Action Plan**

Archives New Zealand wants to ensure that digital information is accessible and useable when it is needed. In response to this Archives New Zealand has drafted the Digital Continuity Action Plan for public sector digital information management.

The Digital Continuity Action Plan was released for public consultation at the end of 2008. A very broad consultative process was undertaken in order to reach as many audiences as possible. In total, 63 submissions were received on the draft plan from 55 different organisations, including three Australian submissions.

The action plan has now been redrafted to reflect the feedback and reviewed to ensure it aligns closely with government priorities.

The plan has been put forward for Cabinet consideration and, once it has been approved, will be launched in the near future. Further information is available at <<http://continuum.archives.govt.nz/digital-continuity-strategy.html>>.

### Interim Digital Archive

On 1 July 2008, Archives New Zealand launched its Interim Digital Archive, providing the capability to receive, store and preserve born digital archives. The archive is intended to be a temporary system, while a more long-term solution is developed. This digital archive was selected and configured between October 2007 and June 2008 and has an anticipated lifespan of two to three years.

Based on open source software the archive utilises a Fedora<sup>1</sup> platform with a Fez<sup>2</sup> interface, with the latter being configured to meet Archives New Zealand's requirements. Software produced during the development phase has been contributed back to the development communities.

The archive development work was facilitated by the use of tools and standards made available by other institutions. Tools integrated include DROID and PRONOM from The National Archives (UK), and XENA from the National Archives of Australia. The standards utilised for the archive include the PREMIS Data Dictionary for Preservation Metadata and the Recordkeeping Metadata Standard and Technical Specifications, jointly developed by Archives New Zealand and the National Archives of Australia.

The archive does not currently provide for direct public access, but content can be extracted from the system and made available via websites, or provided directly to researchers.

In addition to born digital records, the archive will also be used to store digitised reproductions of records from Archives New Zealand's physical holdings. The facilities in the archive will ensure that digitised content can be maintained appropriately and its value maximised.

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<sup>1</sup> FEDORA (Flexible Extensible Digital Object Repository Architecture) is an underlying architecture for a digital repository, developed by Cornell University Information Science and University of Virginia Library.

<sup>2</sup> Fez is a flexible web interface for FEDORA, developed by University of Queensland as a project of the Australian Partnership for Sustainable Repositories.

Archives New Zealand will work with partner agencies in the New Zealand government to carry transfers of born digital records. Trial transfers will also be conducted during the initial implementation phase of the archive, building our capability to manage a variety of record types.

### **National Register of Archives and Manuscripts**

Archives New Zealand supports the development of a strong network of community archivists and has been progressing the redeveloping of the National Register of Archives and Manuscripts (NRAM).

Previously paper based and now an electronic database, the register is community centred and will in future better enable archivists throughout New Zealand to share ideas and information.

As custodian of NRAM Archives New Zealand has been working with the community to redevelop the system and last year initiated a Community Archives Survey. Some 178 established and emerging archives responded to the survey and for them digitisation was a key priority, with nearly 50 per cent wanting to digitise their records to make them more accessible.

The new NRAM system aims to:

- be more contemporary with a user-friendly design and layout;
- have more and better ways of finding information; and
- have better ways for contributors to include and maintain their collection descriptions.

Other upcoming initiatives to assist community archivists include a Community Archives Toolkit, the soon to be printed new edition of the Directory of Archives and a funding guide for community archives.

### **GLAMS membership**

Archives New Zealand is a member of the new Galleries, Libraries, Archives and Museums Sector (GLAMS) organisation which held its first meeting in early 2008.

This high level forum aims to add value to the sector and its customers by working collaboratively on such things as:

- professional development and training;

- a one voice approach to relevant policy and legislation;
- shared services, including storage and ICT systems;
- funding to maximise investment; and
- a shared approach to working with communities.

Others involved in GLAMS include the Archives and Recordkeeping Association of New Zealand, Libraries and Information Association of New Zealand Aotearoa, Museums Aotearoa, Te Papa Tongarewa, the Records Management Association of Australasia, and the National Library of New Zealand.

### **Digitisation**

Digital transformation is a strategic priority for Archives New Zealand.

The organisation has recently stepped-up its digitisation program in a concerted effort to enable many more people to gain ready access to the wealth of information and materials in the archives.

Some valuable holdings including the Otago and Southland pastoral runs register from 1870 to 1960 and the Blue Books are currently being digitised. The Blue Books hold New Zealand's national statistics from 1840 to 1855. They are some of the country's oldest and most valuable records and are of huge social value.

Two digital projects of great significance to Maori were completed in 2008. In April some 850 images of Waikato-Tainui land confiscation records were digitised. A CD-ROM of the images, dating from the 1830s to the early-1900s, was presented to Waikato-Tainui as part of a ceremony marking 150 years of Kingitanga. The CD-ROM is an important legacy for Waikato-Tainui people as it gives them the records of their past at their fingertips.

In March the Ngai Tahu Documents gallery, Ka puna korero o Kai Tahu, was launched in Christchurch. The gallery contains images of archives relating to Ngai Tahu communities in Canterbury and Westland. This new gallery, available at <http://www.archives.govt.nz>, has been well received and was the culmination of 18 months of collaboration between Archives New Zealand and Ngai Tahu.

### FamilySearch Utah

Archives New Zealand has begun a new digitisation project with the international organisation FamilySearch of Utah.

This is a two-year project to capture the information on the ships' passenger lists held at Archives New Zealand. Up until the mid-1970s New Zealanders were either born here, or travelled here by ship. Archives New Zealand holds ships' passengers lists with some ten million names.

The lists tell us where people came from, how old they were when they arrived and facts about their lives and families. The result of the project will be detailed indexes of all the information.

From later this year these searchable indexes and images will be progressively available world-wide via the FamilySearch and Archives New Zealand websites.

### Archives New Zealand hosts workshop to develop appraisal and disposal tools for the Pacific

Representatives from seven Pacific countries took part in a workshop at Archives New Zealand in Wellington on 9–11 March 2009 to develop appraisal and disposal tools for the *Recordkeeping for Good Governance Toolkit*.

The toolkit is a series of publications, being produced by the Pacific Region Branch of the International Council on Archives (PARBICA) to promote and assist with best practice recordkeeping throughout the Pacific

The workshop focused on developing phase 3 of the toolkit for use by Pacific Islands' governments to improve the state of recordkeeping by:

- identifying significant records of Pacific Island governments for long-term retention and contributing to the varied community memories of the Pacific;
- enabling the timely and efficient destruction of records of short-term value; and
- assisting with public sector accountability, by providing tools that enable Pacific Island governments to identify and meet their legal obligations for retention of records.

