

PARBICA 17
PEARL RESORT, PACIFIC HABOUR, FIJI
MONDAY 4TH – THURSDAY 7TH SEPTEMBER 2017
THEME: ARCHIVES ENGAGED: PERSONAL, PROFESSIONAL,
POLITICAL.

*Shared Engagement, Department of Implementation and Rural
Development Record Management Project –Successful
Achievements and Resulting Outcomes.*

Tukul Kaiku, University of Papua New Guinea
and
Simiang Bunem, Department of Implementation and Rural
Development



Introduction

This is a joint presentation between Tukul Kaiku of the University of Papua New Guinea and Simiang Bunem of the Department of Implementation and Rural Development.

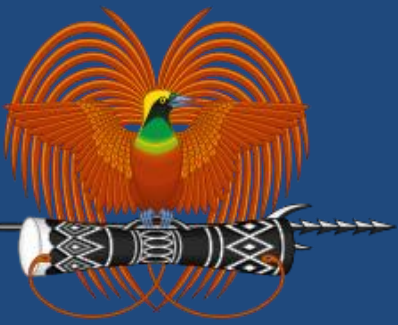
Objective

The objective of the presentation is to highlight some of the successful personal and professional achievements and resulting outcomes of a Record Management project that was undertaken in the former Office of Rural Development now the Department of Implementation and Rural Development between December 2011 to about April 2012.

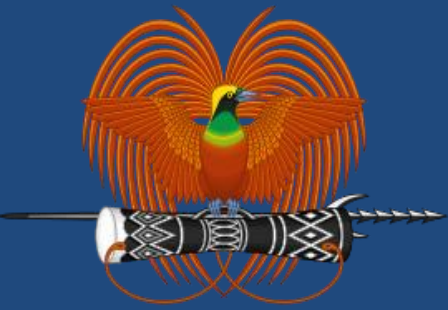


In this presentation we highlight some successful professional and personal achievements and resulting outcomes of that Record Management project.

Tukul will begin and Simiang will end the presentation



- In December 2011, I embarked on a thought to undertake a record management job , so I ran a flyer for interested organisations
- Department of Implementation and Rural Development responded. There were backlog of files and records to be cleared.
- The result is I was engaged to undertake the job of clearing the backlog of files and records.



- I got some assistance and we worked... Simiang will touch on the types of work that were undertaken.

The successful personal and professional achievements and resulting outcomes of my engagement work with Simiang:

1. As a record and archives professional, I had the experience of working with a government agency on a record management project. This is an experience which continues to be a challenge in the area of recordkeeping.
2. The professional achievements that Simiang will highlight are those that was jointly achieved



3. A number of PARBICA Recordkeeping for Good Governance Toolkit Guides were applied
4. An assistant gained experience from the project and is now working with the Baha'i Faith of Papua New Guinea with their records and archives section. And the Baha'i Faith are producing a history of the faith so one of the tasks on the job is scanning.
5. Engaging in archive work does not end. It is about networking and keeping the links intact. For instance, when I needed fieldwork placement for students, I called on Simiang one time.
6. Finally, I play some kind of mentor role to Simiang as well.



Personal and Professional Successful Achievements and Resulting Outcomes of Records Management Project at the Department of Implementation & Rural Development

Presented by: Simiang Bunem



DEPARTMENT OF IMPLEMENTATION AND RURAL DEVELOPMENT

Vision: Create an equitable, dynamic and sustainable rural sector in Papua New Guinea.

Mission: To facilitate, co-ordinate and monitor rural projects and conduct project audits to ensure that guidelines and associated financial instructions are strictly complied.

