



PARBICA panorama

2012/2

International Council on Archives Congress Brisbane, Australia — 20th-24th August 2012

During the ICA Congress the Queensland State Archives (QSA) offers professional tours. The Archives is looking forward to welcome Congress participants to their home.



Queensland State Archives, Runcorn
(Photo courtesy QSA)

A significant milestone for Queensland State Archives over the past decade was the opening of its expanded archival facility in November 2008. The expansion to the original building doubled the size of the archival repositories at Runcorn. Today, more than 48 kilometres of public archival records are housed at Queensland State Archives.

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Message from the President

Talofa and welcome to this edition of our Panorama.

I would like to officially welcome Opeta Alefaio to our Bureau; we believe that he will bring into our bureau a vast knowledge to help with our workload.

In November 2011, I was fortunate to represent PARBICA at the ICA Executive Board meeting in Toledo Spain. The theme: Archives Alive in a Digital world, Archival preservation in the 21st century.

I was able to learn about the work of the ICA and share experience with other participants who are advanced with their knowledge on digital issues.

Your Bureau is working on refining our business plan and we are hoping to brainstorm.

As we are getting closer to the ICA Congress in Brisbane in August, I understand that all of us that will be fortunate to attend are excited and are looking forward to another opportunity to learn and explore new and exciting challenges for us to take back to our own countries.

Your Bureau were hoping to get many participants from PARBICA members to this Congress but due to limited funding available to us this is not possible.

At this point in time I would like to acknowledge the hard work put in by Helen Walker our treasurer, Fleur Jamet of the National Archives of Australia and Anna Gulbransen our secretary for the hard work in seeking funds and arranging our travel to the congress.

Looking forward to seeing you all in Brisbane,

Soifua ma ia manuia

Amela Silipa
July 2012



One of the beautiful scenes across from where the meeting was held, Hotel Beatriz, Toledo Spain (photo courtesy Amela Silipa)

Report on the ICA Executive Board Meeting in Toledo Spain, October 2011

As a newly appointed President of PARBICA, it was a privilege for me to attend and represent the Pacific region at this very rich and stimulating professional conference. I was able to connect and have the opportunity to network with other professionals from around the globe. My participation at this meeting was so much of a learning experience on how these high level meetings are conducted.

The meeting in Toledo was also the last one for CITRA; the new Forum of National Archivist was launched successfully; a full social program offered numerous opportunities for informal networking.

The Executive Board which is responsible for the strategic direction of ICA agreed to the development of the proposal for the reform of the ICA constitution, especially on the recommendation of the Audit Commission that the remits of the Executive Board need to be clarified. It was also identified that the ICA needs to refresh its strategies and strengthen its organizational structure so that all working groups have a clear understanding of their roles and responsibilities.

A working group was formed, which was tasked with delivering a complete reformed package for the approval of the Annual General Meeting in Brisbane 2012.



*The delegation from the Korean Government, host for the 2016 ICA Congress
(photo courtesy Amela Silipa)*

The secretariat also proposed a new translation policy and this was also approved by the Executive Board. The priority of translating of ICA documents and standards has to be into the six main languages recognized by UNESO which are Spanish, French, Russian, Arabic, Chinese and English..

The Executive Board noted a proposal for a reform of membership dues; this will be presented to the AGM. A proposal for future direction of the professional program was also approved. Approval in principle was given to the broad position statements on intellectual property.

An MOU has been signed between the ICA and World Bank and the EB looks forward to further development of this very important partnership.

The timetable of the reform of membership dues, including a three year transition that will begin in 2013 will be submitted for approval at the AGM in Brisbane.

The Executive Board's approved the recommendation that South Korea should host the 2016 Congress.

Public Records Act 2002 – Queensland State Archives Celebrates 10 years

This year, Queensland State Archives celebrates the tenth anniversary of the *Public Records Act 2002*.

The Act was proclaimed on 1 July 2002, and replaced Part 7 (sections 56–57) of the *Libraries and Archives Act 1988* and the *Libraries and Archives Regulations 1990*.

The main purpose of the Act is to ensure that the public records of Queensland are made, managed, kept and, if appropriate, preserved in a useable form for the benefit of present and future generations.

The Public Records Act established two key roles for Queensland State Archives – as the custodian of the state’s archival collection and as the lead agency for government recordkeeping.

