

INTERNATIONAL NOTES

Edited by Margaret J. Jennings

PARBICA

Correspondent: John Wright, Secretary General

A survey of historical records in Western Samoa, undertaken by PARBICA as commissioned by the Government of Western Samoa, with financial assistance from The Canada Fund, successfully concluded four weeks of work on July 20. Within the next three months, the core survey team will prepare a full and comprehensive report, including a five-year plan, as the foundation document for the establishment and operation of the National Archives.

Coordinated by Sia Gale and myself, the survey was made Peter Orlovich and German language consultant Karin Brennan, both of University of NSW; this team was assisted by several local consultants and assistants.

I am sure that all members of PARBICA agree with the priority of this landmark event in Pacific archives development. A full review of the project will be made at PARBICA FIVE.

Just prior to the survey, Peter and I, by combining PARBICA and personal funds, were able to spend 2½ days in Tonga. Salote Aleamotu'a now is in England for further studies. She is replaced on the Board by Ms. Tuilokamana Tuita, Ministry of Education (many of you will remember her from Suva). General discussions were held regarding a project similar to that in Western Samoa, but details remain to be worked out, as the situation in Tonga is both different and complex.

A benefit of three Bureau members being together made it possible to have a brief meeting, held in Pago Pago June 29, with Sia, Peter, myself, joined by Sopo Etimani and Karin.

The most important decision made was to change the dates for PARBICA FIVE to *June 24-July 5, 1991*. Please note that these are working dates for the sessions, meaning we all must be together before June 24 and that departure will be after July 5. The point is that we hope to have *full* participation for the tenth anniversary conference of PARBICA.

Unfortunately, the prospect for having a full Board meeting remains dismal, unless by some miracle extra funding can be obtained. Should funding become available, we would meet on Pohnpei.

SARBICA

Correspondent: Hassan Mohd, Secretary-General

Report of the Eighth General Conference of Sarbica (Southeast Asian Regional Branch, International Council on Archives) and the Seminar on automated data processing (ADP): its application in archives, 16–21 July 1990, Kuala Lumpur

1. INTRODUCTION

The Eighth General Conference of SARBICA was hosted by the National Archives of Malaysia at the Pan Pacific Hotel, Kuala Lumpur between 20–21 July 1990. In conjunction with the Conference a “Seminar on ADP: Its Application In Archives” was held at the same venue between 16–19 July 1990. An opening ceremony was held in common for both the conference as well as the Seminar. The Conference-cum-Seminar was formally declared open by the Hon. Dato’ Sabbaruddin Chik, the Minister of Culture and Tourism on 16 July 1990. About 200 guests attended the occasion. This included observers from the International Council on Archives (ICA), Hong Kong, Iran, China, Myanmar and Vietnam apart from representatives of SARBICA member countries, namely Indonesia, Malaysia, the Philippines, Singapore, the Sultanate of Brunei Darussalam and Thailand.

2. THE SEMINAR ON ADP: ITS APPLICATION IN ARCHIVES, 16–19 JULY 1990 KUALA LUMPUR

2.1 *Introduction To The Seminar On ADP*

The 4 day Seminar was jointly organised by the National Archives of Malaysia and SARBICA. Three institutions, namely, the Association of Commonwealth Archivists and Records Managers, the International Council on Archives and the British Council have generously provided a grant to cover per diem, and airfare expenses for the resource persons as well as participants from the SARBICA member countries. Support was also received from government agencies and local individuals. About 100 participants took part in the Seminar, which received overwhelming support and response from the SARBICA member countries and related local organisations. The Seminar also attracted participants from outside SARBICA region namely Hong Kong, Iran, China and Myanmar.

