

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	Tuvalu National Library and Archives
Contact information for your organisation:	Tuvalu National Library and Archives Department Ministry of Education, Youth and Sports
Email:	opetaia.noa@gmail.com

1. Provide a summary of your stated objectives, goals and responsibilities:

- Our Vision: That the Tuvalu National Library and Archives to offer new technologies in information services in order to meet the demands of users, also allowing universal access to knowledge and preserving library and archives collections in terms of safety, functionality and air conditioning.
- Our Mission: Conserve and preserve the documentary heritage of Tuvalu, and create necessary support tools for knowledge and use of its funds to contribute to the development and maintain the library collection.
- Our Values: Collaborate – Create an open, inclusive work environment that is built on respect, communication, integrity, honesty, and collaborative teamwork.

Innovate – Encourage creativity and invest in innovation to build our future.

Learn – Pursue excellence through continuous learning and become smarter and perfect at all-time about what we know and what we do in service to others.

“TNLA Values reflect its shared aspirations that support and encourage its long-standing commitment to public service, openness, authenticity and transparency, and the government records that we hold in trust.”

2. Provide a copy of your organisational structure and your reporting structure:



3. Number of staff employed in your organisation:

- Chief Librarian & Archivist and Head of Department – Mr Noa Petueli Tapumanaia
- Librarian – Ms Tioata Lapana
- Assistant Librarian – Ms Mamao Tafao
- Assistant Librarian – Ms Sita Faalo
- Assistant Archivist – Ms Fakalei Makaga

Current developments:

4. Describe any major changes since 2019:

- Designing of a new roof for the current building
- Newly appointed Assistant Librarian Ms Sita Faalo
- New office equipment (new printer machine, new personal computers, new flat screen, mew air-condition installed)

Education and Training:

5. List the specific qualifications of staff at your organisation:

Name	Qualification	University	Year
Mr Noa Petueli	Certificate in Basic Library Skills	University of the South Pacific	2012

	Diploma Information System	University of the South Pacific	2014
	Bachelor of Arts (Information System and Information Library Studies)	University of the South Pacific	2015
	Post Graduate Diploma for General Managers	University of the South Pacific	2018
	Master of Business Administration	University of the South Pacific	2019
Ms Tioata Lapana	Certificate in Basic Library Skills	University of the South Pacific	2010
	Diploma Library and Information Studies	University of the South Pacific	2015
Ms Mamao Tafao	Certificate in Basic Library Skills	University of the South Pacific	2015
Ms Sita Faalo	Certificate in Basic Library Skills	University of the South Pacific	2019
Ms Fakalei Makaga	Certificate in Basic Library Skills	University of the South Pacific	2018

6. Identify specific training needs:

- Digitisation
- Appraising of fragile record
- Filing system
- Scanning fragile records
- Basic records repairs

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

- None

8. Describe the availability of professional literature (serials, internet databases etc...):

Recently Tuvalu National Library and Archives in collaboration with the US Embassy have upgraded the US Shelf within the TNLA to an American Corner. Free internet is provided in this corner and a US E-Library service link is available for users of the corner.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

- Yes, and very supportive of this project.

10. Have you used any component of the toolkit in the in the past two years?

- Yes, we did used it in our workshops and also in conducting the appraising records project

11. Do you have any planned initiatives that involve using the Toolkit?

- Yes, TNLA would like to propose Tuvalu Government to adopt the using of the Toolkit for filing and records process.

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

- In Tuvalu there is a need for more awareness about this

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

- To be honest I think it is getting worse here in Tuvalu, line Ministry keeps on ignoring the importance of good record keeping
- This year a lot of records is being throw away by line Ministries even though we asked them not to do it

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

- Right now yes we recently develop them with the assistant of Mr Brandon Oswald from the Island Culture Archives support
- These tools are still waiting to be vetted by the AGs Office

15. Are there any additional skills you need to talk authoritatively to other agencies?

- Definitely yes we do need professional that can setup discussion with high level to address issues that the archives facing and the poor Tuvalu Government records keeping

Communication in country

16. Do you have any advice on the best way to communicate with senior officials in government agencies?

- Through awareness and radio programs, but the best way is to visit them personally.

17. Are there any resources that would help you to communicate with senior officials in government?

- Official correspondence through memos.

18. Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

- Yes, TNLA celebrate the International Archives Day this year and last year as well.

