

International News Notes

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Archives New Zealand

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Chief Archivist's Annual Report on Government Recordkeeping 2009

Safeguarding public records and information when government functions are changing is one of five recommendations in the Chief Archivist's latest report on the state of government recordkeeping in New Zealand.

The *Chief Archivist's Annual Report on the State of Government Recordkeeping 2009* identifies three emerging issues and opportunities for development in public sector recordkeeping practices. The full report can be accessed at <http://archives.govt.nz/about/publications-media/chief-archivists-annual-report-state-government-recordkeeping-2009>.

Green light for digital archive

The New Zealand Government has allocated \$12.6 million of Budget funding to Archives New Zealand and the National Library of New Zealand over the next four years to develop and implement a full-scale industrial digital archive.

Archives New Zealand's Acting Chief Executive Greg Goulding said: 'The new archive means we can take in large-scale transfers of government agency digital records, such as email messages, videos, databases and electronic documents. We'll then actively preserve and maintain these records so they remain accessible to agencies and the public into the future. This is a hugely important development for Archives New Zealand.'

Having the capability to manage digital archives is fundamental to the department's continued position as the government's lead agency on records and archives management and preservation.'

The Minister Responsible for Archives New Zealand, the Hon. Nathan Guy, announced the new funding at the Government Recordkeeping Forum held in Wellington on 1 June 2010. His speech can be viewed at <http://www.beehive.govt.nz/speech/announcement+government+digital+archive>.

New standard on disposal of records

Archives New Zealand has issued a new recordkeeping standard on records disposal, under section 27 of the *Public Records Act 2005*. 'Records disposal is about the destruction, transfer, discharge, sale, or alteration actions about records. Proper processes will let organisations reduce storage costs, and save unnecessary time and expense managing records that are no longer required,' said Acting Chief Executive Greg Goulding. The standard can be accessed on the Archives New Zealand website at <http://archives.govt.nz/advice/current-projects-and-news/disposal-standard-development>.

Earliest Internal Affairs records more accessible

A collection of inward letters to the New Zealand Office of the Colonial Secretary, Internal Affairs Series One (IA1) contains some of the most precious records held by Archives New Zealand.

When New Zealand was established as a colony in the nineteenth century, the Office of the Colonial Secretary was responsible for all government activities (specific departments were formed later, and the Secretary's Office became the Department of Internal Affairs). The IA1 records provide a comprehensive snapshot of New Zealand government during the formation of the nation. Spanning the period from 1840 to 1913, IA1 fills 1,260 archives boxes.

To make these records more accessible, details will be listed of each letter, including the sender, date and subject, and these will become searchable on Archives New Zealand's online search engine *Archway*. Letters from 1840 are now available at <http://archway.archives.govt.nz/>. More will be added as they are completed.

Integration with the National Library of New Zealand and the Department of Internal Affairs

On 25 March 2010 the New Zealand Government announced its intention to amalgamate Archives New Zealand, the National Library of New Zealand and the Department of Internal Affairs. A governance group of the three chief executives and a program of work involving all three organisations has been established.

The three chief executives are committed to ensuring that integration delivers the benefits the government wants and that the services provided today will be better tomorrow. Legislation would be introduced into parliament to ensure that integration maintains the statutory role of the Chief Archivist. More information is available at the integration website at <http://www.integration.dia.govt.nz/integration.nsf>.

Changes made to increase customer service

Archives New Zealand has made changes to improve the way customers perform online searches and requests for records that they want to view in its reading rooms. These changes will allow users to place record orders through Archives New Zealand's online search system *Archway* before coming into reading rooms to view them. The new system is currently being piloted in the Christchurch regional office, and will be implemented in our Wellington, Auckland and Dunedin offices later in the year.

National Archives and Public Records Service of Papua New Guinea (PNG)

Correspondent: Thomas Luai

The National Archives and Public Records Service of Papua New Guinea was established in 1957, following a report by Australian archivist HJ Gibbney, to keep records created in pre-independence Papua New Guinea by seven different colonial administrations dating back to 1884.