2.2 *Objectives Of The Seminar*

The Seminar was aimed at providing a forum for the exchange of ideas and information on the subject of automation of the

Archives; and to plan and formulate strategies to develop information technology in their respective institutions, with a view to achieving the following objectives:

- i) to provide knowledge on the principles of ADP and its application in Archives;
- ii) to create an awareness of the possible advantages and pitfalls in the application of ADP in the field of Archives;
- iii) to establish a communication network for the mutual exchange of information relating to the computerisation of archives;
- iv) to highlight the impact and implications of computerisation; and
- v) to familiarise participants with the development of computer technology and how this technology can be used to contribute to the advancement of archives and records administration.

The overriding objectives of the Seminar were to activate interest and efforts in the application of information technology, to develop technologically oriented archivists, and to study relevant issues regarding the potential contribution of information technology toward archives administration.

2.3 *Resource Persons And Speakers*

The Seminar was conducted by Mr Michael Roper, Keeper of Public Records Great Britain and Mr John F. McDonald, Director of Information Management Standards and Practices Division, National Archives of Canada. They were selected as the resource persons on the basis of their vast experience on the subject of ADP.

Two local professionals Dr Halim Shafie, Director of Information Technology (MAMPU), Prime Minister's Department; and Ms Shahar Banun Jaafar, Director Support Services, National Library of Malaysia also presented papers.

2.4 *Papers Presented*

The following papers were presented during the Seminar:

- i) "Automation and Archives & Electronic Record Keeping and Archives (Seminar Outline)" by Mr John F. McDonald.
- ii) "The Application of automation in Archives—The Experience of the National Archives of Canada" by Mr John F. McDonald.
- iii) "Electronic Recordkeeping and Archives—Understanding the Landscape" by Mr John F. McDonald.
- iv) "Positioning an Archives at the 'Front End'—The Experience of the National Archives of Canada" by Mr John F. McDonald.
- v) "Information Technology, Its Development and Its Impact" by Mr Michael Roper.

- vi) "The Development and Administration of Automated System in Libraries—The National Library of Malaysia Experience" by Ms Shahar Banun Jaafar.
- vii) "Computerisation In the Government Agencies" by Dr Halim Shafie.

Apart from the above papers, every SARBICA member country presented their country reports on the development of automation in their respective countries.

2.5 *Resolutions*

Twelve resolutions were adopted by the Seminar (see appendix A).

3. *EIGHTH GENERAL CONFERENCE OF SARBICA 20-21 JULY 1990*

3.1 *Introduction*

The Conference was attended by 50 participants, including representatives of the SARBICA Member countries, the International Council on Archives (ICA) and observers from Japan, Iran, Burma, Hong Kong, China and Canada. It was presided by Dr Soemartini of Indonesia, the Chairman of SARBICA.

3.2 *Organisation Of The Conference*

As in the past, the General Conference discussed the following matters:

- i) Procedural matters;
- ii) Organisational matters;
- iii) Programme of activities;
- iv) Election of Executive Board;
- v) Recommendations and Resolutions.

Among the recommendations and resolutions adopted was the admittance of the State Archives Department of the Socialist Republic of Vietnam as a new member of SARBICA, thus increasing the membership of SARBICA to seven. The National Archives of Malaysia continued to act as the Secretariat of SARBICA. As regards the ASEAN—COCI Projects, the General Conference recommended that SARBICA member countries should participate more actively. The General Conference also agreed to undertake the following activities under the Third Medium Term Plan of ICA for the years 1990-1992:

- i) Seminar on Management of Architectural and Cartographic Material, 1991;
- ii) Regional Workshop on Appraisal and Disposal of Records, 1992;
- iii) Seminar on the role of Archives in Education, 1992;
- iv) SARBICA Archives Dialogue, 1992.

APPENDIX A

Seminar on Automated Data Processing: Its Application in Archives.
Resolutions.