State of recordkeeping and archives management

19. Identify the top types of records requiring the most immediate work:

- Land titles
- Births records
- Deaths records
- Marriages records
- Wills register
- Land courts minute books
- Island council minutes' books
- Parliament reports
- Colonial documents
- Separation collection
- Government correspondence

20. Describe the state of digital recordkeeping in your country:

- Still in development stage but needs a lot of effort and commitment

21. Describe any digital recordkeeping technologies being used in your country:

- TNLA is using a third party hosting company called Prosentient in Sydney Australia

22. List the records of significance to your country and or the Pacific region held in your collection:

- Agreements with native Governments 1893

- Separation documents
- Tuvalu original constitution

23. Are these records of significance on the [Memory of the World Register](#)?

- Yes, very much.
- Tuvalu Memory of the World had one nomination registered in 2018 on the MOWCAP Regional Register and another in still in the process to be nominate into the International Register

24. Describe the tools you use to manage your collection:

- Manually cleaning them monthly
- Select fragile document for preservation through digitization

Collaboration

25. Are you working with other institutions on any projects or initiatives?

MOWCAP raising awareness about the importance of MOW programme

Recommendations for PARBICA

Recommendations for future guidance

26. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other _____

Other involvement in PARBICA activities

27. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

28. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

29. Does your organisation have access to the internet? Yes

30. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

31. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address:
- Post

Other recommendations for PARBICA

33. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	NATIONAL ARCHIVES OF FIJI
Contact information for your organisation:	POBOX 2125, Government Building, Suva
Email:	archives@govnet.gov.fj

1. Provide a summary of your stated objectives, goals and responsibilities:

Objective

The Department main objectives as spelt out in law, focused on;

- i) Evidence & Education – Making Fiji a Knowledge Based Society
- ii) Government Recordkeeping – Good Governance

Thus the National Archives of Fiji is both the official repository for government’s long term corporate memory and the National Legal Deposit Library.

The role and the responsibilities of the National Archives has been specifically spelt out under these two legislation;

- i. Public Records Act,
- ii. Libraries (Deposit of Books) Act under the laws of Fiji.

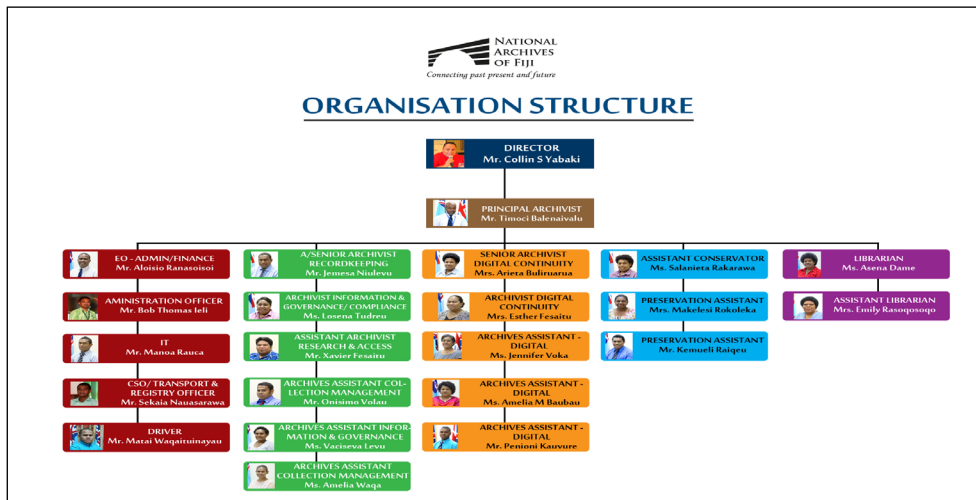
Vision: Uniting Fijians through Authentic and Accessible Archival Records

Missions:

1. Inspire Fijians to Explore the records of their country
2. Safeguard our recorded Cultural heritage by preserving archival materials in accordance with International standards
3. Support Evidence based governance by providing sound recordkeeping policies, standards and training.
4. Build a sense of shared responsibility for recordkeeping in the Public Service

5. Expand Fiji’s knowledge base by encouraging in-depth archival research
6. Utilize appropriate technology to popularize the archives and ensure the security of archival data.

