

INTERNATIONAL NOTES

Edited by Margaret J. Jennings

PARBICA REGION

PARBICA

Correspondent: Dagmar Parer

The PARBICA Executive Bureau met during 23-26 June 1992 at the office of the National Hawaii Culture and Art Program, Hawaii, to discuss a number of administrative matters and to set the agenda for PARBICA 6 meeting in Guam in 1993.

It was established that a one-day training package in records management be developed specifically for use in Pacific countries, as follows:

- THEME:** Records Management — Training of departmental personnel in the handling of records.
- GOAL:** Development of Records/Management package for Pacific archivists as a resource/guide to educate records officers in government and private organisations in records management as a prerequisite to archive selection and management.
- OBJECTIVES:** To develop a one-day training package for Pacific countries in record management for use by departmental personnel.
- To train the participants in the implementation of this training package in their countries with available follow-up assistance.
- To conduct a follow-up survey on the status of implementation of activities in participant countries.
- OUTPUT:** A records management training package for use and distribution within the Pacific countries.

A draft PARBICA 6 program was drawn up. Resource requirements and sponsorship were discussed.

The Executive Bureau then visited a number of institutions to hold discussions on a range of topics including the objectives of PARBICA 6. People visited included the Pacific Curator and the University

Archivist, University of Hawaii at Manoa, the Hawaii State Archives and a number of people at the Bishop Museum.

Archives and Records Association of New Zealand

Correspondent: Bruce Symondson

Attendance at the 1991 Conference in Dunedin was a little down on the usual ARANZ figures. This was unfortunate in that as might be expected the Otago Committee organised an event more than up to the usual ARANZ standards.

I have no doubt that for many the cost of getting to Dunedin was prohibitive. The Auckland-Dunedin airfare is considerably more than Auckland-Sydney. There is no way around this, I believe the ARANZ practice of rotating conferences is sound, and the South Island must be included.

The 1992 Conference, 'There's Energy in Archives' has just been held in New Plymouth. Including casuals attendance was just over 100, nearer the ARANZ norm. Papers were varied and of high standard.

The question of teleconferencing rather than Council meeting physically has been raised in the past. It was investigated and found to be the more expensive option, as well as having, I believe, other disadvantages. In a successful experiment Council held one meeting in Palmerston North.

Membership remains steady to improving slowly, and is currently approximately 380.

The Auckland team's last issue of *Archifacts* in terms of its original commitment will be April 1993. There has been in effect two Auckland teams in succession, there is no proposal for a third. The *Newsletter* now has a regular editor, in Rachel Lilburn. *Archifacts* is the flagship publication, but the *Newsletter's* importance should not be underestimated, and I have no doubt it will benefit from editorial continuity.

Over the next couple of years Education and Training may well be the most important single topic ARANZ will be concerned with. The Wairarapa archives course has shifted to Auckland, though continuing at Masterton this year. The archives component of Victoria University's School of Library and Information Studies Diploma has been augmented. ARANZ has applied to UNESCO to finance the cost of an overseas expert to write a report on the present state and future direction of records and archives training. While the use of an overseas person has been criticised, a fresh perspective can be invaluable (e.g. the Saunders Report on Librarianship), and seen to be unbiased. Council is moderately confident that the proposal will be approved. A one-day seminar of users and providers held in May was notable for the open-mindedness of the participants.

A cautious approach by Council to financial matters has meant that ARANZ's finances remain in a sound position, despite the difficult economic situation, which is undoubtedly a major inhibitor on involvement in ARANZ.

It is very easy to take publicity for granted. To sustain membership, funds and profile, a number of initiatives have been taken, e.g. a new brochure, and an archive session at the Genealogical Conference. While they may seem easy to the receiver, they take time and thought to plan and execute effectively.

An ARANZ delegation met with the Minister of Internal Affairs in May 1992. The issues discussed were regional accommodation for National Archives and the Archives Bill. The meeting was amicable and useful. ARANZ subsequently made submissions to National Archives on a draft bill.

Ian Wards represented ARANZ on the appointment panel for the Chief Archivist position. Ian's services to ARANZ over the years have been too numerous to mention. His willingness on this occasion was particularly advantageous as some Council members necessarily disqualified themselves.

Hocken Library, University of Otago

Correspondent: Peter Miller

By the time readers receive this issue, it is anticipated that the long-promised Dunedin Office building for the National Archives will be under construction. Financial considerations were examined during the first half of this year and, having passed this hurdle, Cabinet agreed in June to the calling of tenders, with the proviso that its approval was still required before one could be let. However, the eighteen-month delay in the tender process meant that the Hocken Library completely ran out of space for new accessions of archives and manuscripts. To obtain relief, about 650 m of lesser used Government archives were transferred in August to the Christchurch Office of National Archives — they will be repatriated when the new premises are completed.

