

PARBICA panorama

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Reference Group - PARBICA Toolkit Phase 5 workshop, Cook Islands,
December 1-3



Back row, left to right: Salote Vuki (Public Service Commission Office, Tonga), George Paniani (National Archives of the Cook Islands), Naomi Ngirakamerang (Bureau of Palau National Archives), Adrian Cunningham (National Archives of Australia), Helen Onopko (Records and Archives Service, Australia), Anna Gulbransen (Archives New Zealand), Salesia Ikaniwai (National Archives of Fiji), Emma Buckley (National Archives of Australia), Tukul Kaiku (University of PNG), Torika Cakacaka (Reserve Bank of Fiji), Jacob Hevelawa (National Archives and Public Records Service, PNG), Vaveao Toa (Ministry of Education, Sports and Culture, Samoa). Front row, left to right: Tui Tupa (National Archives of the Cook Islands), Jeannine Daniel (Office of the Ombudsman, Cook Islands).

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President's Message

We have made it to another year.

By all accounts, 2010 has been a year full of challenges and success for all of us.

I would like to express my gratitude for the way in which we have supported each other despite the many challenges encountered. I also express out profound gratitude to organisation and individuals such as AusAid, The National Archives of Australia and Archives New Zealand for their continues support to PARBICA.

2010 is now history and we are now faced with fresh challenges in 2011.

Past events and obstacles may now serve as constant reminders of how we may handle our future dealings.

It is important that we as an organisation continue to communicate and share our knowledge and experiences with one another. Let us be more forthcoming and be more willing to assist one another.

There is no doubt 2011 will continue to pose challenges and risks to all of us in different various ways. The events in Haiti and the flooding in Queensland remind us of how vulnerable we are. This is aside from the constantly changing information and recordkeeping environment which will continue to challenge us as professionals.

On this note, I wish to convey my deepest condolences to the Queensland flood victims. All members of PARBICA join me in expressing our heartfelt compassion to the people of Queensland in the face of these truly extraordinary events which have led to the loss of lives and the destruction of livelihood in that state.

I pray that the year 2011 will be a year that will bring the PARBICA family closer together to continue to grow as an organisation.

I look forward to meeting you all in Apia at the occasion of PARBICA 14.

Setareki Tale
President, PARBICA

PARBICA expresses its condolences and heartfelt sympathies for all families and our colleagues affected by the recent disasters in Queensland, New South Wales, Victoria and Western Australia and supports the Joint Statement issued by the Australian Society of Archivists Inc. and the Records and Information Management Professionals Australasia.

Statement of support for those experiencing floods and fire in Australia

Courtesy ASA and RIMPA

The Australian Society of Archivists Inc. (ASA) and Records and Information Management Professionals Australasia (RIM Professionals Australasia) express their condolences, and offer their support, to all who are affected by the recent floods on the East Coast of Australia and near Carnarvon in Western Australia, and by the fires in Western Australia.

Beyond the tragic and devastating losses of lives, property, and livelihoods lies the lengthy process of re-construction and re-establishment of businesses and day-to-day life. The recent disasters reinforce the importance of including vital business and personal records, and memorabilia, in all preparations for disasters and potential evacuations. In the aftermath of any disaster, time is critical. Swift action and care is required when salvaging damaged records.

Records document and represent the precious memories and identities of individuals and communities. Records are the life blood of organisations large and small, providing information, evidence, and enabling business continuity. "It's difficult to start again without any documents that prove who you are and what belongs to you," said Kate Walker, CEO of RIM Professionals Australasia. Ms Walker explained that "Australia frequently experiences natural disasters that produce significant damage and loss. Whilst there are many resources available to assist organisations in continuing their businesses, there is little assistance for individuals and families. To address this need, RIM Professionals Australasia has prepared the *Personal Continuity Plan*. The plan is a checklist of the vital records needed for re-establishing and continuing life in the aftermath of disasters, such as the bushfires and flooding currently wreaking havoc for so many in Australia." The *Personal Continuity Plan* and other useful resources are available at <http://www.rimpa.com.au>.

Jackie Bettington, Vice President of the Australian Society of Archivists, urged that "Where possible, it is definitely worth the effort to be prepared by identifying your vital records, and having them packed (or backed-up) and ready to take with you in an emergency. Advance preparation saves a lot of time, money, and stress in the recovery and reconstruction phase. Even without advanced or limited preparation it's not too late. Once records have been damaged there are some simple actions which can be taken to salvage records that would otherwise not be recoverable. "

The Australian Society of Archivists has recently published a comprehensive manual, *Keeping Archives*, to assist organisations and community groups with managing their archives and records. *Keeping Archives* contains a great deal of information about the preservation, storage, and management of records. It covers all formats of records, including paper, photos, audio-visual records and digital records. Further information is available at <http://www.keepingarchives.com.au>.

Where people find that they have to tackle the task of salvaging records which are seriously damaged by water, fire, mould, and smoke it is vital that they take rapid action. There are many websites which provide expert advice to assist the public, as follows:

Resources for preserving records and archives	http://www.aiccm.org.au/index.php?option=com_content&view=article&id=48&Itemid=48 http://www.sl.nsw.gov.au/about/collections/preservation/index.html http://www.slv.vic.gov.au/explore/conservation-guides
Resources for preparing and responding to disasters	http://www.blueshieldaustralia.org.au/disastersmanagement.html http://www.records.nsw.gov.au/recordkeeping/topics/disasters-and-records/managing-disasters http://uim.curtin.edu.au/local/docs/DisasterRecovery.pdf
Resources for fire damaged records and archives	http://www.blueshieldaustralia.org.au/disastersmanagement.html http://cultural-conservation.unimelb.edu.au/assets/pdf/bushfire-protection.pdf

	http://www.naa.gov.au/services/family-historians/family-archive/fire.aspx
	http://www.prov.vic.gov.au/main/bushfire2010.asp
Resources for wet and flood damaged records and archives	<p>All types of records: http://www.archives.qld.gov.au/publications/PreservationServicesAdvices/psa_7.pdf</p> <p>http://archivesoutside.records.nsw.gov.au/conservation-tip-no-6-dealing-with-wet-records/</p> <p>http://www.blueshieldaustralia.org.au/diastersmanagement.htm</p> <p>http://www.naa.gov.au/services/family-historians/family-archive/flood.aspx</p> <p>http://www.sl.nsw.gov.au/about/collections/preservation/dealing_with_mould.html</p> <p>Audio-visual records: http://www.nfsa.gov.au/blog/2011/01/10/recovering-audiovisual-floods/</p>
Resources for Commonwealth Government agencies	http://naa.gov.au
Resources for public offices in NSW	http://www.records.nsw.gov.au
Resources for public authorities in Queensland	http://www.archives.qld.gov.au
Resources for government agencies in Victoria	http://www.prov.vic.gov.au
Resources for government agencies in Western Australia	http://www.sro.wa.gov.au

People affected by floods in Queensland may also contact the Queensland Disaster Information Network (Q-Dis). This network is a group of conservation professionals who share information on disaster preparedness and planning. Further details about Q-Dis are available at <http://manexus.ning.com/group/qdis>. In addition, the Australian Society of Archivists has a website which hosts discussion forums and blogs about the current disasters experienced in Australia. To view and participate in these discussions, and to share images, go to <http://archiveslive.ning.com>.