2. Provide a copy of your organisational structure and your reporting structure:



3. Number of staff employed in your organisation:

24 Staff

Current developments:

4. Describe any major changes since 2019:

1. Budget

One of the major changes that we experience in the last 2 years were the decline in Budget for the Department since 2019. In the year 2019 – 2020 we had around 1.3 million; 2020 – 2021 we were given about 1.1 million and in this financial year we will need to operate with a budget of about 45% less than the previous year.

2. Human Resource

In the past few years, we have been experiencing staff turnover, and to date these posts have not yet been filled, due to circumstances which we cannot manage at our level. This has caused some changes to be made internally where we appraised the qualification of our staff, identify important areas that requires support and we made internal movement to ensure that we continue to provide archival service to the public as well as compliance to the Public Records Act and legal Deposit Act.

3. Online Services

In the past few years, we have observe a decrease in the number of users visiting the Archives search room, but an increase in online request through emails and Facebook page. This was the trend until March last year, during the COVID 19 pandemic and it has continued to pick up since then. From this experience the department has begun to develop our online service manual/guideline and SOP to ensure that we attend to all researchers queries. A review of SOP was also conducted as well as plans to update our Website and add a few function and make it more user friendly. We are currently working on this platforms to ensure that our users are able to access our archival services in the future.

4. Partnership with National Library of Australia in increasing access to documentary heritage through the digitization of immigration records of Indentured labourers.
5. Continue to partner with Ministry of Civil service in the delivery of Records Management Training to Civil servants. Currently we are in the process of conducting online training with the assistance of Ministry of Civil Service.

Education and Training:

5. List the specific qualifications of staff at your organisation:

QUALIFICATION LEVEL		NUMBER
1	POSTGRADUATES	3
2	DEGREES	4
3	DIPLOMA	4
4	CERTIFICATE	8
5	OTHER	4

6. Identify specific training needs:

	TRAINING NEEDS
1	ARCHIVAL – ARRANGEMENT & DESCRIPTION (IN THE AREA OF METADATA)
2	RECORDS MANAGEMENT PRACTISE
3	ADVOCACY & OUTREACH (MAXIMISING THE USAGE OF ARCHIVES)
4	PRESERVATION & STORAGE – AUDIO VISUAL ARCHIVES

5	DIGITIZATION
---	--------------

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

Since 2019 one of our senior staff attended a Post Graduate Diploma in Digital Information management from University of Technology Sydney.

3 staff attended local universities and graduated with Diploma in the field of Library and Information management and 2 staff in the area of Human Resource and management.

8. Describe the availability of professional literature (serials, internet databases etc...):

Professional Literature in the area is available online which is easily accessed by anyone.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes

10. Have you used any component of the toolkit in the in the past two years?

Yes mostly the Toolkit on appraisal is very helpful and currently we are currently working on a new File Plan using the Guideline 4-6.

11. Do you have any planned initiatives that involve using the Toolkit?

Identifying Vital records for Government agencies and Training of Trainers to equip our officers who are responsible for training other government officers.

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping? Yes they are aware as we continue to provide training.

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

More Agencies have started to develop policies and guidelines to assist them in managing their own records. They have realised the importance of proper management in ensuring good governance.

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Currently we are reviewing our policies and guidelines to ensure we are on par with current technologies and situation.

15. Are there any additional skills you need to talk authoritatively to other agencies?

Communication

Communication in country

16. Do you have any advice on the best way to communicate with senior officials in government agencies?

Through training in a area that really needs to be address as well as developing sound policies that all senior officials must be aware of.

17. Are there any resources that would help you to communicate with senior officials in government?

18. Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

Yes in 2020 we celebrated International Archives week. We focussed on In-house approach with the theme TRUST and EVIDENCE. With cyber security threats false information, misinformation there is a need for trustworthy evidence. In, addition there is a need to understand our role and we need to reach out and understand the needs of our users, so that they believe in what we do, and how we acquire, preserve and make information accessible. Our program runs over a week and groups of officers were assigned to the different units to learn and understand their role so they are better equipped in understanding the various role each unit play.

State of recordkeeping and archives management

19. Identify the top types of records requiring the most immediate work:

Records requiring most immediate work are the Government records on Land Claims commission, Secretariat of Native affairs records, Colonia Secretaries office records, Old maps of Fiji.