Since the introduction of the Act, a key function for Queensland State Archives is to ensure the archival collection is accessible to public authorities and the people of Queensland. As the custodian of the largest and most significant documentary heritage collection in Queensland Queensland State Archives aims to further improve access to the state’s records by developing an online services plan, digitisation plans and by collaborating with key stakeholders in the cultural heritage and education sectors.

Also, during the past 10 years, Queensland State Archives has made significant contributions to government efficiency and accountability by developing and publishing a Recordkeeping Policy Framework. This has included the release of Australian policy firsts such as a *Disposal Freeze Policy*, the *Guideline for Managing Closed Circuit Television (CCTV) Records*, and the *Recordkeeping Maturity Model and Roadmap*.

Furthermore, under the *Public Records Act 2002*, the State Archivist has statutory independence in making decisions on the retention and disposal of public records. Since 2002 over 30 000 individual disposal decisions have been made under the Act. These decisions include the review and approval of 164 Retention and Disposal Schedules; the development of significant schedules throughout the university sector, local governments and Commissions of Inquiry; and the development and publication of the *General Retention and Disposal Schedule for Administrative Records*, which authorises the disposal of administrative records common to all public authorities.



The Queensland State Archives executive team (L to R): Ms Glen Morgan, Director Government Recordkeeping; Ms Diana Forward, Manager Archival Operations & Planning; Ms Janet Prowse, Executive Director & State Archivist; Mr Adrian Cunningham, Director Digital Archives Program; and Ms Sue Hutley, Director Collections & Access

Looking ahead, Queensland State Archives seeks to lead a coordinated whole-of-Government approach to meet the challenge of digital preservation and to ensure the continued accessibility of the Queensland Government’s digital public records. As part of this, Queensland State Archives is excited about its involvement in the 2012 International Congress on Archives, which will focus on the latest global developments in digital recordkeeping and information management. Queensland State Archives also looks forward to welcoming PARBICA members to Brisbane for the congress in August.

For more information visit: www.archives.qld.gov.au.

South Sea Islander Records at Queensland State Archives

The first South Sea Islanders to arrive in Queensland were from the New Hebrides (now Vanuatu) and the Loyalty Islands (now part of New Caledonia). They were brought on the *Don Juan* which arrived at the Brisbane River in August 1863. The year 2013 marks the 150th anniversary of the first South Sea Islanders to arrive in Queensland, to work in the sugar, pastoral and beche-de-mer industries. This first group of South Sea Islanders came to work as indentured labourers on Mr Robert Town's cotton plantation in Townsville (now Veresdale) near Beaudesert, Queensland.

Queensland State Archives has compiled an index of South Sea Islander records including Immigration Department records, Inspectors of Pacific Islanders across Queensland, the Crown Solicitor's Office and the Chief Secretary's Department. This index [Australian South Sea Islanders 1867–1908](#) has been alphabetically arranged by name.

Also as part of annual Harmony Day celebrations, Queensland State Archives produced a portable display highlighting the contributions made by South Sea Islander people to the state. This display entitled [A Unique History: Australian South Sea Islanders in Queensland](#) features records relating to the recruitment, indenture, deportation and repatriation of South Sea Islanders (late 1800s and early 1900s) and highlights examples of more recent enrolment and school records. Details of the images used in the display are also available on the [Queensland State Archives website](#).



Children attending Joskeleigh Provisional School, c 1915. Queensland State Archives Digital Image ID 3530

BSIP Preservation Project Begins in Solomon Islands

by Brandon Oswald, Island Culture Archival Support

Island Culture Archival Support (ICAS) and staff at the National Archives Solomon Islands began working on the British Solomon Islands Protectorate (BSIP) collection preservation project in April 2012. Prior to ICAS' arrival, archival supplies were procured and shipped to the archives that included acid-free file folders, interleaving paper, polyester folders, and gloves. Conservation training was conducted the first two days with four staff members and one volunteer of the archives. The best training method was initiating a hands-on approach working with the actual BSIP boxes. This method allowed us to get acquainted with different records deteriorating scenarios as they unfolded, as well as deciding the best way that was at our disposal to deal with them. The staff members learned quickly and became more confident with each subsequent box.

The BSIP collection consists of 873 boxes. During the two weeks we managed to conserve the contents of 270 boxes. The documents of these boxes were cleaned, straightened, unfolded, and placed in new acid-free folders. Although we did not want to get too burdened with item level conservation, we did pay close attention to important material such as hand written letters, photographs, hand drawn maps, village census takings, etc. These items needed special treatment that included cleaning and stored in special archival folders to ensure their longevity. A few surrogates were created from a few documents that were damaged beyond repair, or because of fading ink. Metal fasteners were removed, especially straight pins, paper clips, and braids. However, we did not take the time to remove small staples, as we found that they were not posing much of a threat to the documents. We also felt that the staples can be removed during future digitization projects.