The creation and keeping of records was new to the native people of the country and was regarded as something for the colonial administration.

Papua New Guineans live through oral culture that is passed on from generation to generation, while land boundaries are distinguished by visible landmarks.

The colonial administrations played a vital role in documenting events and preserving official records created in the country, apart from those that were lost in Rabaul during World War II. Records from each of the provinces and their districts had been transferred to the National Archives in Port Moresby for permanent preservation. Movement of records from these creating agencies to the National Archives had slowly ceased after independence in 1975. Thus there is a huge gap in records preserved at the National Archives after independence.

Seeing this problem, the National Archives and Public Records Service of Papua New Guinea initiated the Records Rescue Project in 2000. The aim was for archives officers to travel to all twenty provinces and their districts and subdistricts, targeting colonial administration patrol posts and stations to rescue abandoned records. This project was a great success, with a large volume of valuable records collected and brought back to the National Archives in Port Moresby for preservation. This project was an eye-opener for Papua New Guinean public servants by re-addressing their role as creators and keepers of such records.

This was further strengthened with the hosting of the Pacific Regional Branch of the International Council on Archives (PARBICA) 'Recordkeeping for Good Governance Toolkit - Train the Trainer' workshop which was conducted in Port Moresby in September 2009. There was a huge turnout from the public service workforce who became familiar with the concept that 'good recordkeeping is good governance'.

Now each day at least one government agency calls the National Archives and Public Records Service to seek advice and assistance on how to create and keep current records and preserve their past records. Records and archives management in the country is gradually taking shape.

As one example, the National Broadcasting Corporation (NBC) is now digitising all its historical recordings for archiving. These records include:

- vinyl records of pop music;
- old recordings in the NBC archives in analogue format;
- recordings of historical events such as General Douglas MacArthur declaring the end of World War II; and,
- recordings of speeches made by Australian administrators and by the first Governor-General of Papua New Guinea Sir John Guise on Independence Day in 1975.

The NBC has placed strong restrictions on these records, as they are Papua New Guinea's national heritage and, therefore, cannot be taken out of the archives. According to the Senior Archivist, Margaret Tabua, these and similar recordings are aired on National Radio from time to time. This project is sponsored by AusAid under the Australian Broadcasting Corporation's international project.

Secretariat of the Pacific Community

Correspondent: Eleanor Kleiber

In the past year the Secretariat of the Pacific Community (SPC), with the help of its Records and Archives Consultant Robert Appel, has reviewed its system of classification and has done a general assessment of the paper record holdings in the Suva offices (including the Pacific Islands Applied Geoscience Commission and the South Pacific Board of Educational Assessment, both of which are to join the SPC). The results of the assessment will provide the information necessary to build a registry in Suva. An additional consultancy, performed by Axon, is currently looking at the feasibility of implementing an electronic document and records management system at the SPC.

Review of information services in the Council of Regional Organisations of the Pacific

In 2009, four members of the Council of Regional Organisations of the Pacific (CROP), including the Secretariat of the Pacific Community (SPC), the Secretariat of the Pacific Environment Programme (SPREP), the Pacific Islands Applied Geoscience Commission (SOPAC), and

the Pacific Islands Forum Secretariat (PIFS), selected Philip Calvert and Gillian Oliver to conduct a joint review of their information services sections. The review assessed the library, archives and records management, and publications functions of each organisation and recommended areas of improvement both within and between the members of CROP.

In regard to records management and archives, the final report broadly recommended that the participating organisations create and adopt the necessary records management and archives policies in accordance with PARBICA's *Recordkeeping for Good Governance Toolkit*. In addition, although most of the organisations had strong systems for managing paper records, they identified an urgent need to set up equivalent or compatible systems for the management of electronic records.