20. Describe the state of digital recordkeeping in your country:

In Fiji, most organisations have developed their own digitization program. Some are successful, some have yet to start and they are looking at ways to address challenges such as space and access. However the drawback is proper planning, and ensuring that the system developed is robust and there are local vendors and assistance that are available to assist when needs arise.

21. Describe any digital recordkeeping technologies being used in your country:

There are a lot of in-house systems developed in most agencies. Some used TRIM and to date the numbers that used this system has dropped.

22. List the records of significance to your country and or the Pacific region held in your collection:

1. Church records
2. Births, Deaths and Marriages records on Microfilm
3. Polynesian Records (Melanesian)
4. Indian Indentured records (Immigration)

23. Are these records of significance on the [Memory of the World Register](#)?

Yes they are important. 2 of the above records have been registered on the Memory of the World register.

24. Describe the tools you use to manage your collection:

In managing our collection, tools used are guideline 3 on recordkeeping policy, Guideline 4 – 6 on developing new Record Plans. Guideline 6 – 9 on Disposal and 10 on Appraisal. Guideline 20 – 22 on developing Disaster Plan.

Collaboration

25. Are you working with other institutions on any projects or initiatives?

1. Digitization of Fiji Times with USP
2. Itaukei Land Commission on their preservation program – our Senior Conservator has been contracted by them to develop their preservation program after he retired from us. This was one of our recommendations to them after they requested our assistance.

3. Records management Training – partnering with Ministry of Civil Service in the delivery of online training.

Recommendations for PARBICA

Recommendations for future guidance

26. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other _____ *Valuation of the Archives* _____

Other involvement in PARBICA activities

27. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

28. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

29. Does your organisation have access to the internet? Yes

30. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

31. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address:
- Post

Other recommendations for PARBICA

33. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Identifying consultant that can assist us in vetting training topics and content that we conduct in our own countries.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	<u>Public Record Office Victoria</u>
Contact information for your organisation:	<u>Justine Heazlewood</u>
Email:	<u>justine.heazlewood@prov.vic.gov.au</u>

1. Provide a summary of your stated objectives, goals and responsibilities:

Purpose

To support the effective management and use of the public records of the State of Victoria, to ensure that the Government is accountable to the community and that its historical memory is preserved, secure and accessible.

Public Record Office Victoria (PROV) was established under section 3 of the Public Records Act 1973 (the Act), 'for the better preservation, management and utilisation of the public records of the State'. The Act provides the legal framework within which PROV operates, and specifies the core functions of PROV and the Keeper of Public Records with respect to government records. These functions, pursuant to sections 7, 11 and 12 of the Act include:

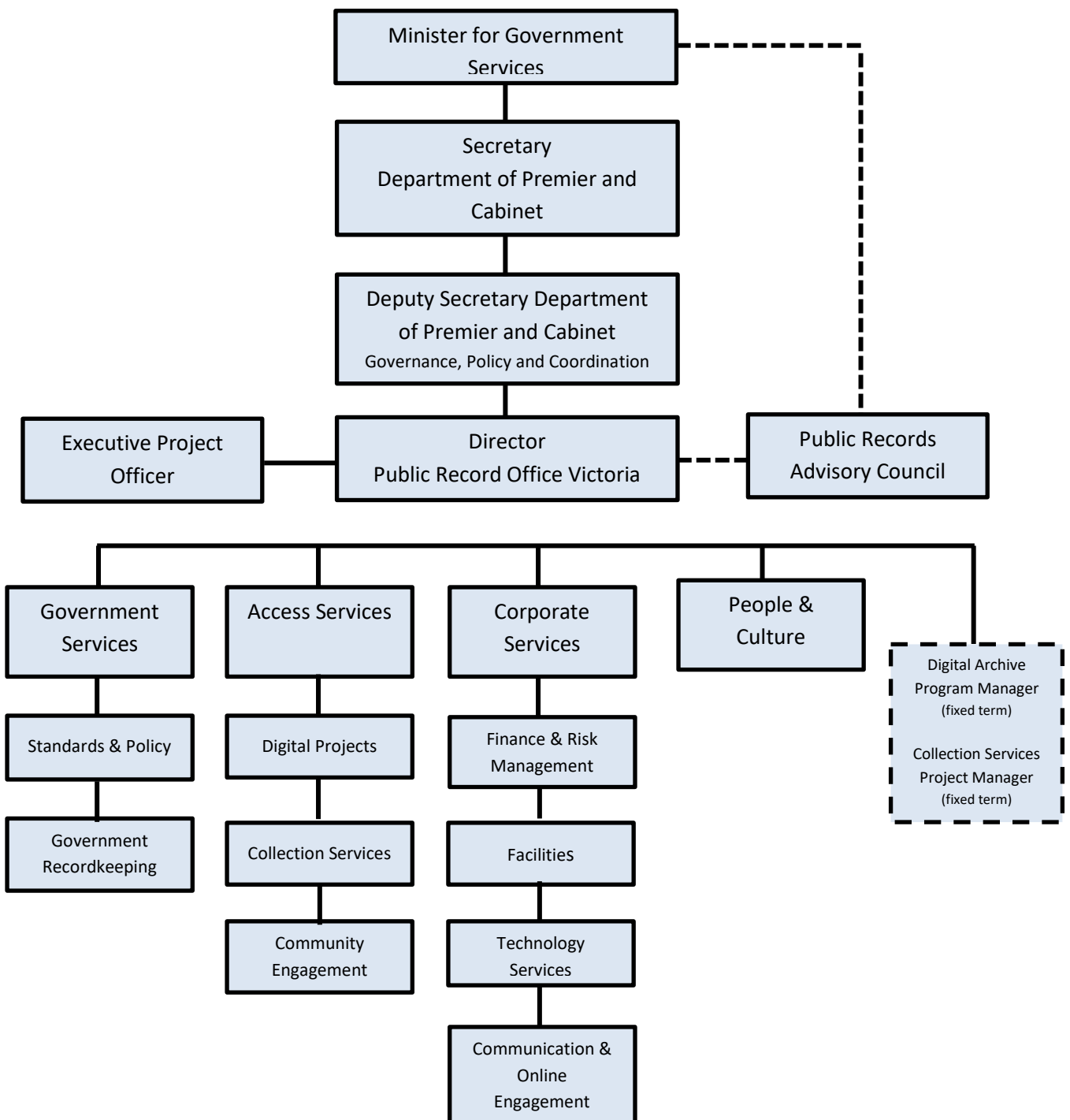
- Establish standards for the efficient management of public records, including creation, maintenance, security, selection of those worthy of preservation, transfer for archiving, and segregation or disposal of those not worthy of preservation
- Assist public officers to apply these standards to records under their control Take public records into custody, preserve archives and provide security
- Classify records and publish indexes and guides to facilitate access
- Provide facilities for viewing, and make records in custody accessible
- Duplicate or reproduce and authenticate public records.

Our Strategic initiatives for the 4 years 2017-18 to 2020-2021:

- improve recordkeeping practices across the public sector

- increase use of the collection
- increase community engagement with public records
- build our profile
- identify and preserve records of state significance
- strengthen our culture and capability
- deliver, embed and leverage our systems.

2. Provide a copy of your organisational structure and your reporting structure:



3. Number of staff employed in your organisation:

As at 30 June 2021, there are currently 68 positions in the organisational structure with a full time equivalent (FTE) of 61.05.

Current developments:

4. Describe any major changes since 2019:

Digital Archive Program

We have upgraded our entire archival management and digital preservation environment, that had been in place since 2005, launching our new systems in August 2021.

This program represents a key initiative of our Victorian Electronic Records Strategy (VERS) to ensure continuous access to complete, authentic and meaningful digital records now and into the future.

As the archive of the State Government of Victoria, we hold over 600,000 digital record objects and around 100kms of hardcopy records created from the 1830s to the present day. To ensure we could continue to meet our obligations into the future, an overhaul of our old archival management and digital preservation systems was needed.

Program work began in 2015. At the commencement of the program we took the opportunity to review our archival control and preservation model, the first major rethink in a generation. Using the philosophy of “How can we do things better?” we aimed to have our conceptual approach supported by technology, rather than the other way around, i.e. our description, preservation and access requirements would be central to the new system design.

As a result of this ground work, we can describe records and their context, regardless of medium, within the same conceptual framework making them accessible via fully integrated preservation systems.

The program saw the complete redevelopment of all PROV archival management, storage and access systems. In particular we have built and implemented:

- New Digital Archive infrastructure capable of preserving and supporting access to modern digital records
- A revised [Archival Control Model](#) (ACM) to enhance our records description practice
- A new archival management system, [Collective Access](#), to support the new ACM
- A new secondary asset management system for faster access to digitised records
- A new warehouse management system for our physical collection
- An updated online catalogue
- Enhanced record ordering features and services including an improved request for digitisation process.