For more information and advice on disaster preparedness, and the recovery of records and archives, contact Jackie Bettington, Vice President, Australian Society of Archivists on 0432 150 446, or Kate Walker, CEO RIM Professionals Australasia, on 0409 250 795.

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A NAME CHANGE for the RMAA

The Records Management Association of Australasia (RMAA) announced the change of its name. As of the 1 January 2011, the RMAA's new company name will be Records and Information Management Professionals Australasia (RIM Professionals Australasia).

**Addressing our digital future:
PARBICA Toolkit Phase 5 workshop, Cook Islands, December 1-3.**
Emma Buckley and Adrian Cunningham, National Archives of Australia

The beautiful island of Rarotonga provided a picturesque setting for a recent workshop held as part of the current phase of the PARBICA Recordkeeping for Good Governance Toolkit. This phase of Toolkit – which has received high praise from various corners of the globe this year - aims to help organisations in the Pacific put in place appropriate and sustainable solutions for digital recordkeeping. The National Archives of Australia is leading work on the current phase, with funding and support coming from the Australian Agency for International Development (AusAID).

Work on Phase 5 started earlier in the year with the formation of a reference group made up of PARBICA members from across the Pacific. The group first met in Brisbane in June where they scoped a number of products providing advice and assistance on digital recordkeeping. Six priority products were identified, including an e-readiness and a systems checklist, advice on managing email, and guidance on choosing the best recordkeeping strategy. (For more information on the Brisbane workshop, see the previous issue of Panorama, pg 16).

The products were drafted by the NAA project team and sent out to the reference group in November. A request was made to the group to come to Rarotonga armed with plenty of comments and suggestions for how the drafts could be improved and made more relevant and practical for the intended Pacific audience.

After a free day spent touring the island and testing the warm Pacific waters, the group got down to work on December 1. We worked through each guideline, discussing what was useful, what wasn't, what needed to be included and what needed to be changed. There was an acknowledgement that while some of the guidelines may have immediate value and relevance to organisations in the Pacific – such as those on scanning and how best to manage email – other guidelines, such as the one on digital preservation, may reflect a situation still some years off for some smaller organisations. Regardless, the reference group recommended that all guidelines be included in the Toolkit: so that Pacific audiences might increase their knowledge of a wide range of digital recordkeeping issues and be better equipped to plan and implement effective digital recordkeeping strategies.



Adrian Cunningham at the Toolkit Phase 5 Workshop

After three days of discussion, dissection, and rebuilding, the amended list of products now is as follows:

Guideline 12: Introduction to digital records. An overview of digital records and recordkeeping, digital recordkeeping benefits and risks, digital recordkeeping myths and a glossary of key terms.

Guideline 13: E-readiness self-assessment checklist for organisations. Allows organisations to assess their resources, policies and procedures, technologies, and other key areas which indicate the existing level of readiness to support online business.

Guideline 14: Choosing the best strategy. Addresses six different options for managing digital records, looking at the pros and cons of each. The options are: printing to paper and filing, using shared drives, using an existing business system, scanning paper for access and preservation purposes, managing hybrid systems, and using an eDRMS.

Guideline 15: Scanning/Digital Reformatting. Practical advice for organisations considering a scanning project. Looks at the various processes involved in a scanning project from planning to file storage, risks and issues such as outsourcing, and includes information on technical standards and the different equipment available.

Guideline 16: Systems and software checklist. The three parts of Guideline 16 are designed to be used by different sections of an organisation. 16a) is a checklist that allows a records manager to see at a glance how well their existing business systems meet core recordkeeping requirements. 16b) allows assessment against high-level recordkeeping principles (ICA-Req statement of principles), and is designed to gain senior management approval for a business case or project. 16c) allows assessment of the systems against detailed functional recordkeeping requirements, and is designed to be completed by an IT manager. As well as allowing organisations to test how well their existing business systems support good recordkeeping, the tools can also be used to build a design of preferred recordkeeping functionality for future systems, or as a benchmark should a systems audit be required.

Guideline 17: Managing email. Practical advice on email management, including why emails should be captured, when to capture it, how to store it, and tips for managing email.

Guideline 18: Digital Preservation. Looks at issues such as preserving authenticity and

access, and dealing with technological obsolescence. Explains open and proprietary formats and provides examples of low-budget digital preservation solutions.

Guideline 19: Implementation. The processes needed to support and enable successful implementation of a digital recordkeeping strategy. Includes project planning through to rollout of strategy.

Guideline 20: Digital recordkeeping: implementation case studies. Real-life and hypothetical examples of successful and unsuccessful implementations of digital records management systems.

The NAA's project team will be incorporating the changes into the drafts over the coming months and sending them back to the reference group for comment. We will be launching the Phase 5 guidelines at the PARBICA 14 Conference in Samoa in August this year, at which time we will also run a workshop for PARBICA members on the new products.

We would like to thank the workshop attendees, who helped make the workshop such a success with their willingness to provide input, questions and comments. They are:

- Tukul Kaiku (University of Papua New Guinea)
- Jacob Hevelawa (National Archives and Public Records Service of Papua New Guinea)
- Naomi Ngirakamerang (Bureau of Palau National Archives)
- Vaveao Toa (Ministry of Education, Sports and Culture Unit, Samoa)
- Anna Gulbransen (Archives New Zealand)
- Jeannine Daniel (Office of the Ombudsman, Cook Islands)
- Salesia Ikaniwai (National Archives of Fiji)
- Torika Cakacaka (Reserve Bank of Fiji)
- Salote Vuki (Public Service Commission Office, Tonga)
- Helen Onopko (Records and Archives Service Australia)
- George Paniani (National Archives of the Cook Islands)
- Tui Tupa (National Archives of the Cook Islands)

Sincere thanks also go to the Office of the Ombudsman, Cook Islands (and Jeannine Daniel in particular), whose efficient organising and tremendously warm hospitality helped make the stay very pleasant for all.

Investing in our future: Assessing ICA-AtoM

A Paper presented at the 2010 ARANZ Conference by Karina Taylor, Pacific Research Archives, ANU Archives Program

The International Council of Archives Access to Memory (ICA-AtoM) software was launched at the 2008 ICA conference in Kuala Lumpur with an invitation to archival institutions around the world to be testers for the beta version.

Over 30 institutions volunteered to test AtoM, including the National Archives of Scotland, the City of Vancouver Archives, UNESCO and the Australian National University Archives Program in Canberra. As far as I know there are no testers of the database in New Zealand but I hope you will be encouraged to use the software as a result of this demonstration.

ANU Archives Program

The ANU Archives Program consists of three collections, the Noel Butlin Archives Centre, the University Archives and the Pacific Research Archives.

Noel Butlin Archives Centre

Established in 1953 the Noel Butlin Archives Centre houses the largest collections of business and trade union records in Australia. The collection was named in honour of Noel Butlin, the first professor of economic history at the ANU. Its holdings date from the 1820s up to the 21st century and are a major resource for Australian business, industrial and social history.