Archives New Zealand is leading this current phase of the project undertaken as part of New Zealand's official overseas development



assistance program and funded by NZAID, the international funding agency of the New Zealand Ministry for Foreign Affairs and Trade.

Representatives from New Zealand, Australia, the Cook Islands, Samoa, Fiji, Papua New Guinea, Palau and Nauru participated in the workshop. More information on the toolkit is available on the PARBICA website at <<http://www.parbica.org/projects.htm>>.

### **Wellington hosting national library collection**

Archives New Zealand's National Office in Wellington will house 10,000 linear metres of the National Library of New Zealand's collections during the library's building redevelopment over the next three years.

The collections coming to Archives New Zealand include those from the Turnbull Library and the current timeframe for the move is August 2009.

Library and Archives staff are currently working together to finalise the details of how people will access the collections once they are relocated. Both organisations share many customers providing the opportunity to provide an efficient and high quality service to them during the relocation period.

### **Passive estray established for archives**

Archives New Zealand's Chief Executive Dianne Macaskill signed a new passive estray policy late last year. The policy establishes Archives New Zealand's position when it comes to estrays and sets out the procedures for taking them in when people offer them to the Archives, making this a transparent process.

Passive estrays are public records which are stored outside the public sector. They can come into the hands of private individuals in a variety of ways, including from another family member, from a sale or even a rubbish skip.

### **Two new collaborative websites**

Two new collaborative online exhibitions are bringing Canterbury history alive through the combined efforts of Archives New Zealand's Christchurch Regional Office staff, a library and a museum.

*Private lives and public records* is a joint effort between Christchurch office staff and the University of Canterbury's Macmillan Brown Library. An

exhibition celebrating the 150th anniversary of the *Strathallan*, the first immigrant ship to arrive in Timaru in January 1859 is the result of collaboration with the South Canterbury Museum.

The story of the Acland family, a prominent sheep farming family who had a pivotal role in the formation of Canterbury's many institutions and social structures, is told in the *Private lives and public records* exhibition. The gallery can be viewed online at <<http://gallery.archives.govt.nz/v/christchurch/Acland/>>.

Collaboration with the South Canterbury Museum came about because the museum did not have the resources for an online exhibition to support the physical exhibition. This exhibition is at <<http://gallery.archives.govt.nz/v/christchurch/Strathallan/>>.

### **Taking our films directly to New Zealand students**

A contract which will take films preserved by Archives New Zealand to students throughout New Zealand was signed in March by Chief Archivist Dianne Macaskill and Gresham Bradley, Director Online Development, e-cast Limited.

A large selection of films produced by the New Zealand National Film Unit will now be distributed by e-cast Education for educational purposes and at no cost to New Zealand primary, intermediate and secondary schools, and tertiary institutions.

Established to publicise New Zealand's participation and achievements during World War II, the National Film Unit expanded from producing weekly newsreels to making documentaries and films to the order of government departments.

Now students will be able to access many of those films online. The service is not limited to viewing. Students will be able to download clips and use them in their own projects.

e-cast Limited is New Zealand's premier video streaming and hosting service. The company delivers high quality content directly to schools and is the perfect conduit to link students to the wealth of historical moving image content preserved by Archives New Zealand.

The new service is set to begin in a few months and new content and services will be added on an ongoing basis.



Gresham Bradley and Dianne Macaskill sign the contract, with (from left to right) Brendon King, Business Development e-cast Ltd, David Smith, Senior Adviser, Audio-Visual Records, Archives New Zealand, Mark Everton, Director of Production, e-cast Ltd, Alan Ferris, Access Development and Operations Manager, Archives New Zealand and Alicia Wright, Group Manager Access and Regional Services, Archives New Zealand.

## Archives of Samoa

*Correspondent: Vaveao Toa, Senior Archives Officer*

The Archives of Samoa was established in 1996 within the Ministry of Education, Sports and Culture with the aim of preserving the country's records, which are of significant value to the government and the people of Samoa.

### Developments in records management

In September 2007 the Code of Best Practice and the Common Administrative Retention Schedule were endorsed by Cabinet as official recordkeeping tools to be used across government, recognising that good public records management is the key to good governance. Together,

when implemented, they will enable the Samoan Government to conduct its programs efficiently, effectively and in an accountable and transparent way.

The Code of Best Practice is a set of guidelines for the efficient management of public records in all government ministries and agencies of Samoa. It has been developed by the Ministry of Education, Sports and Culture Archives Unit, in cooperation with the Records Task Force of government records managers, and with the assistance of Ms Emma Murray, Australian Business Volunteer archives advisor. The code is based on the International Standard on Records Management, AS ISO 15489, the records management guidelines of national and state archives authorities in Australia and New Zealand, the International Records Management Trust, and course materials from previous In-Country Training in records management held in Samoa.

The Common Administrative Retention Schedule was developed for the efficient management of Samoan Government ministry records. This schedule applies to records of any format and media, including paper records and electronic records. The schedule is not to be used by ministries in disposing of records which document their specific responsibilities in providing services to the whole of government unless it is specifically mentioned in the schedule.

### **National Archives Project**

The aim of the National Archives Project that was coordinated by the Ministry of Education, Sports and Culture is the safeguarding of all Samoan public archives, which includes records presently being created to become the archives of the future. One crucial requirement of this endeavour is the development of well functioning records management practices throughout government.

Components included in this project were:

1. Introducing the Code of Best Practice for Records Management and the Common Administrative Records Retention Schedule to all government ministries.
2. Providing preservation supplies and assisting with storage room upgrades to improve the records' preservation environment.

3. Development of records retention schedules for unique records in seven selected pilot ministries.
4. Development of classification schemes for all records in the same seven selected pilot ministries.

This project was funded by the Public Sector Improvement Facility (PSIF). The Archives Unit of the Ministry of Education, Sports and Culture is also currently drafting a phase 2 proposal to complete the development of specific classification and retention schedules across the remaining government ministries.

### **Archives legislation**

The Public Records Bill is now with the Attorney General's office to await the next Parliament session to be tabled and given approval after a public consultation process. The Public Records Bill is anticipated to safeguard and preserve records of permanent or continuing value to Samoa and its people by imposing an obligation to protect public records on every person and each public entity responsible for the control of public records. The Bill will establish a National Archives and Records Authority (NARA), which will manage access to and disposal of records, and will provide records management services to government.

### **German Digitisation Project**

The Federal Republic of Germany is currently funding the digitisation of records of the German colonial period in Samoa. This project will have a range of benefits within Samoa including providing a copy of these aging and fragile records and the development of arrangement and description policies and practices.

Technical advice and the digitisation equipment have recently been provided, facilitated by Archives New Zealand. The project is anticipated to finish in two years time.