What this means for our users

- Faster ingest times for digital records transfers, increasing ingest from hundreds of records per day to several thousand per day
- The ability to transfer larger digital file sizes and a broader range of file formats, plus the ability to transfer our next generation VERS 3 VEOs.

- Enhanced descriptions of records in the PROV catalogue, facilitating searching and identifying records of interest via the online catalogue
- Faster access to digital content via the online catalogue
- New digital content with more than 25,000 new digital images released
- Enhanced online search and order functionality including:
 - Viewing thumbnails as you search making digital records easier to find and download
 - Filtering search results by multiple options (date, series, keyword) concurrently
 - Selecting and ordering records as you search.

COVID-19 Pandemic

In 2020–21 our services, like so many others, were affected by the COVID-19 pandemic. We remained closed between July 2020 and December 2020, with further shutdowns throughout 2021. This continued to cause delays in the final stages of development of our new ordering and copy request system.

However, it also presented opportunities for us to expand our online engagement with users and showcase collection items available online. To support our government agency users during this time, we provided guidance on recordkeeping while working remotely and facilitated an online records management event with speakers on this topic.

Many of our staff worked remotely during the pandemic and rapidly adapted to use information technology to connect and meet virtually.

Education and Training:

- **List the specific qualifications of staff at your organisation:**

Qualifications are not required for most roles in the organisation although a tertiary degree in a relevant field is preferred.

5. Identify specific training needs:

Digital recordkeeping - develop greater understanding of digital creation, capture and control of records to enhance our advisory service, implementation of effective and practical disposal, description of systems and capture of records for transfer to our digital archive.

6. Provide details of any conference or professional development opportunity staff have attended since 2019:

PROV staff attend a variety of learning and development opportunities that are relevant to both their professional and technical skills. On average over any one year, staff will attend an average of 500 different Learning and development (L&D) sessions. Included below is a list of the most notable conferences and L&D sessions that staff have attended from 2019-2021. We've also included a list of all the presentations PROV staff have given from 2019 to 2021.

Conferences and Professional Development 2019-2020

- Hands on API Workshop, Department of Premier and Cabinet, Melbourne 2019
- Designing the Archives, Australian Society of Archivists (ASA) Conference 2019

- 7th Australia Public Sector Anti-Corruption Conference, Independent Broad-Based Anti-Corruption Commission, 2019
- Recordkeeping Seminar: Office 365 and SharePoint as a Records Management System, Andrew Warland Consultancy, 2019
- Copyright for Australian Libraries and Archives Webinar, Australian Libraries Copyright Committee, 2019
- Workshop - Basic paper repair, cleaning and rehousing, Grimwade Centre for Cultural Materials Conservation, 2019
- Working with First Nations Cultural Contexts, Footscray Community Arts Centre 2019
- A Trauma - Informed Approach to Managing Archives - Online Training, Australian Society of Archivists (ASA), 2020
- Keeping Archives online learning series, Australian Society of Archivists (ASA), 2020
- Caring for collections during closure - Webinar whilst WFH, Grimwade Centre for Cultural Materials Conservation, 2020

Conferences and Professional Development 2020-2021

- Access, Australian Society of Archivists, 2020
- Appraisal, Australian Society of Archivists, 2020
- Context Control and Documentation, Australian Society of Archivists, 2020
- Physical management & preservation, Australian Society of Archivists, 2020
- Indigenous Recordkeeping and Archives, Australian Society of Archivists, 2020
- Digital Records and Archives, Australian Society of Archivists, 2020
- Supporting and Activating the Adelaide Tandanya Declaration on Indigenous Archives, Australian Society of Archivists, 2020
- Understanding and Using the Universal Declaration on Archives, ICA (International Council of Archives) 2020
- Australasia Preserves August Meetup: Emulation, Australia Preserves, 2020
- Online conference iPRES 20 (#WeMissiPRES), Digital Preservation Coalition, 2020
- Introduction to Records and Archives, Australian Society of Archivists, 2021
- Appraisal, Australian Society of Archivists, 2021
- Context Control and Documentation, Australian Society of Archivists, 2021
- Digital Records and Archives, Australian Society of Archivists, 2021
- Indigenous Recordkeeping and Archives, Australian Society of Archivists, 2021
- Physical Management and Preservation, Australian Society of Archivists, 2021
- A Trauma-Informed Approach to Managing Archives, Australian Society of Archivists, 2021
- The Public Record post COVID, RIMPA, 2021
- Recordkeeping theory, models & strategies and today's workplace, The Recordkeeping Roundtable