University Archives

The University Archives holds records of current and former administrative and academic units of the University, as well as papers of former staff. The University was established in 1946 but the collection includes the records of predecessors from the 1920s.

Pacific Research Archives

A relatively new collecting initiative, the Pacific Research Archives was established in 2007. This is the collection I have been developing and managing as Pacific Archivist. I have been working with scholars of the Pacific Islands, from the College of Asia and the Pacific.

Some of these collections include the papers of geographers, Professor Gerard Ward and Dr William Clarke; Linguists Professor Stephen Wurm and Tom Dutton and historians Professor Jim Davidson, Professor Hank Nelson and Professor Brij Lal.

We also have a large collection of Australian companies that operated in the Pacific, including Burns Philp a shipping company that operated stores and tourism ventures in the

Pacific and the Colonial Sugar Refining Company that owned sugar mills and plantations throughout the Pacific including Chelsea sugar here in New Zealand.

With the development of the collection, other people from around Australia who have worked in the Pacific have also donated collections to the PRA, including, former British Phosphate Company workers the Edwards family and Lillian Hardman who worked on Banaba, formerly known as Ocean Island in the 1960s and 1970s.

When you combine these three collections the ANU Archives Program holds over 19 kilometres of archives, which is managed by only six staff.

Current access conditions

The archives are currently only accessible via paper finding aids. We describe the collections using this basic template. The excel spreadsheet allows some searchability but many of the older accessions in the Noel Butlin Archives are typed lists with no electronic version. These are stored in over 200 red binders in our reading room.

The University Archives and the Pacific Research Archives are described using the series system and the Noel Butlin Archives are described using the record group system. The reason for this is mainly historical and due to the size of the Noel Butlin collection a conversion project would not be possible.

As you can imagine providing reference services to researchers with these factors in mind can often be complicated and time consuming for the staff member on reference duty.

Advantages of ICA-AtoM

Overall we have been pleased with ICA-AtoM, it meets many of our requirements for an archival description database.

- 1) It is compliant with the key archival standards of
 - General International Standard Archival Description (ISAD(G)) - 2nd edition, 1999
 - International Standard Archival Authority Record (Corporate bodies, Persons, Families) (ISAAR(CPF)) - 2nd edition, 2003

- International Standard For Describing Institutions with Archival Holdings (ISDIAH) - 1st edition, March 2008
- 2) Its open source so our IT department are happy to work with it and will continue to develop it once it is officially launched by the ICA.
 - 3) It is compatible with Dublin Core, RAD, EAD
 - 4) It is a multi-lingual application; both the user interface and the database content will be capable of existing in multiple languages. Currently translations are available in over 14 languages.
 - 5) It also allows for collaboration with other archival institutions.

Method of testing

There are currently three staff testing the database. Because of the size of the collection we are taking a staged approach to data entry by working first on the ANUA that is the University Archives and Pacific Research Archives collections.

To date we have all 400 ANUA collections entered onto the database to series level and item records for over 84 series.

Our aim is to have all the Pacific Research Archives personal collections on the database by the launch date of October 2010. I have now completed the authority records for approximately half of the Pacific personal collections.

Once we have completed the ANUA material we will tackle the larger more complicated collections of the Noel Butlin.

Data entry

I'll now take some time to show you the different levels of data entry.

When you enter the database you come to this site and log in on the right hand side of the screen. We have edited this screen to include our logo and an introduction to the ANU Archives Program. To add an authority record, series or item description you click on the add button on the left hand side of the screen.

For the data entry you are given a number of fields to fill out, some are optional and others are compulsory as required by the standards. Each of these blue top level fields drop down to reveal more fields to fill out. I've shown the example of the identity area. We don't fill out every field available, particularly for a basic paper record entry. However, there are fields which will allow us to record the Dublin Core metadata for photographs, additional

information for maps and audio-visual material.

Authority record

The authority record is based on the ISAAR (CPF) standard. This example is based on our collection of the politician and activist Harry Holland. It allows you to enter a history for the person and attach functions and occupations. We are currently working out our thesaurus of occupations loosely based on the National Library of Australia's occupation thesaurus. You can also see on the right hand side the link to the series description.

Series description

This is the series description which you link to the authority record. At this level you record descriptions of the collection as a whole, including extent and medium, archival history, system of arrangement. You can see the tree structure on the side has now expanded to show the items attached to this series.

Item description

This is an example of a completed basic item description for a pamphlet, you link it to the series description which automatically links it to the Authority record. This is the view a researcher will see. As I mentioned earlier we haven't filled out every field and the researcher only sees what you have entered. We also hope to in the future to have fields that only the archivist sees, for example archival history, condition and location.

At the item level you can also attach digital material including photographs, text, videos and sound.

Other features of ICA-AtOM

It has been advantageous for us to test AtOM, we have been able to suggest improvements and as one of the few testers using the series system we have been able to ask for things we want included.

For example something we would like to change is currently when you search under somebody's name you just get the collection title – This search for the geographer and anthropologist William Clarke displays 'Pacific research papers' rather than making it clear whose Pacific research papers they are.

As data entry is done, we note any quirks. Sometimes these are actual bugs, but more often our data differs from the international standard on which the software is based. We report feedback to a listserv. Other testers can 'vote' for changes you suggest.

Another advantage has been that while testing the database, the data we have entered is held by the developer Artefactual Ltd and migrated as each new beta version is

developed which means we don't lose any of the data entry we have done.

ICA-AtoM and the Pacific Research Archives

I have great hopes for how the Pacific Research Archives will benefit from AtoM. My main aim is to increase the accessibility of the Pacific collections. We hold some wonderful material relating to the Pacific Islands that isn't well known. In particular I am concerned that Pacific Islanders know about the material we hold about their culture, history and languages.

One of the options we have taken to increase accessibility is to attach the subject term 'Pacific Research Archives' to each of the descriptions for Pacific collections. This will allow searching for all of the material relating to the Pacific.

In the future we hope to develop a database just for the Pacific Research Archives. By attaching the subject terms at this stage we hope it will make this project easier.

With the database available online, the entries searchable, and being able to attach digital images to item entries this should see a considerable increase in accessibility to the collection.

Conclusion

I hope this presentation has encouraged you to consider ICA-AtoM as an option for an archival database. I have outlined the advantages of the product we have experienced as testers, including it being an open source and free database that meets archival standards. As testers it has also been a good opportunity for us to participate in the wider international archival community. With the release date of October 2010 the testing is basically complete, after the official release you can download ICA-AtoM for free download at this web address <http://ica-atom.org/download.html> or you can request a CD.

MEMBERS' NEWS

SAMOA - Parliament passes Public Records Bill 2011

Parliament during its last sitting before the general election in March passed the Public Records Bill 2011.

COOK ISLANDS

The Cook Islands has resumed its membership of PARBICA after the implementation of the Official Information Act 2008.

PAPUA NEW GUINEA

Vale Sam Kaima: The PARBICA community sends its sincere condolences and sympathies to the family and friends of Sam. Sam will be sorely missed and our thoughts are with them all.