### **Hocken Collections – Uare Taoka O Hakena, Archives and Manuscripts Section, University of Otago, Dunedin, New Zealand**

*Correspondent: Anna Blackman, Curator of Archives and Manuscripts*

This correspondent last contributed to the May 2003 edition of *Archives and Manuscripts*. On that occasion I gave a description of the collections

and functions of the Hocken, so the current report will be primarily an update.

Some readers will remember the former Hocken Librarian, Stuart Strachan, a tireless advocate on all things archival for over 30 years and a major contributor to archival development in New Zealand. Stuart retired early in 2008, but returns frequently to research and catch up with staff. Our new Hocken Librarian is Sharon Dell, formerly Director of the Whanganui Regional Museum, and previously Assistant Chief Librarian and Keeper of Collections of the Alexander Turnbull Library.

### **Archives Access Enhancement Project progress**

Since my last report penned shortly after we received our first grant from the New Zealand Lottery Grants Board we have received further grants which currently enable us to employ five full-time staff devoted to arrangement and description work: 3.5 work on the archives collection, and 1.5 on the photographs collections. We have achieved a great deal in terms of increasing access to the collections, describing thousands of items, and improving packaging and security. As a result the number of items used in the reading rooms has doubled, and readers often comment on finding material which they did not previously know we had. The project has also given us much better control of the Photographs Collection. A new database provides collection level entries for 2,000 collections and detailed item listings for hundreds of them have been made.

### **Hakena due for replacement and redevelopment**

Hakena, our online catalogue, is showing its age and work has started on planning for its replacement or redevelopment. Hakena is supplied by Civica and is substantially the same system as Tapuhi (used by the Alexander Turnbull Library in Wellington) and PICMAN (used by the Mitchell Library in Sydney). Unlike those systems Hakena has only been used at Hocken for archives and manuscripts. Our wish list for a new system is not finalised by any means but we are thinking about such ideas as Web 2.0 interactivity (that is, allowing readers to enrich our descriptive data by adding comments, tags and so on), finding aids that are compliant with Encoded Archival Description (EAD) standards, ability to allow both English and Maori descriptions of items, and re-

usability and re-purposing of metadata. Our goal is a system that exposes our unpublished collections to the Web-savvy users of today.

### **Digitisation / DAMS project**

The University of Otago Library is working towards purchase of a digital asset management system, possibly in consortia with other universities.

### **Building nearly full**

The current building is nearing capacity in terms of storage space. When it opened in 1998 it was estimated that it had capacity for 10 years expansion and that has proved to be substantially correct. We are considering several possibilities for redevelopment and adding our requirements to the University Library's accommodation plan.

### **Public Records Act 2005**

This act replaced the much earlier Archives Act. The main change from our point of view has been the fact that university records are now subject to the Act. A retention and disposal schedule for New Zealand universities has been developed and approved by the Chief Archivist and there is a growing flurry of activity as University departments, units and administrative divisions get to grips with the requirements to create, maintain and manage their records. The Hocken Collections acts as the University of Otago Archives and is an approved repository under the Act, and will need to comply with Archives NZ standards and will be audited regularly. It is likely that there will be an influx of University archives over the next few years as older material that has been sitting in departments is transferred to Hocken under the requirements of the Act. A very positive move by the University to support these changes has been the appointment of a University Corporate Records Manager with responsibility for management of records across the whole University.

### **Centenary of Hocken Deed of Trust**

In 2007 we celebrated the centenary of the signing of the Hocken Deed of Trust, in which Dr Thomas Morland Hocken gifted his collection to the University of Otago in Trust for the people of New Zealand. Celebrations included a lecture series, a fantastic Ball, an exhibition and the publication of the book *Ka Taoka Hakena – Treasures from the Hocken Collections*, edited by Stuart Strachan and Linda Tyler. It was not until three years after the signing of the deed that the Hocken opened to the public so we are looking

forward to celebrating the centenary of that in 2010, the same year that the Mitchell Library, State Library of New South Wales will be marking its centennial.

### **Maori manuscripts project**

Over the University summer holidays 2006–07 we employed a small team of senior Maori language students from Te Tumu, the School of Maori, Pacific and Indigenous Studies, to help us with some of our manuscripts in Maori. The team worked under the supervision of Maori Liaison Librarian Lorraine Johnstone to make summaries in English of the content of most of our nineteenth-century Maori language manuscripts. The summaries were then added to Hakena in the scope and contents notes. This work has increased access (for both our staff and our readers) to these sometimes underutilised resources, and gave the students the experience of working with archives.

### **Some significant acquisitions 2003–09**

Every year we receive a wide variety of donations to the collections, usually about 200 to 250 linear metres, but some of the more significant over this period have been:

- Dalziel Architects records – this large collection includes records of several prominent Dunedin architects and includes many drawings for older University of Otago buildings, business buildings and substantial Dunedin and Otago residences;
- Hon. Dr Michael Cullen’s papers (former Minister of Finance);
- Henry Percival Pickerill’s papers (prominent WWI plastic surgeon);
- Professor John Money papers (pioneering sexologist);
- records of the University of Otago Caversham history project; and
- the papers of Ruth Dallas and Noel Hilliard (two writers well known in New Zealand).



We also acquired more of the papers of the writer Janet Frame following her death in 2004, the bulk of her papers having been purchased in the late-1990s. We currently hold about 8,500 linear metres in total.

## **Pacific Manuscripts Bureau, Australian National University**

*Correspondent: Ewan Maidment, PMB Executive Officer*

### **Pacific Manuscripts Bureau 40th anniversary**

In 2008 the Pacific Manuscripts Bureau (PMB) celebrated its 40th anniversary. Since beginning its operations on 16 April 1968 the Pacific Manuscripts Bureau has produced thousands of reels of microfilm of archives, manuscripts and rare printed material in or relating to the Pacific Islands, together with related indexes, finding aids and guides. The Bureau is now also using digital technology to reformat photographs, audiovisual materials and documents. Over these forty years the Bureau has produced one of the most extensive resources available for studies of the Pacific Islands.

A celebration to mark the 40th anniversary of the Pacific Manuscripts Bureau was held in Canberra on 17 June 2008. Speeches were given by the Hon. Duncan Kerr MP, the Australian Parliamentary Secretary for Pacific Islands Affairs, Professor Ian Chubb, the Vice-Chancellor of the Australian National University (ANU), and Mr Paul Brunton who represented the Mitchell Library at the State Library of New South Wales.