Staff Presentations 2019-2020

- *True Crime in the Archives*, Rare Book Week, Victorian Archives Centre, July 2019
Tara Oldfield
- *Departmental Cabinet Records: Annual Transfers to PROV*, Cabinet Records Working Group Seminar, Melbourne, August 2019, Elise Bradshaw
- *On the waterfront*, Presentation to Docklands History Group Library at the Dock, Docklands, 13 August 2019, Dr Sebastian Gurciullo

- *Managing photographic collections at PROV*, Presentation to Holmesglen Institute Photography Students, Victorian Archives Centre, Melbourne, 3 September 2019
Dr. Sebastian Gurciullo
- *PROV Map Warper*, GTAV Annual Conference, Melbourne Exhibition Centre, September 2019
Asa Letourneau
- *Curating Email at Public Record Office Victoria*, ISYS1168 – Digital Curation, RMIT University, Melbourne, September 2019, Evanthia Samaras
- Working together: people, partnerships, practice, Australian Museums and Galleries Association (Victoria) Collections Day, Royal Historical Society of Victoria, September 2019
David Taylor
- *Q & A Panel Session re Family History Sources*, 2019 Senior's Week Seminar, Immigration Museum, October 2019, Charlie Farrugia
- *POST (modern) design: an integrated web platform for our records and researchers* ICA/ASA Designing the Archive Conference 2019, Adelaide, October 2019, Julie McCormack, Owen O'Neill and Kate Follington
- *PROV Update*, ICA/ASA Designing the Archive Conference 2019, Government Special Interest Group Meeting, Adelaide, October 2019, Julie McCormack
- *Koorie Services at the Victorian Archives Centre*, Accessibility by Design workshop, ICA/ASA Designing the Archive Conference 2019, Adelaide, October 2019, Tsari Anderson and David Taylor
- *Machine Assisted Email Project*, Australasian Digital Recordkeeping Initiative Seminar Melbourne, November 2019, Julie McCormack and Andrew Waugh
- Working together: people, partnerships, practice, Places of Deposit Collections Day, Eureka Centre, Ballarat, November 2019, David Taylor
- *PROV Map Warper*, Victoria Spatial Showcase, State Library of Victoria, December 2019, Asa Letourneau
- *Developing a practical end-to-end solution for managing email in Victorian Government*, Archiving Email Symposium, Wellington, January 2020, Evanthia Samaras
- *Submitting articles to Provenance journal*, A presentation as part of the Genealogical Society of Victoria Writers' Program, Genealogical Society of Victoria, Melbourne, 5 February 2020
Dr Sebastian Gurciullo
- *Look history in the eye*, Presentation to Deakin University Heritage Students, Victorian Archives Centre, North Melbourne, 6 March 2020, Dr Sebastian Gurciullo and Natasha Cantwell
- *PROV Map Warper*, ACAHUCH After-Life 2020 Symposium, Melbourne University, March 2020, Asa Letourneau
- *Trust and accountability: The nexus between recordkeeping failure and corruption 7th* Australian Public Sector Anti-Corruption Conference (APSACC), Melbourne, October 2019
Alison McNulty and Peter Francis
- *Managing electronic records under the Public Records Act 1973* Microsoft Victorian Government Records & Compliance Management Briefing, Melbourne, November 2019
Peter Francis
- *Managing public records today*, Objective Customer Conference, Melbourne, October 2019, Peter Francis
- *Introduction to records about Aboriginal people in the Public Record Office Victoria collection* Monash University, ATS3280-The Ethnographic endeavour: capturing the Indigenous past to understand the Indigenous present, Melbourne (online), March 2020, Tsari Anderson
- *Introduction to records about Aboriginal people in the Public Record Office Victoria collection*, La Trobe University, HIS3AAH-Australian Aboriginal History, Melbourne (online), April 2020, Tsari Anderson