Planning and Control

1. Recognising the trends in Information Technology, The Seminar recommends:
 - i) that a Committee/Advisory Panel on Automation be established at the national level to propose guidelines and provide assistance to the respective member countries; and
 - ii) that SARBICA is to serve as a forum for the exchange of experience on Information Technology.
2. Recognising the role of the Archives in Information Technology, the Seminar recommends:
 - i) that the Archives be involved at the creation stage of the computerisation programme of a government agency to ensure the preservation of valuable historical data; and
 - ii) that a multi-disciplinary approach be developed involving archives personnel, computer specialists, users of computer records, computer vendors and members of other related disciplines.
3. Acknowledging the need for an overall plan to facilitate the advent of Information Technology in Archives, the Seminar recommends that the following aspects be considered:
 - i) the legal framework/mandate;
 - ii) strategies and priorities; and
 - iii) organisation and budget.
4. Recognising that electronic records have to be managed from the current through to the archival stage, the Seminar recommends:
 - i) that archivists and record managers work closely with other information professionals, to devise systems which meet the short term as well as the long term needs of such records and their users.
 - ii) that focus be given to the incorporation of the identification, retention, conservation and disposition considerations into the systems development life-cycle and systems development methodologies of institutions.
5. Recognising that it is becoming increasingly impractical to provide centralised records and archives services, the Seminar recommends:
 - i) the establishment of an archival network suited to the needs of individual countries based on tested pilot projects; and

- ii) each member country of SARBICA should plan and develop its automation programme towards regional dissemination of information through networking for the purpose of resource sharing.

Standards and Terminology

6. Recognising the differences in current terminology, it is recommended that standard terms be formulated for the use of member countries.
7. Recognising that the absence of national or international standards for archival description is a principal limiting factor in the application of Information Technology in archives, the Seminar endorses the programme of work being undertaken by the ICA in this area.

Training

8. Acknowledging that the demand for archivists and record managers will increase, and that training at both professional and sub-professional levels is essential, the Seminar recommends:
 - i) that an increase in opportunities for appropriate training, including training in the field of Information Technology, for both archivists and record managers be pursued;
 - ii) that sub-professional training be provided at the local level; and
 - iii) that the training of trainers in the archival profession be given priority.

Storage and Conservation

9. Realising inadequacies in current conservation facilities and techniques, the Seminar recommends that efforts be made to implement the introduction of new technologies for mass conservation which are practical, affordable and cost-effective.
10. Realising that existing archival buildings do not fully meet with environmental needs of conservation, the Seminar recommends that research be continued into designing better archival buildings with particular attention towards providing proper environmental controls with minimum use of energy.

Acknowledgements

11. The Seminar On Automated Data Processing: Its Application In Archives, wishes to record its sincere appreciation and thanks to:-
 - the Government of Malaysia for hosting the Seminar;
 - the British Council for their gracious sponsorship;
 - the Committee on Archival Development of the International Council on Archives and the National Archives of Canada for their generous contribution and support; and

- the Association of Commonwealth Archivists and Record Managers (ACARM) for their financial assistance.
12. The Seminar also wishes to record its gratitude and thanks to the Director General and staff of the National Archives of Malaysia. The Seminar congratulates the Organising Committee for their efficiency in successfully organising the Seminar and for their very generous hospitality.

Alele Museum, Library, National Archives, Republic of the Marshall Islands

Correspondent: Alfred Capella

I have been appointed by the Alele Board of Trustees as Deputy Historic Preservation Officer in addition to my old job title as Resource Protection Officer.

The National Archives, which is under the same roof as the Alele Museum and Library, earlier this year got a contract from the Judiciary to microfilm all the court documents and records. Our archives staff are currently doing just this. Other government ministries have expressed interest in having us microfilm their documents.

We are awaiting final architectural and engineering plans from our architect which will put us in line for funding requests from the government and/or private local/foreign donors to expand the present museum/library/national archives facilities to needed capacity. We are looking at about a million-dollar expansion project.

Hocken Library, University of Otago, Dunedin, New Zealand

Correspondent: Peter Miller

Readers of this journal who were in turmoil as a result of my news in the May issue that there was no more room for archives in the Hocken Library's new premises can now breathe again! Following the July budget, it was announced that National Archives had received \$1.6 m to build a purpose-built repository in Dunedin to house Government archives. This very welcome news will mean that by about the end of 1991, all Government archives presently held by the Library (about 1,500 m) will be transferred to the new building, leaving expansion space for waiting and future accessions. Meanwhile, the problem is how to survive for the next twelve months!