Mr Kerr noted the impact which the Bureau has on providing research resources for Pacific Islanders and scholars throughout the world:

Since its establishment in 1968, the Pacific Manuscripts Bureau ... has delivered on the vision of its founders - that is, to increase and enrich knowledge of the Pacific islands region ... Since its beginnings, [the PMB] has produced nearly 3,800 rolls of microfilm material relating to the Pacific. This means essential historical and cultural records have been preserved for the benefit of future generations of Pacific Islanders. In addition, [the PMB's] work has protected and enriched the resources available to scholars both in the region and throughout the world.

Professor Chubb emphasised the Bureau's contribution to Pacific Studies at the Australian National University:

We at the Australian National University are deservedly proud of the role we have played in the advancement of Pacific scholarship. It is units like the Pacific Manuscripts Bureau that have put us at the forefront of international learning in the field of Pacific studies ... The University's contribution to the running of the multi-library consortium has been strong and outstanding, and it will continue.

Paul Brunton confirmed the ongoing support of the Mitchell Library for the PMB and praised its archives preservation projects in the Pacific Islands.

The Pacific Manuscripts Bureau has relied on a remarkably high level of international cooperation between Islanders, Island institutions, the PMB member libraries and Pacific scholars worldwide. The PMB is an international joint copying project, funded and directed collaboratively by major Pacific research libraries and Pacific studies scholars at the Australian National University.

The Macmillan Brown Library at Canterbury University Library, Christchurch, New Zealand, has just joined the PAMBU consortium of specialist Pacific research libraries. The other PAMBU member libraries are: the Mitchell Library in Sydney, the National Library of Australia, the Australian National University Library, the Alexander Turnbull Library in Wellington, the University of Auckland Library, the University of Hawaii Library, the Library of the University of California San Diego, Yale University Library, and the University of Michigan Library.

The Bureau is very fortunate to be directed by a management committee made up of a number of world experts on the documentation of the Pacific Islands, chaired by Professor Brij Lal since 1994. Over the last six years, the Mitchell Librarian Elizabeth Ellis (who recently retired from that position and the committee) took a prominent role on the committee, helping to ensure the Bureau's sound footings and productive operations.

Partly as an outcome of PMB advocacy, the ANU Archives Program has appointed a Pacific Archivist, Karina Taylor, and the University Library has appointed a specialist Pacific Librarian, Deveni Temu. The Bureau is working closely with this team. In addition Kylie Moloney will take up a new archivist position at the Bureau in November. Sioana Faupula continues to work part-time at the Bureau on translation of Tongan documents and assisting with arrangement and description. Also

working part-time, Duncan Driver has been undertaking the bulk of the in-house microfilming over the last year. Mrs Josepha Kapa, New Guinea Collection Librarian at the University of Papua New Guinea Library, visited Canberra in April 2008 for a joint training attachment at the National Library of Australia, the ANU Pacific Research Archives and the PMB.

One marked aspect of the Bureau's operations is its strong presence in the Islands. Over the last 18 months the Bureau has had an exceptionally busy period of archival field projects in the Islands and elsewhere, as follows:

- Tarawa, Kiribati, 3–17 January 2007: to help Sr Margaret Sullivan, FNDSC, with the arrangement and description of the archives of the Catholic Diocese of Tarawa and Nauru.
- Honolulu, Hawaii, 14–23 March 2007: to participate in a conference, *Hidden Treasures: Accessing the Riches in Pacific Collections*, organised by the Center for Pacific Islands Studies at the University of Hawai'i; and to microfilm English translations of Hawaiian language documents in the Micronesian Collection, 1852–1923, at the Hawaiian Mission Children's Society Library.
- Papua New Guinea, 16 May – 3 June 2007: to microfilm archives of the Rabaul Volcanological Observatory (RVO) in collaboration with the Papua New Guinea National Archives, Dr RW Johnson, Mr Herman Patia, and other RVO staff; to survey records of the Papua New Guinea National Lands Commission and Land Titles Commission in Port Moresby with Sam Kaima; and to investigate possible microfilming projects at the Rorongo Theological College Library and the Lowlands Agricultural Experiment Station near Keravat, East New Britain.
- Victoria, Australia, 17–25 June 2007: to select Unevangelized Fields Mission archives from the Library of the Bible College of Victoria at Lilydale for microfilming; to microfilm Sr Rhoda Ransom's diary and photographs from the Duke of York Islands, PNG, 1912–1913, held by Don Horsey in Shepparton; and to collect research papers of the late Robert Kent Wilson on

industrialisation in Papua New Guinea from Mrs Valerie Wilson in Carlton.

- Honiara, Solomon Islands, 1–6 July 2007: to address a meeting of Bishops of the Church of Melanesia; and, working with Bishop Terry Brown, to microfilm some of the Church's records held at the National Archives of the Solomon Islands.
- New Caledonia and Funafuti, Tuvalu, 25 September – 26 October 2007: to participate in the PARBICA 12 conference in Noumea; to microfilm *La Dépêche Kanak* and other Kanak newspapers in collaboration with the Territorial Archives of New Caledonia; and to undertake the final stage of the Endangered Archives Programme, Tuvalu National Archives Major Project, with Richard Overy, Kataloto Lopati Ponton, Mila Amilale and the staff of the Tuvalu National Library and Archives.
- Tarawa, Kiribati, 29 November – 14 December 2007: to microfilm the archives of the Catholic Diocese of Tarawa and Nauru, working with Sr Margaret Sullivan.
- Melbourne, Australia, 12–15 January 2008: to return archives of the Unevangelized Fields Mission, microfilmed for the PMB by W and F Pascoe Pty Ltd in Sydney, to the Victorian Bible College Library; to select another batch for microfilming; and to pick up papers of CJ (Joe) Lynch on constitutional development in the Pacific Islands (5 cartons) from Dr Jonathan Ritchie at Trinity College, University of Melbourne.
- Honolulu, Hawaii, 16–21 March 2008: to participate in a workshop with Dr Evelyn Ellerman, Dr Steven Windou, Dr Karen Peacock and others on production of a Papua New Guinea Print Culture website.
- Adelaide, Australia, 9–10 April 2008: to microfilm a collection of letters and rare publications of Rev. Isaac Rooney, a Methodist Missionary in New Britain in the 1880s, held by Andrew Rooney and catalogued by Professor Matthew Spriggs.
- Sydney, Australia, 11–14 May 2008: to microfilm correspondence and manuscripts of the late Rev. Dr Sione

Latukefu held by Mrs Ruth Latukefu; and to pick up additional research papers of Dr Robert Norton on politics in Fiji.

- Tarawa, 13–26 July 2008: to complete microfilming Catholic Diocesan archives, microfilm minute books of the Kiribati Protestant Church, and assist with digitisation of records relating to Tuvalu held in the Kiribati National Archives.