Samuel Tua Kaima (1957-2010)
By Ewan Maidment & Brij Lal, 25 January 2011

Sam Kaima passed away on New Year's Eve, aged only 52. He had been ill with tuberculosis. It is a sad fact that TB is so rife in Papua New Guinea even today.

Sam was vivacious, with an ever-ready smile, unassuming, ambitious and energetic. He was a university teacher, an independent scholar, as well as a historian, librarian and archivist. He was one of PNG's strongest advocates for keeping archives. Pacific archivists will miss him very much.

Sam was born in Wantoat, Morobe Province, a village first contacted by Europeans in 1937. He was educated at Wantoat Primary School, Bugandi High School and Kerevat Senior High School. His BA (Hons.) thesis at the University of PNG (1980) was on Wantoat. The history and culture of Wantoat remained one of Sam's many serious interests.

Sam's early career was in the UPNG Library. In 1987 he resigned from the UPNG Library's New Guinea Collection to study at the University of Hawai'i, completing an MA in Pacific Island Studies and a Master of Library and Information Studies. He also completed the Graduate Diploma in Archives and Records Management at Monash University in the mid 1990s.

In 1989 Sam returned from Hawai'i to the UPNG to teach archives and records management at the Department of Library and Information Studies. During this period and up to the present Sam conducted archives and records management workshops throughout PNG and occasionally in the Solomon Islands. In 2001 Sam resigned from the UPNG after reaching a Senior Lecturer position in the Department.

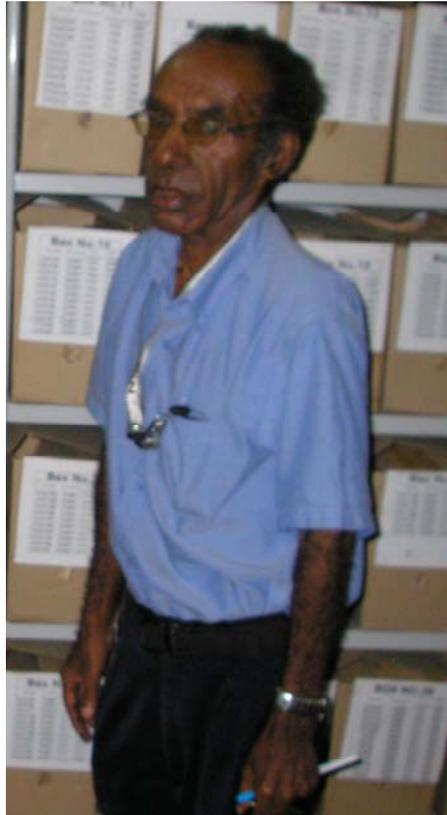
In 2002 Sam entered the political arena and ran for the Markham Open seat, unsuccessfully. In 2003 he was employed by the PNG Institute of Medical Research to work with Widya Paul and Gavan McCarthy on organising the Institute's archives. In early 2004 Sam returned to UPNG as an Archives Project Officer and Lecturer in the Information Sciences Department. In mid 2006 Sam set up a private business, Pacific Archives and Records Management Services, and soon after joined the Law and Justice Sector Program in PNG as a Management Consultant where he worked assiduously to ensure survival of PNG's judicial and land records.

Sam had a long association with PARBICA. The 4th issue of the *Pacific Archives Journal* (1987) includes an article by him on oral and documentary sources for the history of Wantoat. He was elected to the PARBICA Board at its 3rd conference, in Port Moresby, in June 1987, and participated in other PARBICA, PIALA, ALIA and ASA conferences throughout his career. He was also active in the Pacific History Association, Pacific Islands Political Studies Association and the European Society of Oceanists. Sam was a genuine friend of the PMB, always helpful with advice about sources and access to them. He shared his knowledge generously with scholars.

Sam was a prolific, if imperfect, writer – a bibliographer, biographer and historian. He compiled bibliographies of Morobe Province (with Biama Kanasa) and Madang Province (with August Kituai) in 1999, and a bibliography of West Sepik/Sandaun Province (with Otto Nekitel) in 2000. In 2005 he attempted to revive the *Papua New Guinea Dictionary of Contemporary Biography* (an incomplete project commenced in 1984 by Jim Griffin).

Sam wrote scholarly articles on PNG and Pacific regional archives administration, records management and archives education and training. He also wrote outspoken articles for the PNG press reporting on neglected public records and advocating improved government record keeping. An Editorial in *The National* (21 August 2007) praised Sam's efforts:

[PNG] National records are often in a parlous condition while many records and invaluable archives at provincial level have been ruthlessly disposed of, leaving significant gaps in the history of our nation. Sam Kaima is the name associated with this struggle to re-invigorate the keeping of archives and records ... This committed professional continues to struggle to get widespread acceptance of the vital necessity to keep comprehensive records and archives.



*Sam Kaima, mid 2010.
Photo courtesy Ewan Maidment*

Our colleague Dr Peter Orlovich writes:

I did not know that Sam was ill. It is a reminder of how precarious life can be in the developing world. Sam was an inspiration to his professional colleagues, not only in Papua New Guinea, but throughout Oceania, notably through his involvement with PARBICA.

He was generous in sharing his knowledge of archives and archival development in PNG, and made a significant contribution to our knowledge of the problems and issues confronting the custodians of records and archives in PNG.

He was motivated throughout his career by a desire to improve his professional skills and the skills of others who were responsible for the care, control and custody of records and archives. He sought to improve and extend the opportunities for many practitioners in the fields of records management and archives administration in his own country. He was a prolific writer of papers on the subjects of archives and records management in PNG, though not all found their way into print in the professional journals. His intellectual energy sometimes outran his capacity to complete and write up the research that he commenced. Yet his mind was always fertile and active, and his intellectual enthusiasm animated his conversations with his colleagues on all aspects of the management of records and archives.

Sam will be sorely missed as a professional colleague, but he will be long remembered for his contribution and devotion to his calling as an outstanding Archivist in a country which has achieved commendable progress in the preservation of its national muniments in the last fifty years.

**Placement with Archives New Zealand – Focus on Appraisals and Disposals,
22nd November – 10th December, 2010.**

By Elenoa S. Delailakeba, National Archives of Fiji

As a recipient of an ICA scholarship, I spent three weeks at Archives New Zealand and was based with the Appraisals Unit. The ICA – FIDA awards are specifically for the development of archives and archivists in developing countries. Being a member of PARBICA has great benefit. These are in terms of training opportunities, accessing funds, partnership and collaboration.

The arrangement for my placement was on a cost-sharing basis where ICA was responsible

for my accommodation and in-country costs, Archives New Zealand provided the training, and the National Archives of Fiji was responsible for my travel to and from New Zealand.

The main objective of my placement was to spend time with Archives NZ to learn about their appraisals and disposals regime with government records to see what would be relevant for implementation in Fiji.



Elenoa in Wellington

In Fiji we have been retaining almost all records created in government and it has reached a stage where it has become unmanageable. This is costly and inefficient because the records that are of no further value are taking up storage space and preservation resources. The lack of knowledge and practical skills makes it very difficult for us as archives and the government departments to dispose of records that are of no further value.