The difficult situation mentioned led to a reduced intake of holdings in 1991, in an effort to conserve space for deposits and donations which could not be deferred. As a result, the annual figure was 171 m, sharply down on the 458 m the previous year. Alas, with major restructuring in the public health sector scheduled for 1993, there will not be much time to draw breath before the next deluge arrives!

There has been one change of staff with Gwen McLay (Archives Assistant) departing to do the archives diploma course at the University of New South Wales. Her replacement is Claire Wood, a history honours graduate from this University.

National Archives and Public Records Services of Papua New Guinea

Correspondent: Nancy Lutton

With all professional staff having now completed their training, it has been possible in 1992 to increase our advisory services to government departments. A program of Records Surveys was drawn up at the beginning of the year. The biggest lack has been an up-to-date handbook to give departments and agencies, introducing National Archives and describing the procedures to be followed for efficient disposal of records. Much time has therefore been spent in committee writing our own booklet and at the same time formulating procedures. This will result in a handout publication tentatively entitled 'Advisory Services to Government Departments' and a 'Records Services Procedure Manual' for the guidance of staff.

Following the Records Management Course conducted by Peter Orlovich in November/December 1991 at the University of Papua New Guinea, the two staff who attended have been working on a major project compiling a complete list of accessions, under the supervision of the Associate Chief Archivist, Gabriel Gerry. A computer program was designed for the data, and this will replace the old style accession registers. A shorter version arranged in a style suitable for publication is also being produced and should be available by the end of 1992.

Meanwhile, Archives Services Section has finalised the third guide to groups of records in the National Archives and the *Guide to Records of the Health Department* was published and distributed in July. The next two groups to be tackled are Lands, Surveys and Mines by Tikul Kaiku and District Administration and Native Affairs by Joseph Molita. Arrangement and description is proceeding, but the publications are unlikely to be ready till 1994, as Lands in particular is a very large and complicated group. A procedure manual has also been compiled for this Section.

These officers have also been intent on improving reading room services. Some re-arrangement and enlargement of the service area has been carried out and, with the acquisition of a reader printer, much greater use can be made of the collection of microforms, both of our own holdings and of relevant overseas holdings (especially in Australian Archives). Finding aids are all gradually being updated.

Jacob Hevelawa, now Senior Archivist, Records Services, spent two months in March and April on attachment at Australian Archives. There he completed the arrangement and description of the G series identifying thirty series of Military Administration of the German New Guinea possessions records. These are now ready for microfilming and will finalise that project. The originals will be returned to Papua New Guinea in due course.

Purchase of some new equipment and furniture has been allowed in the budget for 1992 after two years of nothing at all. A new planetary camera is the most expensive item, and the reader printer, as mentioned above has revolutionised reader services. Knocked back in the budget was a new duplifice developer and printer, desperately needed. The old one keeps breaking down. It is now being used constantly to handle all the orders for *Microfiche of Patrol Reports*. We feel quite embarrassed at the length of time some customers have had to wait for their order to be executed.

This is Nancy Lutton's last contribution to International News Notes on behalf of National Archives of Papua New Guinea, as she 'goes finish' in October at the end of her three-year contract. Associate Chief Archivist, Gabriel Gerry, who has been receiving special administrative training since February, will become Acting Chief Archivist at that time. He has a strong professional and dedicated group of archivists to assist him and a number (though not enough) of very experienced support staff. National Archives of Papua New Guinea has a great future.

[Our very best wishes go to Nancy for her next career back in Australia. It was Nancy, with her vision and energy, who started International Notes in May 1985 while Editor of *Archives and Manuscripts*. M.J.J.]

Niue Archives

Correspondent: Ligi Sisikefu

From PARBICA 5, came recognition for archives development in Niue now with the establishment of the Assistant Archivist post and the Archivist's responsibilities under the Librarian in the public service.

Also the Archives Legislation drafted for the Parbica Conference is going through the legislative procedures. Our long term objective in this field is the establishment of a National Library and Archives.

Currently, work is proceeding on a library database program for National Library and Archives resources, adapting the UNESCO CDS/ISIS program with assistance from the University of the South Pacific. Training in the program is necessary.

We are applying for the BISA Courses on computerisation and Library Management early in 1993 to assist with the CDS/ISIS program and are still seeking funding for the above projects.