The PMB's main in-house microfilming over the last 18 months has consisted of the following large projects:

- PMB 1234/Reels 1–10: Robert NORTON (1944– ): Research papers on Fiji politics, 1960–1993 (available for reference).
- PMB 1267/Reels 1–6: Sir John Thomas GUNTHER (1910–1984): Papers on health administration in Papua New Guinea (available for reference).
- PMB 1273/Reels 1–6: David Bruce MOORHOUSE (1936–2003): Papers documenting his career as a Patrol Officer and land investigation consultant in Papua New Guinea, 1955–1996 (available for reference).
- PMB 1274/Reels 1–18: Jai Ram REDDY (1937– ): Papers relating to politics in Fiji, 1988–2000 (closed until July 2013 – available for reference thereafter).
- PMB 1282/Reels 1–40: CSR Limited, Head Office, Fiji correspondence, 1880–1947 (restricted access). We have microfilmed CSR Fiji letters-out, 1880–1891, Fiji Colonial Secretary's letters-in, 1907–1939, Immigration (Indian labour, Fiji) letters-out, 1916–1926, and the surviving Rarawai Mill, letters-out, 1916–1947, and Rarawai Mill letters-in, 1903–1925.
- PMB 1291/Reels 1–10: R.J.S. COOKE (1938–1979): Reported observations of volcanic activity in Papua New Guinea before 1944: published and unpublished documents, C1–C837 (available for reference). This project is being carried out in conjunction with the microfilming of Rabaul Volcanological Observatory files at PMB 1294–1296. One aim is to produce digital copies of the documents linked to an in-house RVO information management system for Papua New Guinea volcanic hot-spots. Funding for the digital conversion is

provided by the Papua New Guinea-Australia Volcanological Service Support (RVO-Geoscience Australia Twinning Project) supported by AusAID.

- PMB 1305/Reels 1–13: Rev. NA THRELFALL (1930– ): Notes and research materials on the history of Rabaul and the Gazelle Peninsula, Papua New Guinea, 1786–1975 (available for reference).

### **Staffing arrangements**

The Pacific Manuscripts Bureau has made new staffing arrangements as the Executive Officer, Ewan Maidment, began a three-year transition to retirement in November 2008. Kylie Moloney has been appointed as PMB Archivist. Kylie Moloney is an information professional who has worked in the National Library of Australia, the Vanuatu Institute of Technology Library and the National Museums Scotland.

### **Pacific History Association conference**

In December 2008 Kylie Moloney and Ewan Maidment participated in the Pacific History Association conference in Suva. The conference included a stream of papers on libraries and archives in the Pacific Islands convened by Elizabeth Fong, Deputy Librarian at the University of the South Pacific, and Ewan Maidment. The session was titled 'Resources for Pacific History: recognition and access'. The following papers were presented:

- Libby Cass (Information for All Program, University of the South Pacific (USP)), 'Information for All in the Pacific: reality and hopes'.
- Paul Stuehrenberg (Yale University Divinity Library), 'Kenneth Scott Latourette Initiative for the Documentation of World Christianity'.
- Robert Appel (Secretariat of the Pacific Community (SPC), Noumea), 'Moving the SPC Archives to the Territorial Archives in New Caledonia'.
- Karina Taylor (Pacific Research Archives, ANU), 'An Overview of the Pacific Research Archives at the ANU'.
- Meredith Batten (National Library of Australia), 'Pacific Collecting at the National Library of Australia'.

- Diane Woods (Turnbull Library), 'Digitisation Projects at the Turnbull Library'.
- Eleanor Kleiber (SPC), 'The CROP Library Digitisation Project'.
- Libby Fong (USP Library), 'The USP Library's Digital Efforts'.
- Monica Rothlisberger (Divine Word University Library, Madang, PNG), 'Report on Divine Word University Library: holdings, programs and developments'.
- Bishop Terry Brown (Church of Melanesia), 'The Establishment of the Archives of the Church of Melanesia in Honiara, Solomon Islands'.
- Ewan Maidment (PMB), 'A History of Australian Involvement in Archives Administration in Fiji'.
- Karyn Gladwish (Attorney General's Department Librarian, Canberra) had prepared a paper, on Pacific Islands-Australian Law Library twinning projects, but was not able to attend the conference.

It is planned to collate the papers for publication.

In discussion during the session concern was expressed about the inability of some of the national libraries and archives in the region to meet their responsibilities and user expectations. This concern was referred to the general meeting of the Pacific History Association which carried the following resolution:

That Pacific History Association notes that urgent attention is required to address the inability of some national libraries and archives in the region to meet their responsibilities and user expectations. These responsibilities are critical to good governance, preservation of culture and social stability. That the PHA collaborate with regional stakeholders to lobby Forum leaders, national governments and development partners for regional initiatives to address this issue. That the PHA appoint a working group to take this matter further.

### **Recent projects**

While in Suva, with the kind assistance of the staff of the National Archives of Fiji, Kylie Moloney and Ewan Maidment microfilmed selected

issues of Tuvalu newspapers held in the archives, missing from microfilms which the PMB is constructing of *Tala o Tuvalu* (PMB Doc 482), *Valo* (PMB Doc 484), and *Headquarters Information Notes* (PMB Doc 483).

Other recent PMB field projects include:

- Unevangelised Fields Mission (Asia Pacific Christian Mission) – selection of a third batch of archives for microfilming from the UFM Archives held at the Library of the Bible College of Victoria;
- Carl Diercke and his family, planters at Tinputz in Bougainville, correspondence 1888–1967 – microfilming of papers held by Chris Diercke in Newcastle; and
- Captain Brett Hilder, Pacific portraits and landscapes – digital copying of the paintings held by Jean-Louis Boglio at Elanora in Queensland and being offered for sale.

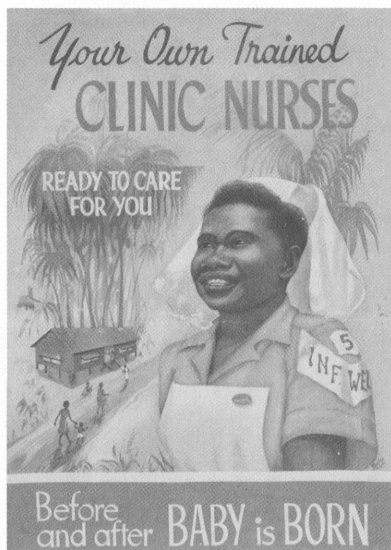
In-house projects have included:

- Geoffrey Luck, Papua New Guinea papers including Australian Broadcasting Commission, Papua New Guinea Branch, Territory News Bulletins, 1957–1958, 1962, 1965–1967, working with Anna Brown on placement at the PMB from the RMIT;
- Professor Murray Groves, research papers and photographs, mainly on the Motu people of Papua, working with Professor Jack Golson and Karina Taylor of the ANU Pacific Research Archives;
- CJ (Joe) Lynch, papers on constitutional development in the Pacific Islands, working with Dr Jonathan Ritchie;
- Hawaiian Sugar Plantation Association, cuttings from the Hawaiian press on the Pacific Islands, c. 1942–1974, working with the University of Hawaii Library Pacific Collection; and
- Hector Robinson, letters from New Guinea to Constance Robinson, 1928–1942, working with Professor Hank Nelson and Dr Bill Gammage.