This was an area identified as critical if we are to service as archives and also to improve our service in supporting the development of an efficient records management program across government. The PARBICA Recordkeeping Toolkit products include guidelines for implementing Appraisals and Disposals and

are there for us to use, but we lack the practicalities to implement them.

The expectation too by the government is for the National Archives to play the lead role in the implementations of appraisals and disposals activities.

The National Archives has been engaging in talks with our Public Service Commission on the adoption and implementation of the PARBICA Model National Policy for Records Management across government. The PARBICA Recordkeeping Toolkit has a series of guidelines on Appraisals and Disposals which will form the basis for decisions to be made by government departments in identifying the records to be retained as archives and which records to be destroyed

when once administrative requirements have been met.

Placement in Archives New Zealand:

A program was drawn up for the three weeks. The first week was mainly on team building, sharing professional experiences and learning from each other's experiences, and training covering a general overview of Appraisals and Disposals. The first two days of training included two new staff members of the Unit. The two remaining weeks involved hands on practice and writing reports. Below are some of the key areas included in my program:

Recordkeeping in Government:

During the course of my placement I attended one of the Archival Professional Development courses, the Basic Concept. This was a two day induction workshop aimed at all newly appointed staff at Archives New Zealand.

I was also invited to a Recordkeeping forum with a focus on Digitization. The forum is a way Archives New Zealand gets all recordkeeping practitioners together in one place to discuss current issues.

I was included in a group visit to the Tax Office – Inland Revenue, Documentation Unit, where we observed their processes on digitization and system management.

I was also included on visits to two government departments to observe their process on engaging with agencies regarding requests to destroy and transfer records.

I had a brief introduction to their Government Digital Archives.

I also attended a monthly staff meeting, an update on current developments. All new staff were introduced. I was introduced by Mark Crookston, PARBICA Secretary General. I was impressed with their singing of the “*waiata*” the Archives New Zealand chorus.

I was also interviewed about my trip and this appeared in the Archives NZ news release.

Appraisal Process

For the practical, an *estray* was identified for me to appraise. This required following all processes for appraisals. The processes included writing an Appraisals Report and submitting that to the Chief Archivist for approval and endorsement. I managed to complete the Appraisals with supervision and

guidance from the team. I was advised to use the PARBICA Toolkit appraisal criteria to get a feel of how it would work.

This was a very important part of my training, being able to apply the knowledge. It made me feel very confident because I was able to put into practice what I had acquired in the training.

Disposal Process

In Archives New Zealand, agencies are responsible for undertaking their own appraisals which Archives NZ then reviews before finalizing. This process will not work in Fiji as yet because of the limited skill set to undertake appraisals. What would be more relevant would be for the National Archives to pilot some appraisals with selected agencies as a starting point.

We can use the PARBICA Guideline 7: Disposal Schedule for Common Administrative Functions to use as a General Disposal Authorities to dispose of some records.

Conclusion:

My placement with Archives NZ was a good learning experience. My understanding of appraisals prior to training was mainly limited to theory. The training has given me a good grounding on how to implement what would be practical for us in Fiji. Through hands on practice, I was able to learn and observe at first hand the processes involved and how they are carried out. I have submitted a number of recommendations in my report. I hope feedback would be favourable. I can confidently say that I am ready to carry out appraisal work in government departments and also transfer the knowledge to my colleagues at work to those who are charged with looking after records in their respective departments.

I am very grateful to the sponsors, ICA, for supporting our application for the training and to Archives NZ for providing the training and to my parent ministry and the National Archives for their support. We look forward to your continued support in the future. This would be very beneficial to the archives and would enable us to provide a better service to government departments.

My placement with Archives NZ has enabled me to look at other recordkeeping activities and we are hoping to adopt a similar concept too.

Appraisal Report

Name of organisation:	Department of Customs – Chatham Islands
Scope of appraisal:	2 Boxes of records relating to shipping and shipwrecks
File reference:	2010/8430
Appraisal carried out by:	Elenoa Delailakeba, Assistant Archivist – National Archives of Fiji.
Date of appraisal:	29/11/10

Appraisal circumstances:

The records appraised have been with Archives New Zealand for approximately 4 years, and only a little is known about their origin. They came to us by way of the Wellington City Archive, who was looking after many records on behalf of the Wellington Museum of City and Sea (2006/5308). While the Wellington City Archive were undertaking a listing project of the Museums records, they came across the two boxes of records being appraised and contacted Archives New Zealand. It was clear that they were government records, and so are being appraised.

Description of records:

The records are in two boxes, labeled Chatham and Chatham Clearances. There are no numbers on the records and are not arranged in any discernible order. What the records have in common is that they relate to shipping and shipwrecks in and around the Chatham Islands. Prior to coming to Archives New Zealand, the records have been put into clear plastic pockets to separate them.

1. Ship Manifests

These are records relating to ship clearances at Chatham Islands. Some include a passenger and goods list.

Date range: 1857 – 1888

Quantity: 114 plastic pockets

2. Licenses - to remove arms and sheep's from Chatham Ids.

These are single sheet documents which are not filed in any order. Some have ship manifest attached.

Date range: 1860 - 1886

Quantity: 15 plastic pockets

3. Ship Wreck Register

This is a book that was used to register all ship wreck on Chatham Islands including shipwreck returns sheet.

Date range: 1866 - 1876

Quantity: 1 book

4. Inquiry into Wrecks

Papers relating to Inquiries held into the 1877 shipwreck of the "Ocean Mail" and 1885 shipwreck of the "Island Lily".

Date range: 1877 and 1885

Quantity: Two sets of Inquiry Papers

5. Correspondence

Inwards letters – General

Date range: 1858 - 1876

Quantity: 13

Records concern: Correspondences received from interested parties and individuals regarding authorization to remove supplies, acknowledgement of receipts of goods/payments and requests to deliver goods.

6. Letter Envelope

An envelope addressed to the Collector of Customs – Chatham Islands.

Date: Nov 1866

Quantity: 1

7. Shipment Records

Papers relating to export and import, bill of payment and bill of entry.

Date range: 1857 – 1884

Quantity: 6

8. Loose papers

Various papers from the Customs Office relating to shipwrecks on Chatham Islands.

Date: 1864 – 1866

Quantity: 8 pages

Precedent:

Archives New Zealand currently holds records from Customs – Chatham Islands [Record Group] (ADGU). These include several series of record books of ships, import, and immigration and emigration records.

The records in this appraisal report will complement the holdings currently held by Archives New Zealand.

Recommendations:

Two disposal criteria were used to appraise the records.

Retain as archives criteria:

- i) Records that are of cultural/historical significance to the country and /or the department.
- ii) All records created before a grandparents date (date before which few records have survived).

The grandparents date for Archives New Zealand is 1920.

It is recommended that these records be retained as archives by Archives New Zealand.