*Some of the staff in action
(photos in this article courtesy Brandon Oswald)*

Additionally, the first draft of the preservation manual for the National Archives Solomon Islands has been written. It will be sent to appropriate archives staff for review. Concerns and suggestions from their review will be taken into account for subsequent drafts. The manual is divided into eight key sections: Introduction, Ideas to Think about First, Low Cost Climate Control, Paper Storage Practices, Planning Digital Projects, Handling Mould Outbreaks, Handling Pest Infestations, Forms, and an Appendix that includes a policy for preservation and mould. The manual is a dynamic document and changes will be made as the need arises.

Although the project will continue through the rest of 2012, we anticipate that there will be several interruptions for the remaining of the year. The Pacific Arts Festival in July and the visit of Prince William and Princess Kate in September are important, rare events that will indubitably affect the staff

at the archives. International Archives Day, as well as records management trips to other provinces will also take away staff time on the project. Also, it is worth noting that the town of Honiara schedules power outages affecting the archives every day. These outages can last from two to four hours, disrupting the workflow of the staff. In fact, the repository that houses the BSIP collection will become pitch black when the power is off. Thus, to help minimize this interruption, we purchased a flashlight that will provide some light in the repository to retrieve and re-shelve BSIP collection boxes.

Overall, the project is progressing nicely. In fact, one surprise achievement that unfolded during this undertaking are the ideas for exhibits that staff created while working with the records. Instantly, they started planning for future exhibits for International Archives Day and the Pacific Arts Festival. These exhibits will be helpful raising archival awareness to the people of the Solomon Islands.



Part of the BIPP Collection



The National Archives Solomon Islands

International Archives Day 2012 – National Archives of Solomon Islands



Participants at the Community Archiving Forum (photo National Archives Solomon Islands)

International Archives Day 2012 – National Archives of Solomon Islands

Margaret Inifiri, Deputy Government Archivist

The National Archives of Solomon Islands (NASI) celebrated International Archives Day 2012 with a week-long celebration on the theme of Preserving and Sharing Our History. The Archives mounted a photograph display, and hosted a networking forum for community archivists, as well as a staff celebration for the event.

A photograph exhibition held from Tuesday 5th June to Friday 8th June, displayed photographs from the Archives collection which dated from the nineteenth century through to the 1970s. The photographs on the themes of people, places, and culture showed scenes from around the capital Honiara and locations all over the Solomon Islands, and a special photograph exhibition revisited some of the previous Royal visits to Solomon Islands, in honour of the 60th anniversary of the coronation of Queen Elizabeth II. Some of the visitors to the exhibition were able to point out family members in the photographs, and the photos brought back many memories of customs and events from the past.

A forum was held on Friday 8th June for community and business organisations with archive collections, where representatives were invited to gather and share knowledge about their collections. The aim of the forum was to raise awareness and promote community archives in Honiara which document and preserve the history of Solomon Islands. The representatives of the community organisations were very interested to see the Archives storage areas and collection during a tour around the storage facilities as part of the forum

The community archives forum was the first time that representatives from community organisations and local business organisations with archive collections have had an opportunity to come together and share stories about their archive collections. There was lots of discussion around issues of access, storage and handling, and care of archive collections. We also discussed some of the resources available to assist in managing small archive collections, including the PARBICA Recordkeeping Toolkit.

The Permanent Secretary to the National Archives home ministry, the Ministry of Culture and Tourism, Mr John Wasi, attended the program, and he was very interested to see the archive collection and the work of the National Archives staff. He praised the representatives from community organisations for the work that their organisations are doing in helping to preserve the history of Solomon Islands for the people of our country.



*The Permanent Secretary of the Ministry of Culture & Tourism
(photo National Archives Solomon Islands)*

The National Archives continued its activities in promoting the history of Solomon Islands with a photograph exhibition during the 11th Festival of Pacific Arts, held in Solomon Islands from 1st to 14th July. The National Archives is also planning to host a travelling exhibition in conjunction with the United States Embassy, of photographs from World War Two in the Pacific. This will be on display during the month of August, at the time of the commemorations for the 70th anniversary of the United States Marine landings on Guadalcanal during World War Two.