In December the PMB and Boglio Maritime Books jointly published *Tahiti and the Society Islands: Shipping arrivals and departures 1767–1852*, by Rhys



Richards and Robert Langdon. In January Ewan Maidment submitted a report, *Pacific Collections in Australian Archives and Libraries: policies, access and recommendations*, to the Australian Association for the Advancement of Pacific Studies for inclusion in the AAAPS's forthcoming National Report on Pacific Studies in Australia. In January 2009 staff at the Pacific Research Archives and the PMB mounted an exhibition in the Menzies Building at the ANU documenting Pacific Health Services.



J Chambers, Port Moresby, Infant Welfare Section,  
Department of Public Health, Papua New Guinea.

Poster promoting maternal and child health in

Papua New Guinea, c. 1956

(Jean Chambers Collection, PMB 1255/1; PMB Photo9/01).

## Palau National Archives

*Correspondent: Naomi Ngirakamerang, Executive Director*

The Palau National Archives was established in 1990 under Republic of Palau Public Law No. 3-38 to protect and preserve the Republic of Palau culture, history, traditions and legend, as well as all government

information and records for present and future generations. Although the office is just recently commenced, its goals and objectives are still yet to be achieved due to lack of funding, diminishing or potential loss of grant funding, and the lack of adequate space and staff training. It has been a blessing that the Palau National Archives became a member of the Pacific Regional Branch International Council on Archives (PARBICA) organisation because, since then, it has been slowly achieving its goals through PARBICA's supports and assistances.

Thus the Palau National Archives has been involved with the PARBICA Recordkeeping for Good Governance Toolkit Project phases I, II and III development since April 2007 until the present. The last workshop for phase III took place on 9–11 March 2009 in Wellington, New Zealand. The Archives is grateful to AusAID and NZAID in funding these projects, as well as the first workshop on Recordkeeping for Good Governance phase I that was held in Palau in February 2008 and the workshop on phases II and III held in June 2009.

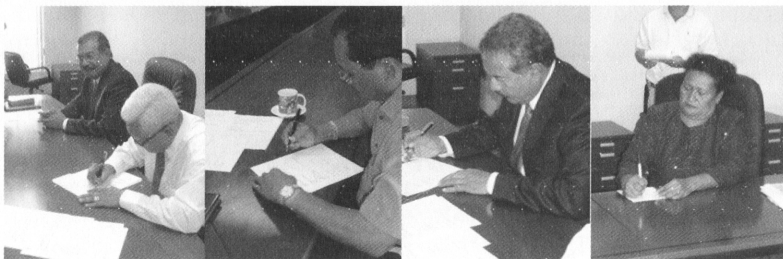
In 2007, before PARBICA 12 at Noumea, New Caledonia, I had the opportunity to participate in the Malaysia Technical Cooperation Program at Kuala Lumpur, Malaysia. It was a five week Archives Administration and Records Management Program. In July 2008, I was one of the fifteen PARBICA members who had the opportunity to attend the International Congress on Archives in Kuala Lumpur. These exposures and training have developed an understanding on how to improve our daily operations in preserving records and documents. It has also assisted us in projecting our plan to establish a new building and records management plan to upgrade the level of our archival daily functions professionally and efficiently and to be committed to the highest degree of integrity, accountability and open communication.

The Palau National Archives has undergone a tremendous change in the past few years. Although it is still a rather small office, the impact of its responsibilities has convinced leaders in the Palau National Government and the Council of Chiefs to assist in developing a new Palau National Archives office to expand its duties and responsibilities to all the 16 states in the Republic of Palau so that it can meet its mandate. The proposed plan for building a new Palau National Archives commenced on 4 March 2009 with the signing of the Land Transfer Agreement between the Chief Rekal, Raphael Bao Ngirmang, and the Melkeok State Public Land Authority Members and His Excellency,

President of the Republic of Palau, Johnson Toribiong, and his Cabinet from the National Government. This new milestone is a dream come true for many pioneers who began their work during the Trust Territory of the Pacific Island Government.

Due to the global economic depression, the government of Palau is seeking external opportunities for funding. The Palau National Archives and the office of the President and Council of Chiefs are soliciting assistance with ally partners for funding. As an Executive Director of the Palau National Archives, it is my wish to see that this vision will come true before I step down from this post. Therefore, I pledge to all my colleagues and friends from PARBICA and the International Council on Archives that I will solicit any source of funding to fund this herculean project from donors whether locally or globally just to make it possible. All suggestions and advice regarding this matter are welcomed.

As a small nation in the islands of the northern Pacific and amid thunderstorms and tribulations, the Palau National Archives has embarked on a new mission to set a standard among Micronesians. I am so glad that the impact of our enormous voices and the overwhelming hours of flying to attend PARBICA's meetings have paved a way to build a new and brighter future for the Republic of Palau. It was only yesterday when I first dreamt of how to change the existing archival office into a professional team. It is only now that a light is slowly appearing from the tunnel.



From left to Right: Chief Reklai of Melkeok State, Governor Lazarus Kodep of Melkeok State, His Excellency President Johnson Toribiong and Executive Director of Palau National Archives Naomi Ngirakamarang, signing the Land Transfer Agreement on 4 March 2009 at Palau National Capitol in Ngerulmud, State of Melkeok.

## **Recordkeeping for Good Governance: A Pacific Initiative in the Global Era**

*Correspondents: Opeta Alefaio and Setareki Tale, National Archives of Fiji*

Archives and records suffer from the longstanding problem of a general lack of recognition; that is, we are often an afterthought, if we are thought of at all. This predicament has been especially true in the Pacific region, where oral tradition is the single most dominant factor in our development and an essential part of our identity and everyday life. Oral tradition and a lack of focus on sound recordkeeping systems have made the job of archivists and records managers all the more difficult.

Therefore, in an attempt to make archives and records more relevant, the Pacific Regional Branch on the International Council on Archives (PARBICA) set the theme of its 11th biennial conference in 2005 as 'Recordkeeping for Good Governance'. This theme was in keeping with a wider reform agenda occurring within the Pacific Island states, and spoke directly to the growing global awareness of records as a vital enabler or pillar of good governance.