THE PARBICA TOOLKIT IN ACTION: Appraisal Report courtesy National Archives New Zealand

Cologne Historical Archives - Volunteer Work at the Asylum Archive at Muenster University

By Karin Brennan

This report was first published in the UNSW Archives' newsletter Origins, No 13 November 2010

During July and August this year extended leave allowed me to undertake volunteer work assisting the Cologne Historical Archives (City of Cologne Municipal Archives) registering their archival records. This is Phase II of a disaster recovery process. On 3 March 2009 the Archives building of the City of Cologne and two adjoining apartment blocks collapsed. Sadly the disaster meant that two young men lost their lives, many occupants lost their home and the archival holdings of the City of Cologne disappeared into the ground. The holdings consisted of more than 30 shelf kilometres of archives documenting some 1000 plus years of city history. The exact cause of the disaster is still under investigation.

About 1800 volunteers came from Germany and all over the world to assist with rescuing the archives. After six months about 85% of the material had been retrieved from the disaster site. It is expected that about 5% will be lost completely and that the remaining 10%, which are below ground water level, will be retrieved by the end of the year. Salvage operations are under way at this point in time. After the initial salvage work the records are now boxed and stored in 19 different archival locations throughout the country called 'asylum archives'. The collection is dispersed

throughout the various locations and has to be identified so that series, record groups and accessions can be 'reunited' and context recreated.

One of the asylum archives is located at the University Archives of the Westfaelische Wilhelms University of Muenster which is where I worked. I was able to stay with friends in Muenster who were happy to assist and provided me with free accommodation for the time I worked as a volunteer at the Archives. One of my friends even became a volunteer herself! Work at the various asylum archives is coordinated by Karoline Meyntz, Archivist at the City of Cologne Archives, who makes you feel welcome and introduces you to staff members, work procedures, records and software in use. As volunteer you work hand in hand with an archivist or conservator of the Cologne Archives, which means there is always a professional with special knowledge of the holdings and procedures on hand. Depending on the location of an asylum archive archives staff members from Cologne either commute daily or they travel and stay the week in the host city. During my time in Muenster I worked with four different teams which was enjoyable and also interesting as all had their own style and approach to work.



Archives Building, Muenster University

The work itself requires concentration. Box by box each item, however large or small, is identified and described, and the extent of the damage to each item is classified. The item then receives a bar code, is securely packed in archival boxes and in acid free folders where necessary and information about each item is entered into a database. Special salvage software called ACTApro has been developed for this purpose which is connected to the indexing software for the holdings. The database provides item identification, the location by barcode and box number, and thus allows for the reunification of individual files or documents, series and collections.

The data entered into ACTApro contains information about the collection and the item's original number and details about the provenance/ originating department or, if a collection and a number cannot be identified, a description of the item is given. The damage to the item is described, its barcode scanned

and, if an image was taken to allow exact identification at a later stage, the item is linked to its image file. The damage to each item is classified as none, lightly, moderately or heavily and assessed against the categories soiled, mechanical damage (eg torn, parts missing), creased and buckled, deformed, mouldy, water damaged, and damage to text/ script/ image. The information on the database will not only be used to reconstruct the context of the holdings but also to identify the extent of and plan for the necessary restoration work. Pretty much all of the material is at least slightly soiled. A fine layer of concrete dust seemed to be just everywhere. It is estimated that 35% of the archives are heavily, 50% moderately and 15% slightly damaged. Sponsorship of restoration work to individual items is encouraged and more information is available on the City of Cologne's website at http://www.historischesarchivkoeln.de/paten_einleitung.php?lang=de



Workstation during a break from registering archives in ACTApro

The interesting and exciting aspects of our work were the individual items to be described and registered. The material was varied in type and age and ranged from files, plans, legal instruments, books, images, and objects to boxes full of just fragments. You learn very quickly that a box which is light in weight might actually take quite a long to process as its content may mainly consist just of fragments of papers. Working with fragments is like putting a puzzle together and it is a very

satisfying feeling when you have been able to find links and connect pieces to each other. Patience and an eye for detail certainly help, however it is not possible to spend too much time on that task. Often the bits just do not fit each other and it is very likely that the missing parts are in another box, possibly even in another town. The aim of the registration process is to register as much as possible in good time so that the material can be restored and made available again to the community.



Checking a box of fragments at the Asylum Archives at Münster University, 2010. L to R: Iris Kausemann, Archivist Historical Archives of the City of Cologne, Karin Brennan and Christin von Hünefeld, Archives student Fachhochschule Potsdam. Photographer: Peter Lessmann

Many of the older papers I have seen were in surprisingly good condition, whereas some relatively new files in lever arch folders which had only recently been transferred to the Archives were heavily damaged and soiled. During the process one gets to see a wide variety of archival materials. The papers I have registered included legal instruments from the 15th, 16th and 17th century, files concerning military occupation in Cologne after WWI, Immigration Department files and many private collections of architects, photographers, scientists and organisations and registers of birth, deaths and marriages; all records of great importance to the citizens of Cologne and the wider community. Looking at the damage to individual items reconfirms how important correct storage conditions and individual item numbering are.

During my time at the asylum archives at Muenster University Archives we registered just under 90 shelf metres of records. There is much to go, it is estimated it will take another 3-5 years to register the rescued archives, but staff members and volunteers are chipping away at this mammoth task. Overall I found it a worthwhile and enriching experience being able to help and getting to know part of such an important historical collection, to meet and work with German colleagues and to learn part of the German archival jargon on the way. Circumstances permitting I hope to be able to volunteer again. Many hands are needed; anybody interested in volunteering should contact the City Archives on historischesarchiv@stadt-koeln.de

The 76th IFLA World Library and Information Congress, 2010

By Mark Crookston

In August this year I was fortunate to attend the 76th IFLA Congress, in Sweden – and it was my PARBICA role that got me there. The New Zealand Parliamentary Librarian, Moira Fraser, happens to be chair of the IFLA section of Library and Research Services to Parliaments. She invited me to take workshops and give a presentation on various recordkeeping related matters, but especially the PARBICA Recordkeeping for Good Governance Toolkit. She had heard about the work we have been doing and is looking to get parliamentary libraries to address recordkeeping issues – especially in the Pacific.

While I was away, I wrote some blogs back to Archives New Zealand so that they could keep up with my activities. I have collected them together (and greatly condensed them) for *Panorama*. Because they are blogs they are very informal, and are more like clusters of thoughts and stories rather than an article.

Photos from the conference are available on the web gallery of my colleague Ross Becker. <http://picasaweb.google.com/The.Library.World>

The 26th IFLA Pre Conference of Library and Research Services to Parliaments

The first four days I spent in Stockholm at the Pre Conference for Parliamentary Librarians. It was attended by over 100 people representing 53 countries. Remember this was a PRE Conference. The main event is to follow in Gothenburg!

On day two I gave a presentation on the PARBICA Recordkeeping for Good Governance Toolkit, focussing on collaboration across national and cultural borders. This was followed by a workshop entitled Keeping the Parliamentary Record, which focussed on organisational self assessment of recordkeeping capacity and understanding recordkeeping requirements – using Guidelines one and two. It went well. In fact, it went so well they asked me to repeat the workshop the next day for those that missed out because they went to one of the other sessions.