Photographic Exhibition (photo National Archives Solomon Islands)



T-shirt for International Archives Day (photo National Archives Solomon Islands)

The PARBICA Community says congratulations and sends best wishes to Bureau member Julian Chonigolo, Government Archivist, on the arrival of her baby son in April this year.

World Book Day – Fijian Outreach in Rural Tailevu

By Opeta Alefaio, Fiji National Archives

The National Archives of Fiji (NAF) was kindly invited by our sister Department – the Library Services of Fiji (LSF) to join them in celebrating World Book Day (March 1st) in rural Tailevu, with the prospect of putting up archival displays and sharing historical information with schools and communities who do not have ready access to NAF.



Preparing for students arrival

The event was a success, with a number of schools performing items adapted from books they were studying, a costume event where children dressed up as a favourite character from a book, and there were several recitals as well.

Once the official parts were over the school children were very eager to take in our displays. “It is always both satisfying and heartening to see so many people, especially students, flocking and asking historical questions at the National Archives booth” said Taito Raione, NAF’s senior conservator and the NAF team leader for this event.



Raione went on to say that NAF's materials also supported the subject matter those students were covering in class. "A Tailevu North College teacher expressed her appreciation at witnessing for the first time copies of some historical documents and old photographs of Fiji. It was very beneficial to her as the display was relevant to her class history lesson. Her comment was further supported by a few students interviewed saying that the display provided them the opportunity of knowing our past."

Photos courtesy National Archives of Fiji:



Unfortunately the display was only available for one day; plans are under way to hold another outreach exercise in a neighbouring province, which will run for several days allowing more people to have access. This and other outreach opportunities are part of our efforts to boost information literacy, and awareness of archives to support one of Governments key goals of "Making Fiji a Knowledge Based Society."

Re-Establishing The National Archives Of Vanuatu: A Day in the life of the Assistant Archivist, Augustine Tevimule

First published in 'News from Brisbane', 3 July 2012, on the ICA Website at <http://icarchives.webbler.co.uk/13145/news-from-brisbane/news-from-brisbane-23.html>

Officially established on the occasion of Vanuatu's Independence, 30 July 1980, the National Archives enjoyed some good years until 1997, when the staff of seven was slashed to only one, as part of the Government's Comprehensive Reform Programme. Without sufficient human or material resources, the old, small Archives building fell into abandonment and archives work was neglected for over a decade.

It was not until September 2007, over a year after the tragic burning down of the historic Supreme Courthouse, that the need to re-establish the National Archives in a brand new building and with professionally trained staff was recognized. The Minister for Internal Affairs, referring to the previously forgotten Archives Act of 1992, handed back responsibility for the National Archives to the Vanuatu National Cultural Council in order to achieve the security, preservation, maintenance and ongoing development of our historic records for the benefit of current and future generations. The task of retrieving documents, both from the burnt-out Supreme Court building and the old Archives building, proved to be a gigantic task but in 2010, with the appointment of a Chief Archivist and very generous funding from the Commonwealth of Australia for the construction of a new, two-storey National Library & National Archives building, the National Archives of Vanuatu were well on their way to being re-established. And this is where Augustine Tevimule appears on the scene.



Augustine and wheelbarrow

Born and raised on the island of Pentecost, Augustine materialized in the National Archives one day in January 2010, offering to give unpaid volunteer assistance in cleaning, sorting and boxing the mountains of records retrieved from the old Archives building. Very bright, highly self-motivated and with a natural archivist's passion for "Preserving the Memory of the Nation", Augustine was soon taken on as a trainee; in August 2011, he was officially appointed as Assistant Archivist.



Augustine working in the container

Augustine's day is full, very full... In the past few months he has assisted in retrieving Government archives from four rooms in the Prime Minister's Office and he is now engaged in the meticulous sorting and boxing of historic items, prior to their being listed and processed. He has assisted staff of the Civil Status Office, Lands Records and the Office of the President of the Republic of Vanuatu (State House) in cleaning and sorting their own records. On 13 March this year he assisted with a mini-workshop for Ministry of Infrastructure & Public Utilities staff on filing and recordkeeping generally, and the workshop participants were introduced to the PARBICA Recordkeeping for Good Governance Toolkit. On 17 April, Augustine gave a power point presentation on 'What are Archives?' to recordkeeping staff of the Reserve Bank – a presentation which generated a great deal of interest: Augustine's enthusiasm for his work is catching!

At the same time, Augustine is studying at tertiary level for the Diploma in Library and Information Studies (University of the South Pacific, Distance and Flexible Learning Mode), a qualification that he expects later to add to by turning it into an Archives degree.