The theme and the conference were a success. Conference organisers were able to secure the presence and participation of several renowned authorities on the evidentiary value of records in the modern age, such as the then International Council on Archives (ICA) Deputy Secretary General, Ms Mahfuzah Yusuf, as well as the Director of the International Records Management Trust, Dr Anne Thurston, who delivered the keynote address. The conference demonstrated to Pacific archivists, records managers, and bureaucrats the fundamental connection between the need to manage records over time, and the efficient, effective, accountable, and transparent running of government.

This spurred members of PARBICA to make a conscious effort to continue to tie recordkeeping to good governance, and one of the resolutions of the conference called on the PARBICA executive to find the means to produce a modular toolkit to assist remote Pacific archives manage their records. The result of all of this is the PARBICA Recordkeeping for Good Governance Toolkit.

In the first two phases of the project, the National Archives of Australia (NAA) with funding assistance from AUSaid took the lead in the project assembling a team of archivists from around the region to develop the

first five products. These were a brochure, a poster, an introduction to the project, a recordkeeping capacity checklist and a recordkeeping requirements guideline.<sup>1</sup> These phases also included work on the formulation of a draft records management policy, and records plans for common administrative records, as well as instructions on how to develop records plans for an agencies' more specialised core functions. These products are undergoing a final round of feedback before finalisation and placement on the PARBICA website.

The third phase of the project is dealing with appraisal issues and instructions on the development of disposal schedules. This phase of the project is being led by Archives New Zealand with official funding from the New Zealand Government. Workshops supporting the deployment of the toolkit and associated projects have been held in Palau, Samoa, and Vanuatu. The Papua New Guinea Government is using the toolkit as the basis for records management training for all civil servants. The Republic of the Fiji Islands is working very closely with the Public Service Commission and looking to initiate a similar arrangement. The toolkit has also been translated into Samoan and French and, as word of the work has spread, institutional partnerships that PARBICA has long been trying to establish have materialised.

Earlier this year PARBICA was approached by the United Nations Development Programme (UNDP) Pacific Centre office and the Pacific Islands Forum (PIF) to participate in Freedom of Information (FOI) with respect to implementation and records management challenges. The workshops were a success, and future initiatives and opportunities look certain.

There are still many issues which need to be resolved in the Pacific, but it is clear that the demonstrated linking of recordkeeping and good governance has been very beneficial and has generated some momentum for records which needs to be maximised by making recordkeeping and recordkeeping specialists a vital element critical to the achievement of development goals of the governments of the region.

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<sup>1</sup> For further details, see Danielle Wickman's article, 'Recordkeeping Legislation and its Impacts: The PARBICA Recordkeeping for Good Governance Toolkit', in *Archives and Manuscripts*, vol. 36, no. 1, May 2008, pp. 32-45.

## Secretariat of the Pacific Community archives project

*Correspondents: Eleanor Kleiber and Robert Appel*

### Introduction

The Secretariat of the Pacific Community (SPC), formerly the South Pacific Commission, was established over sixty years ago and as such, it is the oldest inter-governmental organisation in the Pacific region. During this time the SPC has been involved with many of the important issues that were faced by the Pacific region, and its records tell the story of this involvement. To prevent a possible loss of these important records, in 2007 the SPC decided to organise a project aimed at depositing its core records at the Archives of New Caledonia. Currently (early 2009), the project has been underway for just over a year and it is expected to finish in mid 2009. This report describes several aspects of the project, including the project background, its goals and expected results, project phases and procedures, staff, software, tools, and finally its interim results.

### Project background

The SPC was founded in 1947. Right from the start records were created and received, such that 60 metres of archives had accumulated by the end of 1968. The structure of this archive was clear: its 2,000 files were organised in series, based on the major functions of the SPC.

After having been in existence for about 20 years the SPC felt the need to conduct a review of its organisational structure. Mr JF Robertson, Assistant Commissioner of the New Zealand State Services Commissions, prepared a review proposal which would form the basis of important organisational changes that were implemented in 1968. This had an effect on SPC's records and archives, as the old classification was abandoned, the archives over the period 1947-68 were closed, and a new classification scheme was established. It is this classification scheme that is still being used today. At the beginning of 2005 it controlled about 3,000 active files and 11,500 inactive files.

Unfortunately the storage space for inactive files posed a problem. The space allocated to housing the archives was filled to capacity. To solve the storage issue the SPC considered scanning all the inactive files and a trial project was organised. This trial made clear that scanning could contribute to a solution, but that it would not solve the whole problem. Instead of scanning all inactive files, it was felt more appropriate to first

distinguish between truly archival files and those without permanent value. To achieve this, at the end of 2006 the SPC started the preparation of a retention and disposal schedule. The schedule was approved in 2007 and soon after the logical successor project was approved: the implementation of SPC's retention and disposal schedule. It is this project that is described in this report.

### **Project goals and expected results**

A retention and disposal schedule was needed to be able to distinguish between files that should be scanned and other files. All files held in the archives repository would be assessed. The result of the assessment should be a classification of all individual files against the following categories:

1. those files that are of no corporate, historical, or legal value and can be immediately and permanently destroyed (thereby freeing up space in the archives and lowering the amount to be scanned);
2. those files that are of historical value, but are not needed for the current day-to-day working of the SPC (not a priority to scan); and
3. those files that are of immediate value and need to be frequently accessed by SPC staff for their everyday work (priority to be scanned).

These distinctions reflect the original project goals which were to free up space in the archives and define the priorities for continued scanning. These goals still stand today, although the project has shifted emphasis away from scanning and is now focused on the actual disposal of the files.

### **Project phases and procedures**

The project can be broken down into three main phases: preparation, assessment and finalisation.

The preparation included the selection of software, the creation of a detailed project plan, and the ordering of consumables like boxes and file covers.

The assessment of files concerned the gathering of file data, assessing files, obtaining disposal approval and the sorting of files into disposal categories.

The finalisation phase of the project dealt with physically dispatching files to off-site storage or destruction.

Several procedures were linked to the different phases. The most important ones – the file assessment procedure and the disposal approval procedure – belonged to the assessment phase. Both procedures are outlined below, including some explanatory notes.

### **File assessment procedure**

This procedure concerned the gathering of data from different sources, interpreting the data to determine whether files are of permanent value, a further interpretation to determine the disposal date, and finally, the sorting of files into one of the following categories:

1. Inactive files of permanent value less than 10 years old. These files were sorted according to classification and will be maintained in SPC's inactive file storage until they reach the age of 10 years.
2. Inactive files of permanent value greater than 10 years old. The files were sorted according to classification, awaiting further treatment and dispatch to the Archives of New Caledonia.
3. Inactive files of temporary value that were past their disposal due date. The files were packed per series in boxes awaiting dispatch to the shredder.
4. Inactive files of temporary value that had not yet gone past their disposal due date. These files were sorted per disposal year in file classification order. Packing was done in such a way that dispatch to off-site storage would be possible if SPC wishes to do so in future.