On the acquisitions front, the Hocken Library has agreed to become the repository for archives of the Methodist Church and also the Associated Churches of Christ, for the Otago/Southland region. These will complement the already extensive holdings of religious archives, notably those of the Anglican and Congregational churches, for this part of New Zealand.

In the University Registry, there have been several major developments in the area of records management. Following completion of a report by Margaret Morgan, Records Manager, it has been decided to proceed with a new subject classification scheme for correspondence files (involving mainly decentralised physical storage with centralised intellectual control), with consequential improvements in storage equipment, staffing, scheduling, etc. A small intermediate records centre has been established in the Registry basement and investigations are proceeding into the vexed question of meeting statutory requirements for the retention of never-ending quantities of financial records. An advisory committee (known as R.A.G., or more formally as the Registry Records Advisory Group) has been set up to assist with developments and to liaise with users.

The 1990 programme for the Otago/Southland Branch of the Archives and Records Association has been a varied one. Meetings held included archival sources for the restoration of the Municipal Chambers in Dunedin; the history of the Treaty of Waitangi documents and its signing in 1840; genealogical sources; archives and property history; and oral history. A window display in a local branch of the Westpac Banking Corporation featured developments in records technology 1840-1990. The Branch is also conducting a regional survey of holdings of archives and manuscripts, the results of which will be used as an information resource. Lastly, on behalf of ARANZ Council, it is producing *A Records Manual for Clubs and Societies*.

Belau National Museum, Republic of Palau.

Correspondent: Faustina K. Rehuher

An Update of the Creation of Belau National Archives. A Republic of Palau bill to create the Belau National Archives was deferred back to the Olbiil Era Kelulau (Palau National Congress) in May of this year by the Vice-President Nakamura for more review. The bill is now under review by the lower house, House of Delegates. If signed by President Etpison, the bill will allow the Belau National Archives to be a division of the Bureau of Community Services under the Ministry of Community and Cultural Affairs.

National Archives and Public Records Services of Papua New Guinea

Correspondent: Nancy Lutton

The closure of the Bougainville Copper Mine and attendant troubles, have continued to affect the financial situation of the government. The public service has really felt the squeeze as even the modest 1990 budget was cut first by 10% across the board and again by 20% in certain categories. Staff members who leave are not replaced and the money thus saved is hipped away for other purposes. One staff member, Joseph

Molita, a Bougainvillean who attended the University of New South Wales Archives course in 1989, went on home leave and became trapped there when all communication was frozen, a loss of expertise we feel very strongly. Hopefully, since the peace agreement, matters will soon get back to normal, but financially, we are likely to feel the effects for several years.

The microfilming of the Patrol Reports continues, but at a slower rate owing to some staff resignations. To the end of July, eight of the nineteen provinces had been completed, viz:- Bougainville, Central, Chimbu, East New Britain, West New Britain, Northern, Gulf and Eastern Highlands. These total 9640 Patrol Reports, 139412 exposures, and 2426 microfiche jackets. We are planning to sell the duplicate microfiche in sub-district sets when we have worked out how we will present the package. More on this aspect at a later date.

During the first semester 1990, National Archives was pleased to play host to library students at the Department of Library and information Studies at the University of Papua New Guinea, who took the optional course in Archives and Records Management. Ten of the seventeen students did their practical work at National Archives. In groups of from one to three, they prepared Guides to the papers of six former government officers, viz J. K. Murray, Sir Donald Cleland, F. E. Williams, David Fenbury, Dr John Gunther and G. A. V. Stanley. While it may be a while before we get any professional recruits as archivists from this source, at least the librarianship candidates are improving their knowledge, and facilitating co-operation between the professions.