SARBICA AND ASIA REGIONS

National Archives of Singapore

Correspondent: David Chng Khin Young

Index to Papers and Reports Laid Before the Legislative Council of the Straits Settlements (1867-1955)

In 1989, the National Archives of Singapore published the *Guide to the Sources of History in Singapore*, volume one and in 1991 volume two (S\$31.00 each). Both volumes cover most of the important archives holdings. After having completed the compilation of volume two of the *Guide*, the National Archives decided to move to a new direction. While the *Guides* are useful research aids, giving an overall view of the total archives holdings, indices to the important more frequently referred to series would guide the researchers to retrieve specific information speedily and easily. The publication of the *Index to Papers and Reports Laid Before the Legislative Council of the Straits Settlements (1867-1955)* recently completed is the result of our effort to provide readers with better and faster reference service.

The *Index to Papers and Reports Laid Before the Legislative Council of the Straits Settlements (1867-1955)* covers a total of 5000 papers and reports for a period of eighty-two years. They are grouped according to their content under various subject headings and are arranged in alphabetical order. Entries under the same heading are arranged by the year the paper was presented.

The *Index* (S\$35.00) and the *Guides* are available for sale. Those interested in purchasing them, should write to:

Attention: The Library Technician
National Archives
Hill Street Building
140 Hill Street
SINGAPORE 0617

The National Archives plans to produce more indices to other important Straits Settlements Records Series. An index to the *Proceedings of the Municipal Commissioners* is being prepared by staff and hopefully will be published in 1993.

Government Archives and Records Service, Republic of Korea.

Correspondent: Cho-Il Ahn

I am very pleased to write you regarding myself. I am Cho-Il Ahn who was recently appointed as Director-General of the Government Archives and Records Service, in succession to Mr Kil-Soo Kim.

Thank you very much for your encouragement in corresponding with our Archives. I look forward to and hope for our continuing cooperation.

INTERNATIONAL ASSOCIATIONS

Association of Commonwealth Archivists and Records Managers

Correspondent: Emma Quick

The Association of Commonwealth Archivists and Records Managers (ACARM) is a small non-governmental professional association which aims to link archivists, archival institutions and records managers across the Commonwealth. Formally established in 1984 as the Commonwealth Archivists Association, the Executive Committee took a decision in August 1988 to change the association's name to incorporate 'records managers', thereby widening its area of professional interests.

Objectives of ACARM

The main objectives of ACARM are to promote the development of professional archival and records management standards in the Commonwealth; to reinforce the importance which archives and records should have in national heritage and development programs; to promote the development of professional archival and records management education and training throughout the Commonwealth; to permit archivists and records managers who share a common heritage to compare, exchange, share and develop their common experience; to encourage the dissemination of information; to promote an increased awareness of the Commonwealth through the exploitation of archives and records teaching; and to encourage the formation and continued development of professional archival and records management associations in individual countries of the Commonwealth.

Membership, structure and administration of ACARM

Currently ACARM has approximately 100 members in more than thirty-five countries and territories and this is composed of national archival administrations and institutions and individual members. Institutional membership is open to national, state, or provincial institutions or repositories or other specialised repositories in Commonwealth countries. Individual membership is open to members of staff, past or present, of an archival institution or repository in any Commonwealth country, and to other interested persons.

The governing body of ACARM is its Executive Committee which is elected by the general meeting. This consists of a Chairman, Secretary, Treasurer, Executive Secretary and seven other members. The functions of the Executive Committee include overseeing the running of the association, initiating programs and establishing committees and working groups.

Recent new membership applications reflect the growing interest among smaller countries of the Commonwealth in implementing sys-

tems for the effective management of records to ensure the preservation of each nation's history and support administrative efficiency.

ACARM programs

A general meeting of members is held annually either during the International Conference of the Round Table on Archives (CITRA) or the International Congress on Archives.

One of the Association's primary functions is its involvement in developmental projects concerned with advancing professional education and training. Since 1989 ACARM has initiated a series of practical records management workshops in West Africa which have brought together a wide range of professionals and para-professionals from many parts of the Commonwealth. These workshops, which have been held in The Gambia, Ghana and Sierra Leone, have involved the cooperation of government administrators, educators and practitioners in the field of archives and records management. They have been attended by participants from twenty-five Commonwealth countries, and the intention is that they should provide a model for similar action-oriented workshops in other parts of the Commonwealth.

Publications

A bi-annual newsletter is produced which aims to inform members of developments in the field of archives administration and records management across the Commonwealth. It publicises conferences, reviews professional literature and reports on ACARM's records management workshop program.

ACARM has also produced a series of guides to source material focusing on specific areas of the Commonwealth. These include *Commonwealth Sources in British Official Records*; *West African Sources in British Colonial Office Records*; *Colonial Related Archive and Manuscript Collections in the UK*; and *A Checklist of Commonwealth Parliamentary Papers*.

For further information and details of membership please write to the following address:

ACARM SECRETARIAT
Institute of Commonwealth Studies
28 Russell Square
London WC1B 5DS
UNITED KINGDOM