### **Disposal approval procedure**

The disposal approval procedure aimed at involving interested parties in the disposal process to make sure that files of temporary value were not destroyed prematurely. Involvement took place in two stages: first a request for advice, followed by a request for disposal approval. Both



procedures always took place immediately after completing the processing of a particular series:

- Request for disposal advice. After the preparation of a list of files due for immediate disposal, the list was given to SPC's Librarian and Archivist, the Head of Registry and to all those officers who had an interest in the files. They were asked to examine the list for any anomalies and, if found, to comment upon them, after which the list had to be returned.
- Request for disposal approval. After the return of the lists, a final list would be prepared incorporating requested changes. This final list had to be approved by SPC's Deputy Director General, based in Noumea. Once his approval was received, the files were ready to be destroyed.

### **Project software**

One of the first important issues of the project was the search for appropriate software. What was needed was software that could hold all file data of the hard-copy file index cards, would have fields available to support the assessment of files, and a reporting function that would facilitate the future dispatch of files due for disposal. A modern electronic document and records management system would have been ideal, but the pricing of this type of software made this option unfeasible. Freeware eventually provided a solution in the form of Tabularium, a records management database based on the principles and practices followed by Australian archivists.

### **Project tools: SPC Retention and Disposal Schedule**

The main tool used during the project was SPC Retention and Disposal Schedule. As mentioned above, the schedule was developed in 2006–07 to make it possible to distinguish between inactive files of permanent and temporary value. However, the scope of the schedule can be much wider as it is, in principle, applicable to all SPC records from 1968 onwards, irrespective of format. Records may include: cards, registers, files, microfilm, microfiche, COM (computer output microfiche), electronic records (including various electronic media), and any other formats. It does not apply to any personal or organisational reference material.

This schedule was created by adapting two existing Australian schedules (General Retention and Disposal Schedule for Administrative Records of the Queensland State Archives and the General Retention and Disposal Schedule for Queensland Universities) to the needs of SPC. The values attributed to the files are administrative, legal, fiscal and historical or research values.

### **Results of the project**

The expected completion date for the project is 24 June 2009, and the interim results are as follows.

All of the inactive files of the period 1947–68 have been deposited in the repository of the Archives of New Caledonia. An inventory of these files is available in paper and in electronic format. The Archives of New Caledonia intends to publish the electronic version on the Web in 2009. The deposited files will, in principle, be available to the public.

Ninety per cent of the inactive files of the period 1969–2008 have been assessed. The files of permanent value are awaiting physical updating (staple removal and/or file cover change) before transfer to the Archives of New Caledonia can take place. Files of temporary value are already packed for disposal and are awaiting the end of the project for their actual destruction.

The balance between the different categories of assessed files has also become clear. It can be said that, in general, high percentages of files of supporting functions (that is, travel and finances) proved to be of temporary value and high percentages of files of primary functions of permanent value.

Have the original project goals of space reduction and scanning been achieved and are they still feasible? At the moment only files of the period 1947–68 have been transferred to another location, and this shift of 60 metres of files has not significantly reduced the amount of occupied space. However, in sorting the files it is clear that a further reduction of occupied space of around 80 per cent will be possible within half a year.

Although scanning has been put on hold, the assigned values resulting from this project will facilitate prioritisation of any future scanning.

## UN International Criminal Tribunal for Rwanda

*Correspondent: Timothy Godfrey, Judicial Records and Archives Unit*

It has been said that when an organisation winds down, the level of archival activity increases dramatically. The demands of the recordkeeping continuum aside, this is as true for the International Criminal Tribunal for Rwanda (ICTR) as for any other organisation.

The United Nations (UN) International Criminal Tribunal for Rwanda was established by a Security Council resolution of November 1994 to bring to justice those persons responsible for genocide and other systematic violations of international humanitarian law in Rwanda between January and December 1994. Events in Rwanda between April and July 1994 claimed the lives of an estimated 800,000 Rwandan Tutsis and moderate Hutus. The seat of the tribunal is in Arusha, Tanzania, the site of peace talks between the warring parties in the Rwandan conflict during the early-1990s.

The ICTR is set to complete its mandate of bringing to justice those responsible for the 1994 Rwandan genocide and related violations of international humanitarian law by the end of 2010. The tribunal anticipates that in 2009 it will be writing judgments and conducting trials in at least 12 cases involving 25 accused before moving on to appeals. The Judicial Records and Archives Unit of the ICTR, in addition to managing the current case files of the tribunal and providing assistance to archival legacy initiatives, is entrusted with the management and preservation of the official case records of the tribunal.

The Archives Unit is staffed by about 20 archivists and support staff from Tanzania, Zimbabwe, Liberia, the United States of America, and Australia. The TRIM records management database is used to provide access to electronic versions of transcript, evidence and case documents filed in the registry to internal staff and members of the public through the tribunal website at <http://www.ictr.org/>.

Two projects are under way to ensure the preservation and accessibility of the judicial record of the tribunal after its completion in 2010. In 2007 an Advisory Committee on Archives (ACA) was formed to make recommendations on the future management and location of the archives of the ICTR and the International Criminal Tribunal for the former Yugoslavia (ICTY). Comprising a number of archival and international

law specialists, the ACA has consulted widely with representatives of African and European governments, agencies of the UN, legal organisations, non-government organisations and academics. The ACA is due to report to the registrars of the two tribunals in the near future. Staff of the Judicial Archives, the Office of the Prosecutor and other areas of the tribunal, have provided administrative support to the ACA during its consultations.

A second project commenced early in 2008 to prepare the permanent records of the tribunal for transfer to an archival facility on completion of the tribunal's activities. This involves recordkeeping and legal staff from all areas of the tribunal, including judges' chambers, the Office of the Prosecutor, and the Judicial Archives Unit within the registry. Supplementary funding has been obtained. As part of the project, the Judicial Archives has acquired additional staff and equipment to digitise approximately 45,000 hours of audio and video recordings of courtroom proceedings on tapes in DVCAM, VHS and audio cassette formats.

Earlier this year, a team of audio redactors was being recruited to digitise and edit the audio recordings of proceedings for preservation and future research. Despite obstacles in bringing highly specialised equipment and expertise to a remote location in Africa, the audiovisual digitisation and redaction project is set to be completed by the end of 2010, using as many internal staff resources and expertise as possible.