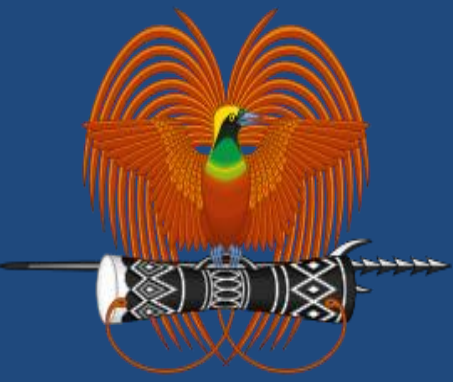
Motto: Improving the Livelihood of the Rural people



Records Management Project (Dec 2011 to April 2012)

The tasks involved were:

1. Clearance of backlog of records/files in the Registry/ Records room and the Shipping container.
2. Destruction of certain financial records 7-years and over
3. Development of Recordkeeping Documents



Successful personal and professional achievements and resulting outcomes of the record management project



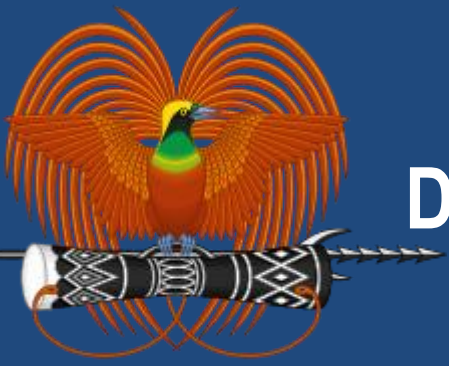
The successful achievements are as follows;

1. Clearance of Backlog of records/files

Activities include;

- Sorting
- File Listing
- Boxing into archive boxes
- Labelling and numbering of boxes
- Shelving boxes

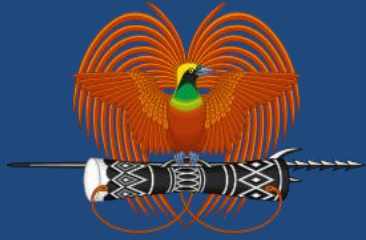
2. Accessible File Lists in place for retrieval of files and records