Another recommendation from the report was the formalisation of the CROP Library, Archives and Information Management (CLAIM) working group, an action which was approved in June 2010. Although CROP information managers have always collaborated, the working group now provides a stronger unified mandate, as well as a formal process of reporting, whereby CLAIM can advocate for the development and improvement of library and archives services in the region. This fits especially well with the emphasis that the CROP members place on the importance of good governance.

The first official CLAIM meeting was held at the SPC Suva office in the first week of August 2010. Salesia N Ikaniwai, from the Archives of Fiji, came to the meeting to present the PARBICA Toolkit. It was recognised that there is a lack of staff trained in records management and archives among the CROP members. Addressing this was identified as a priority for CLAIM in the coming year, and collaboration with PABRICA, especially for training opportunities, was seen as one good solution.

University of the South Pacific

With the increasing recognition of records – in all formats, including print and electronic – as a key corporate resource, the University of the South Pacific (USP) has established the Central Records and Archives Unit under the Office of the Vice Chancellor. The unit will

establish policies and standards and a framework for effective records management. The HP TRIM records management software will be implemented for the management and archiving of electronic records. The unit's manager will have overall responsibility for managing and monitoring the records management framework, while the records officer will provide support to the manager. A Records Management Roadshow has been conducted within the USP to create awareness of the importance of records management and to prepare staff for the implementation of the proposed records management system.

Pacific Islands Forum Secretariat

The Pacific Islands Forum Secretariat also recognises the need for good records management policies and systems. It is now working towards formulating a records management policy, and a disposal and retention schedule guided by the PARBICA Toolkit and records management standard AS ISO 15489. This will enable the secretariat to review and cull its entire record holdings. Plans are also underway to construct a purpose-built archives to house the records of historical value for the organisation. This is particularly important given that 2011 marks the fortieth anniversary of the founding of the Pacific Islands Forum.

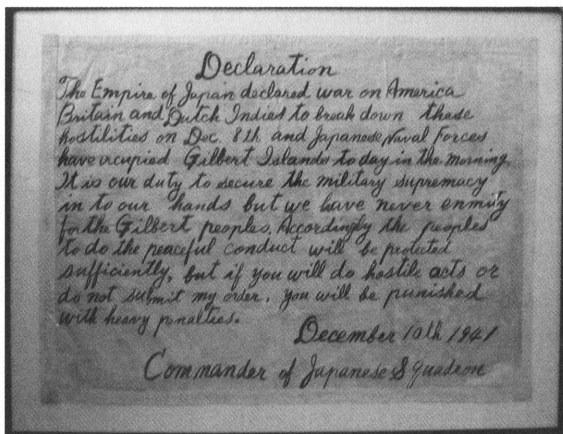
Archives of the Daughters of Our Lady of the Sacred Heart, Kiribati

Correspondent: Sr Margaret Sullivan

UNESCO Memory of the World submission

An event of significance for Our Lady of the Sacred Heart (OLSH) Archives in Kiribati was linked with my attendance at the joint conference for archivists from Australia, New Zealand and Pacific countries in Brisbane in October 2009.

Workshops on the UNESCO Memory of the World Programme presented the opportunity to submit a photograph of a unique document held in our archives in Kiribati. This document is the original Declaration of Occupation of the Gilbert Islands by Japanese Naval Forces on 10 December 1941.



Declaration of Occupation of Gilbert Islands by Japanese Naval Forces
10 December 1941

The Declaration of Occupation was attached to the wall of a government store at Betio, Tarawa, by the Japanese forces when they came ashore at 3:00 am on 10 December 1941.

Nearly twenty sisters who were waiting to be evacuated were at Betio, together with Bishop Octave Terrienne MSC and other Missionaries of the Sacred Heart personnel. When the Japanese left the same day the bishop took down the declaration and kept it in his house. He returned to France in 1961 and Sr Veronica Hollis found it when cleaning his house. She gave it to me when we opened our archives in 1995. Some years later I noticed that it was deteriorating and asked the Australian High Commissioner if it could be restored. This was done and the document is now in a large glass frame measuring 128 by 99 cm.