Augustine is currently on a short-term attachment with the Preservation and Conservation Section of the National Archives of Fiji and we are looking forward to his return, with newly-honed skills in this area!

A Tribute to Judith Hornabrook, Chief Archivist, Archives New Zealand and National Archives of PNG.

By Tukul Walla Kaiku,

Note of the author: Slight changes were made to this article first written for the National Newspaper in Papua New Guinea published on Friday 29th July 2011

It was on Thursday 7th July 2011 that we in Papua New Guinea along with other archivists and recordkeeping information professionals within the Pacific Region learnt from colleagues of Archives New Zealand the message about the death of Judith Hornabrook former Chief Archivist of Archives New Zealand and the National Archives and Public Records Services of Papua New Guinea. For Jacob Hevelawa and I in particular and Robert Gwamuwe, the message did hit at our beings.

I met Judith Hornabrook in 1983. She had just come in that year as Chief Archivist of the National Archives and Public Records Services of Papua New Guinea and I had been recruited at the end of that same year as a graduate trainee.

She was a workaholic arriving at the National Archives premises as early as 7:00 am and worked late. And she was our mentor and trainer. She literally taught us for one hour per week. We learnt on the job what archives are; records which have been created and or generated by organizations during the course of day to day operations and which are set aside for permanent preservation because of the information value contained in them for scientific, historical, administrative, legal, evidential and or educational purposes.

She ensured a micrographics office operated to capture and reproduce film copies of paper information of the Patrol Reports written by Patrol Officers during the great pacification programme to get this country under full government control between 1884 and 1971.

She was a member of the International Council on Archives (ICA) a non-government organization based in Paris which oversees the preservation of archival resources of countries around the world. And she was also a member of CITRA and PARBICA both working committees of the ICA. All these were observed by us as she took duty trips to attend conferences and meetings of these ICA committees.

In October of 1983 there was an International Archives Week. I remember her working with diplomatic staff of the British High Commission and Mr. Andrew Griffin then Archivist at the PNG Collection Section of the University of PNG Library and Professor James Griffin, historian at the UPNG and the late Sir Brian Bell. For the week, she gave the National Archives Staff the theme '*Opening up of the Country*' and instructed for us to select Patrol Reports which would suit the theme.

The exhibition was staged at the Sir Brian Bell Plaza to commemorate the week, but it did not attract the attention of the public. But the patrols reports were later featured as lead up stories to the 1990 National Book Week.

The National Archives Building that sits next to the National Library at Waigani is a result of her stay in PNG at which time she collaborated with Department of Works architects to design and seeking funding for. Early drafts of the *Library and Archives Act* 1993 can also be attributed to her.

During her time and that of Ms. Nancy Lutton who took over the Chief Archivist post from her in 1989, a good number of UPNG graduate trainees were recruited. Most of the graduates underwent postgraduate training in Information Management and Archives Administration at the University of New South Wales School of Library and Information Studies. One of those graduates was myself and Mr. Jacob Hevelawa, now Director General of the Office of Libraries, Archives and Literacy.

Judith Hornabrook also connected the National Archives and Public Records Services of PNG to archival professional organizations in the Pacific Region and the International archival community. In 1987, the National Archives and Public Records Services hosted a biennial meeting of the Pacific Regional Branch of the International Council on Archives. On several occasions, Mr. Jacob Hevelawa has been President of PARBICA. As well, staff of the National Archives attend PARBICA biennial meetings in Pacific nation states and territories from Hawaii, to Guam, Palau, New Zealand, New Caledonia, Fiji and so on. They have even attended the ICA Congress in Kuala Lumpur, Malaysia.

She never stopped mentoring and corresponding with staff of the National Archives. She and Nancy Lutton always sent Christmas cards and later sent e-mail messages. As of 2005 Mr. Hevelawa and I have been members of the Pacific Island archivists group who have worked with staff of the National Archives of Australia and Archives New Zealand to develop a Recordkeeping for Good Governance Toolkit to assist government officers of pacific nation states and territories to systematically manage their records from time of creation to disposal. It was during our first set of toolkit products in 2007 that Judith wrote to Jacob and I expressing how proud she was of what we were doing.

Today the National Archives building at Waigani bears the mind, work and memory of Judith Hornabrook. For the nation state of Papua New Guinea, the building is the storehouse of the administrative and historical records of its past, a heritage for future generations.