I got really good traction from the delegates from Pakistan, Ghana, Uganda, Ukraine, Chile, Ireland, and the Swiss based Inter -

Parliamentary Union (IPU are a membership organisation comprising most parliaments). Representatives from all of these countries all went away with at least 2 actions that will help either establish or improve the state of recordkeeping in their jurisdictions. I spent a lot of time answering specific questions from the African and northern Asian delegates. Importantly, IPU got the recordkeeping message loud and clear and understand the importance of good recordkeeping for Pacific Parliaments, where parliamentary librarians engage in more recordkeeping (committees, Hansard etc) than with managing collections. They have some planned activities for the Pacific.

I never before fully appreciated the differences between the public record - evidence of government activity, and the Parliamentary Record - evidence of activities of the representatives (MPs).

Over the four days I had good discussions with many people about the relationship between parliamentary libraries and their national archives and found:

- many have a formal agreement or are looking to establish a formal agreement around the retention of electronic parliamentary records in the archival digital repository.
- most parliamentary records are not covered by the public records legislation of their respective countries, however there are confusing grey areas.
- many parliamentary librarians consider the record of the legislature to be the most critical record created.

Interesting Stuff I Heard / Other People Spoke About:

Linda Linder, Director of Communications Division of the Swedish Government gave a presentation on the Open Riksdag [Parliament]. Her main message was that communication between government and citizens is acknowledged in Sweden as a fundamental democratic requirement. In response they have established the Easy-to-Read Centre; a government agency with responsibility to rewrite documents for government agencies

and provide training on writing 'plain Swedish'. She promoted 3 easy to read strategies:

1. an original version and an easy-to-read version
2. an original version and an easy-to-read summary
3. an easy-to-read version for all (preferable but not also possible)

She noted a Swedish study which found that almost all of those with reading difficulties (this is not illiteracy –Sweden has 99% literacy) do not vote or partake in the democratic process. This is 25% of the population - think about that.

The keynote speaker on day two was Andy Williamson, Head of the Digital Democracy Section of the Hansard Society, UK.

Digital Democracy!

His presentation was so interesting I just about fell off out of my chair. His talk was on parliaments of the future. He had several key messages:

- proactive engagement is different to engagement
- proactive engagement is not about IT, or digital solutions, it is about communication
- good two way communication through effective use of digital technologies takes time and more money
- a barrier to improving the parliament of the UK was a frustration was 'documentation processes' [read: records management]

Andy repeatedly used the terms conversations, communication and engagement. I asked him the extent to which the IM professions were aware of the need for these skills, appreciate them, and foster them. He was sure there is awareness of and appreciation of good communication skills, but not so sure that they are fostered through training etc.

Andy was discussing this in relation to an audit of political engagement study which was taken across UK / Chile / Canada / and one other country.

At the end of his presentation Moira, Ross (Moira's husband), Andy and I sung Pokarekare Ana. It brought the house down. So some Pacific ceremony was present in Sweden!

Roxanne Missingham, Australian Parliamentary Librarian spoke about return on investment for libraries. The focus was on using an established mechanism for assessing the return on investment that governments / taxpayers get from their libraries.

Check out some results:

- The British Library was assessed as having a value to society of £363m per year
- The public libraries of South Carolina had an economic impact of \$80m for its expenditure.
- Baltimore Public Library returned a \$3-6 benefit per tax dollar spent.

No known archival organisations had used the model.

The 76th IFLA World Library and Information Congress

After the Preconference, I went to the main IFLA Congress in Gothenburg. The Congress is big (similar to the ICA Congress). It had 3334 delegates, from 128 countries. 350 presentations were given over 4 days. Including one from me entitled: Managing Information to support democracy in the Pacific. It was a paper with a recordkeeping focus which only touched on the issues related to managing written information using traditional knowledge paradigms. It was a paper close in content to the one Adrian Cunningham presented to the Pacific Ombudsmen's Alliance earlier this year – which is available on the PARBICA website: <http://www.parbica.org/resources.htm> There were many excellent speakers over the 4 days in Gothenburg. I will share with you my blog from the morning session on day one:

The Keynote Speaker was **Jan Eliasson**, President of the 16th United Nations General Assembly (that was in 2005), Former Swedish Ambassador to the U.S., Current Swedish Foreign Minister. His presentation was entitled: *The Power of the Word: Communication and Access to Information in a Globalised World*.

Jan was awesome. His theme was respect for information and knowledge as a fundamental tool for communication, mediation, conflict resolution, and yes – World Peace.

He spoke very personally about his poor upbringing and his parents respect for knowledge which made them sacrifice everything so their kids could go to school. He spoke of words being like a big tool box that is used to solve any problem, large or small.

He spoke about examples where he had used his communication skills to find the right words to solve conflicts in Sudan and the Baltic.

He spoke of information being fundamental for personal, societal and international growth, but it being unfairly distributed between rich and poor and between men and women.

He said 95% of women who can read teach their children to read, while only 20% of men do the same. In Africa the average woman gives birth to 3.8 children, so if you teach an African woman to read it has a quadrupling effect. He called on us to help right this imbalance.

He spoke of writing a convention for the UN where it was acknowledged that Peace, Development and Human Rights were in fact one concept because they are all reliant on the other. He showed how democratic access to information underpins this concept.

He quoted Shakespeare - then proved him wrong. We all laughed at that.

He quoted long passages of Philosopher Bertrand Russell

He did all of this without notes.

The man had gravitas. He was a great orator.

I was emotional.

I felt humbled and privileged.

I felt like I was an honourable man, contributing to the betterment of society. I felt like the leaders of the world understand what we do – and appreciate it. I felt a long way from home.

After the applause finished and the lights went down, there was silence. I was processing the lecture and it felt like others were doing the same. My colleague beside me and I smiled at each other without saying a word..... when all of a sudden my thoughts were violated by the worst palindrome of all.....

ABBA

Yes that's correct. Some ABBA tribute band with a pun for a name exploded on stage and broke into *Voulez-Vous*.

I was confused.

By the time *Take a Chance on Me* started I realised this wasn't a one-off, but some sort of late morning nightmare gig. I was thinking Bertrand Russell and looking at faux Abba.

I developed a headache.

3500 Librarians were everywhere dancing.

Then came *Waterloo, Ring Ring, Mamma Mia*.

Thank goodness *Dancing Queen* came on as some sort of teenage muscle memory kicked in and I managed to get out, stumbling as

though drunk, with the single minded intention of spending my last dollar on hot chips and plotting my inevitable long walk home.

Then there was light. There were tables with food. I saw a clock.

It was 11.30am.

Interesting facts I found out in Sweden:

- 47% of MPs in Sweden are women. This is the second highest percentage in the world.
- Rwanda has the highest percentage of women MPs
- The Special Library Association of America has just established a records management committee.
- The Norwegian Parliament is called 'The Storting', which means 'the big thing'.
- There are more computers in New York City than in the whole of Africa

Good quotes said by speakers in Sweden:

"The trouble with the world is that the stupid are cocksure and the intelligent are full of doubt" Bertrand Russell. This was said by the Director of the Swedish Research Council, who was talking about the difficulties of providing salient but succinct scientific information to MPs, given the extensive array of subjects they (the MPs) are required to be experts on.

"The illiterate of the 21st century will not be those who cannot read or write, but those who cannot learn, unlearn, and re-learn." Alvin Toffler. This was said by Innocent Rugambwa, from Uganda, who was speaking about the role of the Ugandan Parliamentary Library in promoting information literacy.