The document is constantly photographed by visitors to our archives, and has been shown in a book and recent film about the Battle of Tarawa.

It was agreed at the workshop that I should work on the possibility of the document being nominated for the Memory of the World register. We are awaiting the result of the submission.

Other developments

The main work in the OLSH Archives in 2010 has been the series listing of the Congregational Archives in Tarawa. Books, videos and DVDs donated in 2009 are also being catalogued.

Early in the year while in Australia I made preliminary enquiries about the printing of the early letters of the OLSH Pioneer Sisters in Kiribati. Translation of the 145 letters written between 1895 and 1944 is almost finished and, if funding becomes available, it is hoped to publish the letters in 2011.

School groups from Australia and students from secondary high schools in South Tarawa continued to visit the archives for research and to hear about World War II in Kiribati. They are especially interested in memorabilia and early photographs.

In November 2009, Captain Wilbur Jones, US Naval Reserve (ret.), returned to Tarawa with a group of Americans for the anniversary of the Battle of Tarawa. They visited the OLSH Archives, and were especially interested in the memorabilia of World War II in Kiribati, and the material donated by the Rotary Club in Wilmington, North Carolina. As a result of this visit, I understand that they will be sending more archival supplies.

UNMIK Records and Archives Unit, Pristina, Kosovo

Correspondent: Tim Godfrey

At the end of NATO's bombing campaign during the Kosovo war in 1999, the United Nations Security Council adopted Resolution 1244 to establish an Interim Administration Mission in Kosovo (UNMIK). The resolution established an international presence in Kosovo and gave the mission a mandate to provide a transitional administration while overseeing the development of provisional democratic self-governing institutions for its citizens.

In Kosovo, UNMIK has had an unprecedented role among United Nations (UN) peace-keeping missions in performing basic civilian administrative functions. It has had an important role in developing institutions of government, including municipal administration, police

and justice. Because of its unique role, the UN faces a challenge in preserving the records of UNMIK. One is to ensure that vital records of the Kosovo Interim Administration are handed over to succeeding agencies whenever Resolution 1244 is revoked or amended. Another is to maintain a complete and accurate record of its role in the development of Kosovo, both to ensure its accountability and for the historical record.

The United Nations Archives and Records Management Section (ARMS) has played an advisory role in preserving the valuable records of the Interim Administration. In 2007 ARMS recommended the commencement of a project to identify, photocopy and transfer the permanent records of the Interim Administration to its storage facility in New York. The UNMIK Records and Archives Unit, part of the mission's General Services Section, has been tasked with running the project as well as managing the inactive and archival records of peace-keeping activities. It maintains about 1.5 shelf kilometres of records in two demountable buildings referred to as 'Kobe houses', because they were reportedly donated by the Japanese government after their use in recovery from the Kobe earthquake in 1994. The houses keep out the rain in summer and the snow in winter, but were not designed for records storage.



The 'Kobe houses' in Pristina

Since 2007 the UNMIK Records and Archives Unit has engaged up to forty contract staff to document and transfer Interim Administration records to the UNMIK administrative headquarters in Pristina, and photocopy and ship them to the UN archives in New York. After a large-scale reduction in mission and in the number of records and archives unit staff early in 2009, the project has resumed with 4 contract staff to complete the final copying and transfer. In addition to the copying project, a private contractor has been engaged to destroy a large quantity of temporary records under ARMS retention schedules and guidelines for records destruction.

Pending changes to the status of the mission and the eventual handover of original records to successor agencies, a memorandum of understanding has been drafted with the Kosovo State Archives Agency, the agency responsible for the preservation of the archives of the government of Kosovo, to provide it with copies of certain records of the Interim Administration. Although Kosovo declared its independence in February 2008 and ratified its constitution the following April, UNMIK continues to oversee the implementation of Security Council Resolution 1244 and will manage the original records of the Kosovo Interim Administration at its mission headquarters.

More information about the activities of UNMIK in Kosovo is available from its website at <<http://www.unmikonline.org>>.