National Archives of Thailand

Correspondent: Kanittha Wongpanit

Prime Minister Archives; General Prem Tinsulanonda

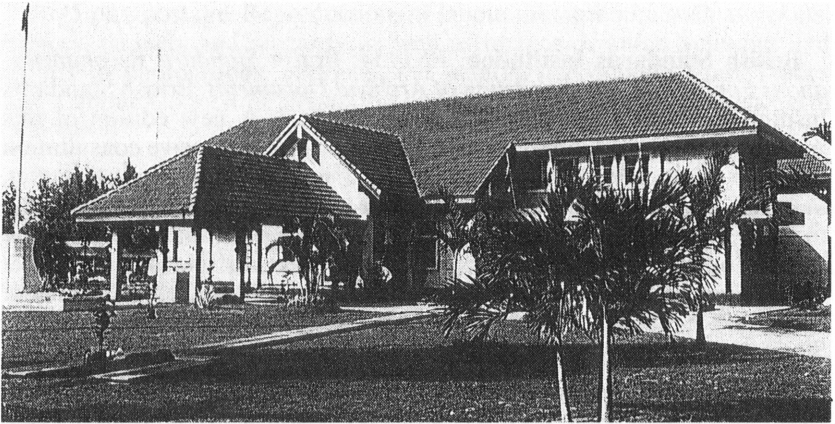
On 29 January 1988, The Royal Thai Government, by the Ministry of Education, performed the opening ceremony of the Prime Minister Archives; General Prem Tinsulanonda at Nakornsridhamaraj, in the southern part of Thailand which is his birthplace. It is the first Prime Minister Archives in Thailand and it is under the charge of National Archives, Fine Arts Department.

General Prem Tinsulanonda was appointed sixteenth Thai Prime Minister on 3 March 1980 and he resigned from his post on 11 August 1988. Later on King Bhumipol graciously appointed him as a "State Man" and a Member of Royal Private Counsellor.

Prime Minister Archives; General Prem Tinsulanonda is a place to preserve and promote research on the documents of the said prime minister which came from his private collection such as photographs, greeting

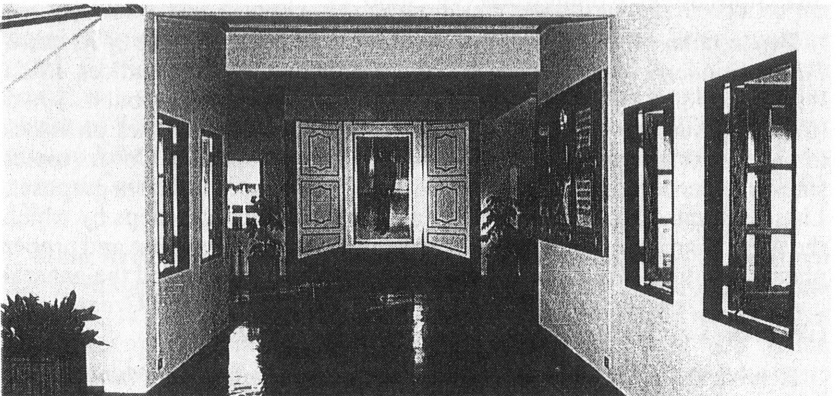
cards, correspondence, personnel records of the ministers in his team, video tapes, newspaper clippings and a number of books pertaining to his activities. Besides these, the souvenirs presented to him by the leaders of states that he visited, and presented by some persons according to various occasions, are exhibited as museum objects.

Prime Minister Archives, General Prem Tinsulanonda is situated at Namuang Ground, Rajadamnoen Road, Amphoe muang, Nakornsridhamaraj 80000, Thailand.



The Prime Minister Archives: General Prem Tinsulanonda Building

The first floor area is divided into official room, stack area and space for the staging of temporary exhibitions. The second floor comprises the exhibition hall, especially permanent exhibition; the auditorium and working room for General Prem Tinsulanonda.



The exhibition hall on the second floor