RESOURCES:

The State Records Office of WA announced the publication of the revised General Disposal Authority for Human Resource Management records (GDAHR). The GDAHR (in PDF format) and the Guideline *Resentencing Records: implementing a revised General Disposal Authority*, are available in the 'Recordkeeping Publications' section of the State Records Office of WA's website at www.sro.wa.gov.au. Other formats of the GDAHR will soon be available for purchase.

'Preserve Your Treasures: How to Remove Photos from a Sticky Album': check out the video on ArchivesLive! a network site created by the ASA to promote and facilitate communication across the sector. Smithsonian Archives Conservation Fellow, Anna, describes how you can safely remove photos from a sticky album. You need to join ArchivesLive! to be able to access the link.

Video link:

[Preserve Your Treasures: How To Remove Photos from a Sticky Album](#)

Queensland State Archives has released a range of new resources. These include:

- ***Migrating digital records: a guideline for Queensland public authorities***: This guideline examines

the key recordkeeping considerations for migration project, highlighting risk and quality assurance considerations, and offers support for recordkeeping activities and authorisation processes

- ***General Retention and Disposal Schedule for Digital Source Records***: Developed to authorise the legal disposal of digital source records following the completion of a migration project.
- ***Metadata for digital continuity: a companion guideline to the Queensland Recordkeeping Metadata Standard***: This guideline will help records managers and IT professionals make decisions about what metadata to use to support the management of digital records requiring longer-term retention.
- ***Advice on choosing file formats for digital records***: This brief provides advice on choosing file formats for the management of digital public records over time.

See QSA's website

at: <http://www.archives.qld.gov.au/Recordkeeping/Announcements/Pages/Digitalcontinuityresources.aspx>

OTHER NEWS:

Archives New Zealand: Treaty of Waitangi to be relocated

The 172-year-old document will next year be moved from the Archives New Zealand building to the National Library, both in Wellington. It is one of many historical documents, including the Declaration of Independence and the 1893 Women's Suffrage Petition, which will be moved to the National Library in 2013. The National Library and Archives New Zealand were last year integrated into the Department of Internal Affairs. The library will be renamed to reflect its new role as it becomes home to Archives New Zealand's key government documents and national treasures... From [One News](#) 12 June, 2012:

Libraries of Asia Pacific Directory (LAPD):

the National Library will be discontinuing access to the directory which is currently hosted on the Library's website at the end of June 2012. The NLA's Director-General, Ann-Marie Schwirtlich, presented a paper to the May 2012 meeting of CDNLAO requesting consideration of future options for the directory, namely hosting by another institution or cessation of the online directory completely. The meeting agreed that the Directory should be removed from the web and allowed to lapse. The redirection page for LAPD on the NLA website will provide links to alternative sources for this information where available.



PARBICA Bureau 2011-2013

President

Amela Silipa
Ministry of Education, Sports and Culture
Malifa
PO Box 1869 Apia, Samoa
telephone: +685 64627 – fax: +685 64664
email: a.silipa@mesc.gov.ws

Vice-President

Dianne Macaskill
24 Lohia Street
Khandallah
Wellington, New Zealand
telephone: +64 4 9702368
email: dianne.macaskill@paradise.net.nz

Secretary General

Anna Gulbransen
Archives New Zealand
The Department of Internal Affairs Te Tari Taiwhenua
PO Box 12-050, Wellington, New Zealand
telephone: +64 4 894 6056 extn: 9256
email: anna.gulbransen@dia.govt.nz

Treasurer

Helen Walker
National Archives of Australia
PO Box 7425, Canberra Mail Centre 2610, ACT,
Australia
email: parbica.treasurer@naa.gov.au

Member

Naomi Ngirakamerang
Palau National Archives
Bureau of Community Services
PO Box 1886, Koror, 96940 Republic of Palau
telephone: +680 488 4720 - fax: +680 488 3354
email: archives@palaunet.com

Member

Opeta Alefaio
National Archives of Fiji
PO Box 2125 Government Buildings
Suva
Fiji Islands
(679) 3304144
email: opeta.alefaio@govnet.gov.fj

Member

Julian Chonigolo
Solomon Islands National Archives
PO Box 781, Honiara, Solomon Islands
telephone: +677 24897 - fax: n/a
email: chonigolo_julian@yahoo.com.au

Editor

Karin Brennan
University of New South Wales Archives
Sydney, NSW 2052, Australia
telephone: +61 2 9385 2906 - fax: +61 2 9385 1228
email: k.brennan@unsw.edu.au

PARBICA website – www.parbica.org

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