"Nobody can do everything, but everyone can do something" Jan Eliasson.

Which was followed by:

"Voulez-vous (ah-ha)

Take it now or leave it (ah-ha)

Now is all we get (ah-ha)

Nothing promised, no regrets"

NEWS - UPDATES

APPOINTMENTS

Archives New Zealand: From 1 February Greg Goulding has been asked to act as Deputy Chief Executive Service Delivery and Operations for the new Department of Internal Affairs, which incorporates Archives New Zealand and the National Library.

John Roberts has been appointed as the acting Chief Archivist from 1 February. John, who is currently acting Group Manager Government Recordkeeping, will be based at the Wellington office. He will stay in the role until the position is filled by a permanent appointee.

As a result of John's appointment Evelyn Wareham will step into the acting role of Group Manager Government Recordkeeping and Mark Crookston will act as the Public Sector Digital Continuity Manager. Alison Fleming takes up the role of Programme Manager Government Digital Archive. In this role she will provide strategic leadership of the work to develop an operational digital repository for public records.

University of Hawai'i: Eleanor Kleiber has been hired as Hamilton library's newest Pacific-specialist librarian. She will join the Hawaiian and Pacific Collections on April 22, 2011.

Eleanor is currently the librarian and archivist for the Secretariat of the Pacific Community (SPC) based in Noumea, New Caledonia. Eleanor received her B.A. in History and a B.A. in Peace and Justice Studies from Wellesley College, and her MLIS and Master's in Archival Studies (MAS) from the University of British Columbia.

COURSES AND PROJECTS

Postgraduate Certificate in Archival Studies 2011: A 3-week programme jointly organized by HKU SPACE and the East Asian Regional Branch of the International Council on Archives (EASTICA). The upcoming programme will run from 30 May to 18 June 2011. All applications should reach Ms Sarah Tam no later than 16 April 2011. This programme has a history of 5 years and is fully accredited by the University of Hong Kong. The intensive course combines education and training to prepare serving archivists and those engaged in records and information management to exercise leadership in planning and implementing

effective strategies and best practices in the management, use and preservation of records and archives.

Teaching staff consists of academics and archives specialists from Europe, the USA, Canada, Australia, Hong Kong, etc. Graduates comprise archivists, records managers, librarians, curators, information specialists and government administrators from China Mainland, Japan, Korea, Malaysia, Mongolia, Macau and Hong Kong.

Please

visit <http://hkuspace.hku.hk/prog/postgrad-cert-in-archival-studies> for further details.

ICA supports your [first] project! *You are a young professional (up to 32) member of ICA or willing to join ICA or you recently started in the profession (up to 3 years activity). In the framework of its "Young and New Professionals programme", the Programme Commission (PCOM) organizes a special call for projects. PCOM will make a single award of up to 5000 euros to the applicant whose proposal best meets PCOM's criteria for project funding. For further information, visit our website <http://www.ica.org/1344/news-events/have-your-first-project-supported-by-ica.html>*

L'ICA appuie votre [premier] projet! *Vous êtes un jeune professionnel (jusqu'à 32 ans) membre de l'ICA ou prêt à adhérer, ou vous avez récemment démarré dans la profession (jusqu'à 3 ans d'activité). Dans le cadre de son programme « Jeunes et nouveaux professionnels », la Commission du Programme (PCOM) organise un appel à projets spécial, qui récompensera de 5000 euros le projet répondant le mieux aux critères de financement de PCOM. Pour de plus amples informations, visitez notre site <http://www.ica.org/1347/actualites-vnements/lica-appuie-votre-premier-projet.html>*

ICA Programme Commission (PCOM) 2011

Call For Project: Keep watch over the ICA website. A new call for project has just been launched by the ICA Programme Commission (PCOM). Deadline for submitting applications will be on 21st February 2011. Further information on <http://www.ica.org/5632/news-events/ica-programme-commission-call-for-projects.html> and <http://new.ica.org/3725/call-for-projects/propose-your-project.html> .

Appel A Projets 2011 De La Commission Du Programme (PCOM): Surveillez de près le site de l'ICA! Un nouvel appel à projets vient d'être lancé par la Commission du programme. La date limite de soumission des dossiers est fixée au 21 février 2011.

Vous trouverez de plus amples informations sur les pages

: <http://www.ica.org/5633/actualites-vnements/prochain-appel-projets-prparezvous.html>

et <http://new.ica.org/3728/appel-a-projets/proposez-votre-projet.html>

PUBLICATIONS

Adrian Cunningham (ed.), *The Arrangement and Description of Archives Amid Administrative and Technological Change: Essays by and about Peter Scott*, Australian Society of Archivists, Canberra, 2010.

For the first time, all of Peter Scott's published writings on archives have been collected into a single volume, together with the texts of some previously unpublished talks and university lectures. In addition, this volume includes a major new piece of writing by Peter Scott, completed in 2010, which provides a comprehensive update and overview of Scott's archival thinking and contributions.

Rounding out this book are new essays by Australia's Barbara Reed and Canada's Laura Millar, which reflect upon the continuing impact and relevance of Scott's innovations in the twenty-first century, together with a bibliography of writings about the series system. Editor Adrian Cunningham has worked closely with Peter Scott to assemble this 400-page book, which pays tribute to and will serve as a fitting legacy for Australia's most significant archival thinker, writer and practitioner.

'His writings on the series system changed archival thinking not just in Australia but internationally, and I hope he takes great pride in seeing his thoughts brought together in such an accessible and attractive form; I hope this publication sparks ever more debate on Peter Scott's ideas.' Laura Millar

'All practicing Australasian recordkeeping professionals would do well to examine and understand the concepts of the series system

in detail. It is a foundation bedrock of our professional practice and should be known and appreciated as such. The publication of this collection of Peter's essays should be compulsory reading for all current and future recordkeeping students and practitioners, and as such, this publication is a very timely addition.' Barbara Reed

Copies of this book can be purchased from the Australian Society of Archivists. For further information see:

<http://www.archivists.org.au/onlinestore/publications-hardcopy/peterscott>

Version 2 of the Digital Curation and Preservation Bibliography is now available from Digital Scholarship as an XHTML website with live links to many included works. This selective bibliography includes over 500 articles, books, and technical reports that are useful in understanding digital curation and preservation. All included works are in English. It is available under a Creative Commons Attribution-Noncommercial 3.0 United States License.

<http://digital-scholarship.org/dcpb/dcpb.htm>

The American Library Association Carnegie-Whitney Award for 2010 funded a bibliographic project that included a "Disaster Preparedness" Web site and two brochures, "Is Your Family Prepared for the Next Disaster?" and "A Selected Bibliography of Resources Related to Disaster-Preparedness." The target audience of the project is the general public and the information may be freely distributed through public libraries, school libraries, or academic libraries. Additional information and downloadable versions of the two brochures are available at the Web

site: <http://www.usm.edu/slis/disaster.htm>

The Bishop Museum now has most of its publications online. They are strong in entomology and anthropology of the Pacific region.

See <http://hbs.bishopmuseum.org/pubs-online/>



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