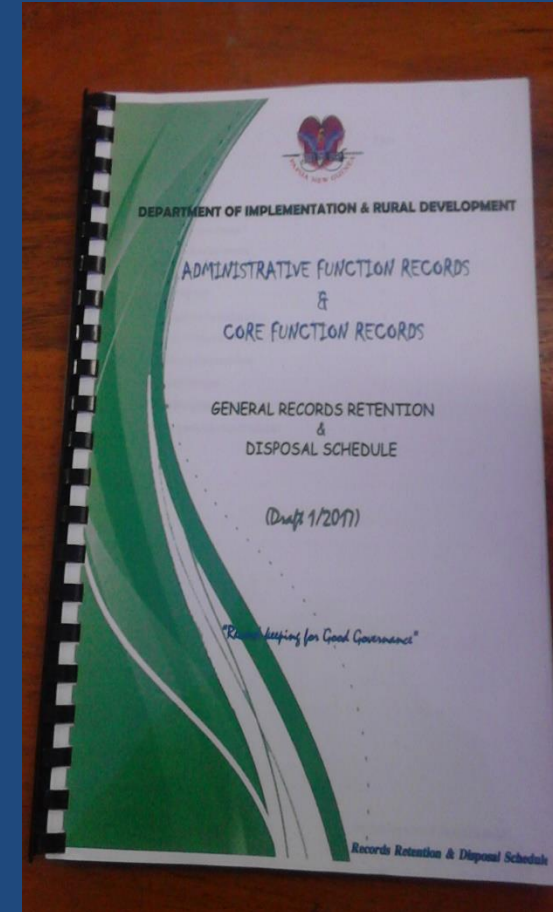
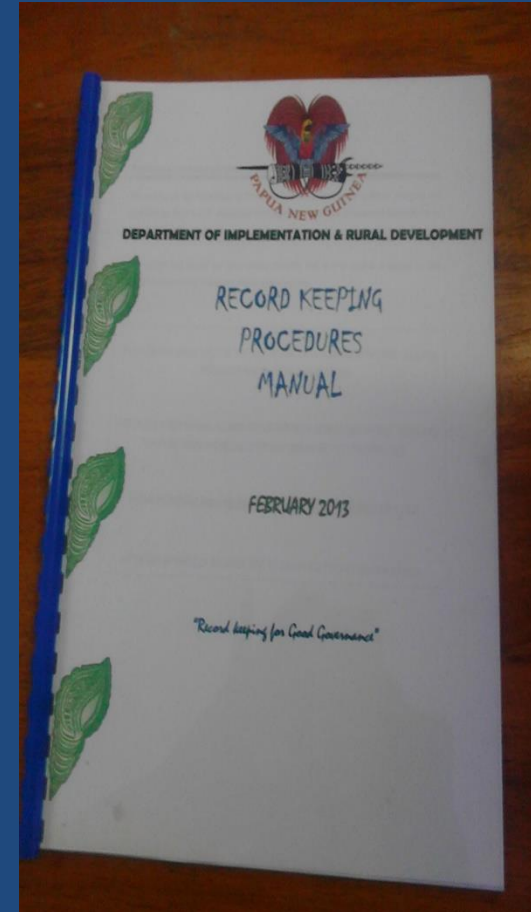
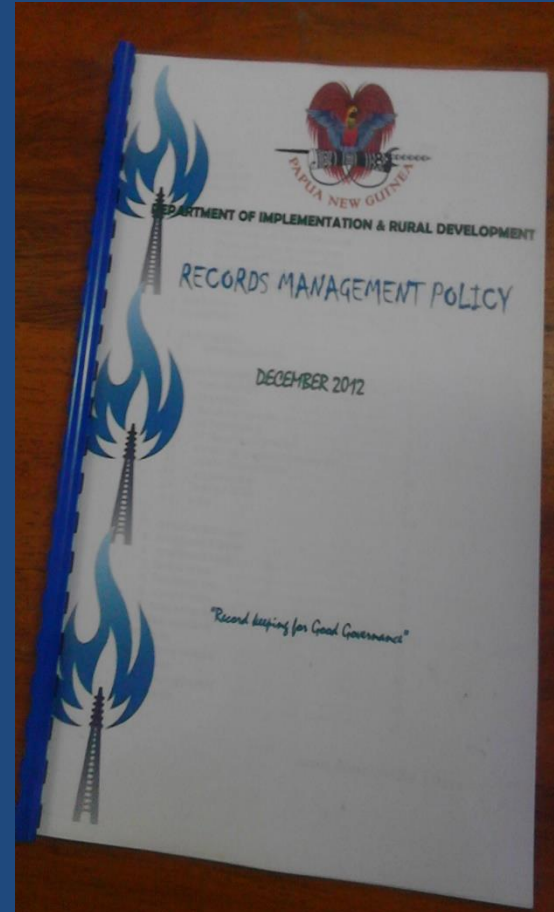
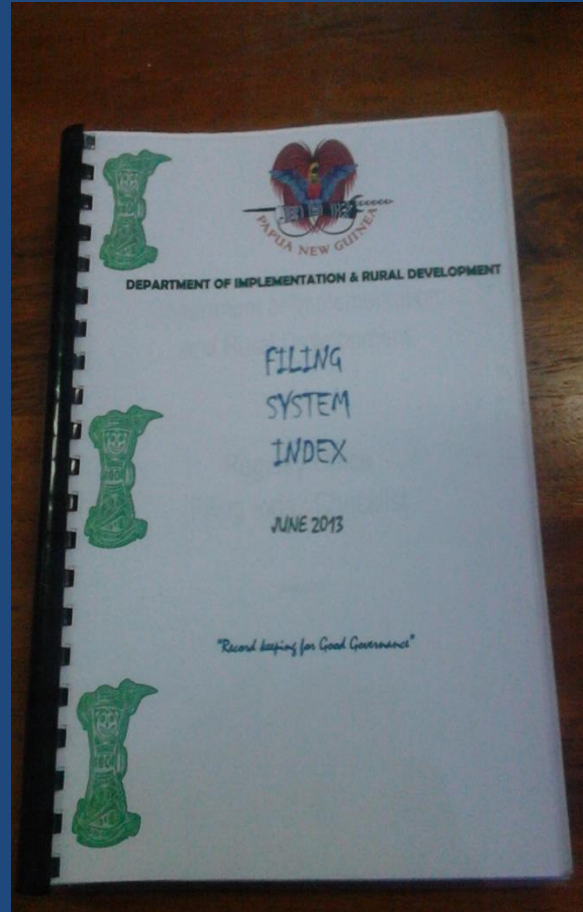
Development of Recordkeeping Documents:



- Department's Filing System (Index)
- Records Management Policy
- Recordkeeping Procedures Manual
- General Records Retention & Disposal Schedule



Snapshot of DIRD Recordkeeping Documents





3. Successful labeling of stacks, bays and shelves in 40-ft shipping container



1. Iron roofing built above the container to stop rainwater leakages in the ceiling
2. Existing shelves removed and replaced with proper shelves to hold single archival boxes
3. Container door removed and replaced with an external door and a security bar door
4. Addition of fibros and ceramic tiles for flooring
5. Painting of exterior and interior of the container
6. Electricity installation checked
7. Installation of new air-conditioning unit



3. Successful Labelling of Stacks, Bays and Shelves in a 40-ft shipping container (cont..)



- Stacks total – 2-stacks
- Bays – Total-22
- Shelves
 - 7 shelves per bay – total 154 shelves
- Boxes
 - 5 to 7 boxes per shelf
 - 35 boxes per bay
 - 399 boxes per stack
 - Total Boxes – 798 boxes



Photograph of the 40-Ft Storage Container





OTHER STORAGE FACILITIES



Apart from the 40-ft storage container, there are two other storage facilities where the records/files are kept;

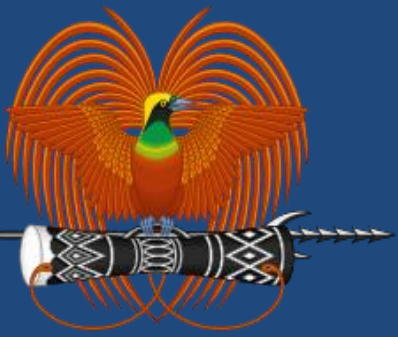
1. Shed
2. Registry/Records Room



Shed



Registry/Records Room



RECORDS & INFORMATION MANAGEMENT BRANCH STAFF



The Records Management Team of the department who are also part of the successful implementation of the project;

1. Simiang Bunem – O.I.C-Records (seated)
2. Camilus Haim – Records Officer (seated)
3. Jonah Nahamo – Archives & Scanning Officer (standing)
4. Harviette Philemon – Records Management Clerk (standing)

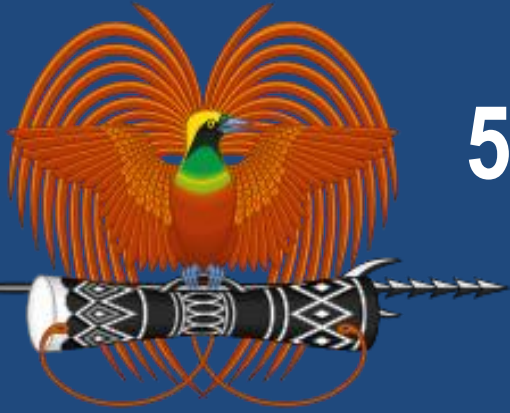




4. Introduction to PARBICA



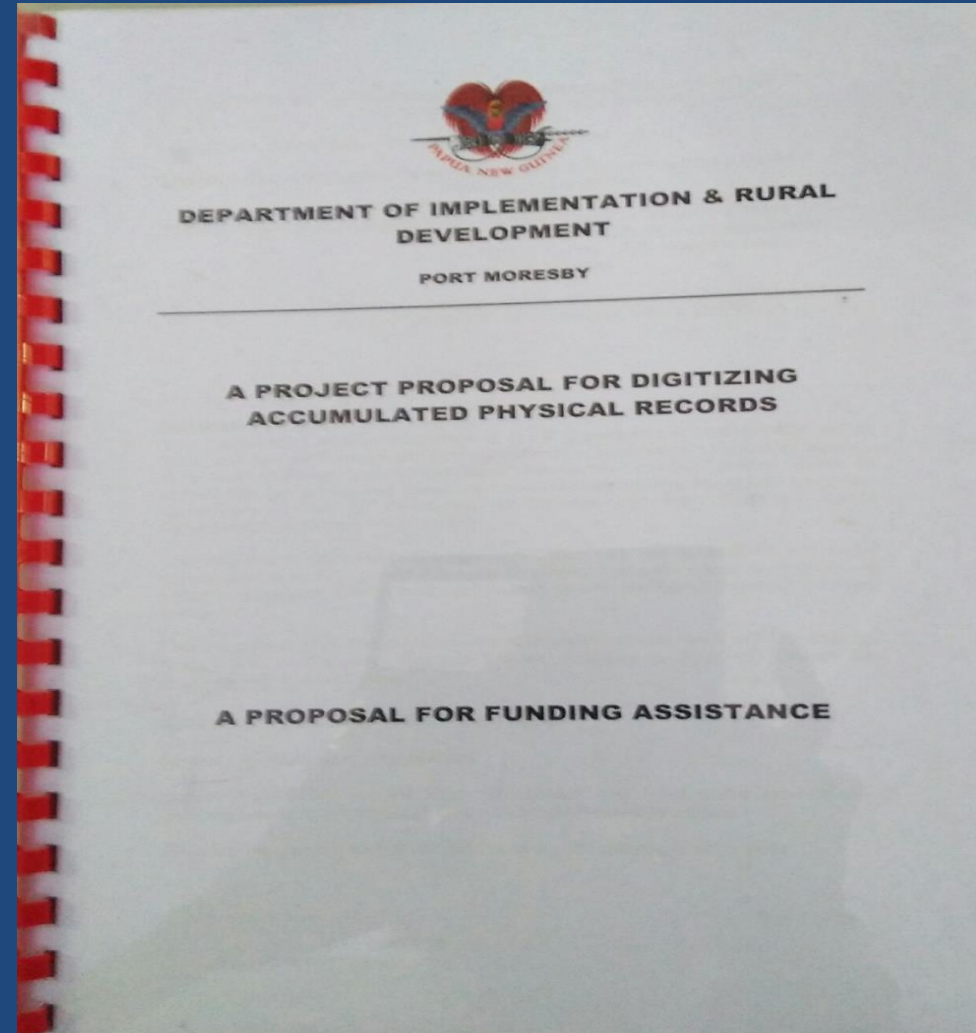
- Introduced to PARBICA
- Became a member of PARBICA
- Attended Parbica Conferences
 - Parbica 15, 2013 – Honiara, SI
 - Parbica 16, 2015 – Auckland, NZ
 - Parbica 17, 2017 – Pacific Harbour, Fiji
- Attended Parbica Toolkit In-country Training Workshop, June 2015

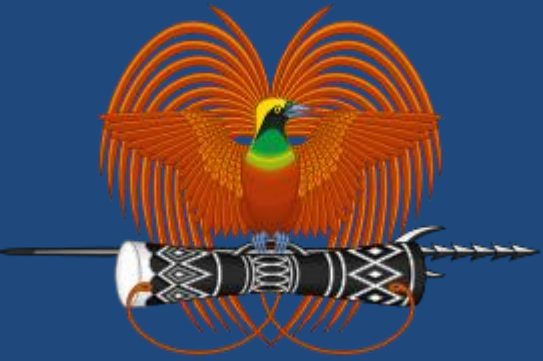


5. LATEST PROPOSED PROJECT



- Proposal for Digitising of Accumulated Physical Records





CONCLUSION

- The following have been highlights of successful achievements and resulting outcomes of the Records Management Project undertaken by Tukul Kaiku and DIRD Records Team. They are;
- Clearance of Backlog of Records/Files that included sorting, listing, boxing, labelling and numbering of boxes and storing/shelving of archive boxes
- Development of Recordkeeping Documents
- Successful Labelling of stacks, bays and shelves in 40-ft shipping container
- Parbica Membership
- Latest proposed project

Thank you, Tenkiu for your attention ! Vinaka !

- **THE END !**