- *Introduction to records about Aboriginal people in the Public Record Office Victoria collection* Melbourne University, Indigenous studies, Melbourne (online), April 2020, Tsari Anderson
- *Researching heritage and archaeological spaces*
- Presentation to University of Melbourne course, Principles of Heritage and Conservation, Online interactive presentation, Melbourne, 21 April 2020, Dr Sebastian Gurciullo and Jack Martin
- *Where are we heading as an industry?* RIMPA Live 2019, Melbourne, October 2019, Justine Heazlewood
- *Archiving the City*, Presentation to University of Melbourne course, City Visions, University of Melbourne, Melbourne, February 2020, Kate Follington

2020-2021

- *Recordkeeping Assessment Tool (RKAT)* Monash University, FIT 5206: Digital Continuity Melbourne (online), October 2020 Peter Francis
- *Recordkeeping requirements*, Information Governance for Microsoft Teams and Micro Focus Content Manager, Webinar, October 2020, Peter Francis
- *Recordkeeping Assessment Tool (RKAT)*, PROV Records Management Network, Melbourne (online), November 2020, Peter Francis
- *Connection: Relating people and things*, Monash University, FIT 5206: Digital Continuity, Melbourne (online), May 2021, Peter Francis
- *Researching at Public Record Office Victoria*, Presentation to University of Melbourne History Capstone students, Making History: Opening Conference, Delivered online via Zoom, Melbourne, 7 August 2020, Dr Sebastian Gurciullo
- *Archives for making history: researching at Public Record Office Victoria*, Presentation to La Trobe University History Capstone students, Delivered online via video recording, Melbourne, 14 August 2020, Dr Sebastian Gurciullo
- *Representing and remembering place: researching at Public Record Office Victoria* Presentation to University of Melbourne Architecture Masters students, Delivered online via Zoom, Melbourne, 24 August 2020, Dr Sebastian Gurciullo
- *Working in archives: Public Record Office Victoria*, Presentation to La Trobe University History postgraduate students regarding careers in archives, Delivered online via Zoom, Melbourne, 13 October 2020, Dr Sebastian Gurciullo
- *Researching Places at Public Record Office Victoria*, Presentation to University of Melbourne City Visions students, Delivered online via Zoom, 12 February 2021, Dr Sebastian Gurciullo
- *Introduction to Public Record Office Victoria*, Presentation to Hawthorn Lifelong Learning Community Group, Delivered online via Zoom, 18 March 2021, Dr Sebastian Gurciullo
- *Introduction to Public Record Office Victoria*, Presentation to University of Melbourne Principles of Heritage and Conservation students, Delivered online via Zoom, 7 April 2021 Dr Sebastian Gurciullo
- *The ethics of access to public records*, Presentation to Melbourne University History Lunchtime Seminar, Delivered online via Zoom, 13 May 2021, Dr Sebastian Gurciullo and Tsari Anderson
- *Panel Session – FAQs about Public Record Office Victoria*, Victorian Association of Family History Organisations Online Family History Expo via Zoom May 2021, Charlie Farrugia
- *The Public Records Act and you*, Victorian Public Sector Graduate Program, Delivered online via Zoom, November 2020, David Taylor
- *Ask an Archivist Webinar*, Australian Society of Archivists, Delivered online via Zoom, March 2021, David Taylor, Julie McCormack
- *Digital first: accelerating archives access*, International Council on Archives Webinar, Delivered online via Zoom, June 2021, David Taylor

- *Koorie Records Unit – services and resources for Aboriginal family history*, Oonah Health & Community Services Aboriginal Corporation “Who’s Your Mob?” family history group, Delivered online via Zoom, 25 August 2020, Tsari Anderson and Georgia Harris
- *Ownership and Aboriginal records*, Presentation to La Trobe University History students, Melbourne (online), August 2020, Tsari Anderson
- *Introduction to records about Aboriginal people in the Public Record Office Victoria collection*, Presentation to La Trobe University Aboriginal history students, Melbourne (online), April 2021, Tsari Anderson
- *Researching Aboriginal Family History*, Workshop with Koorie Heritage Trust hosted by Melton Libraries, Delivered online via Zoom, 17 May 2021, Georgia Harris

7. Describe the availability of professional literature (serials, internet databases etc...):

Subscriptions to professional journals (e.g. Archives and Manuscripts) are available to all staff.

Recordkeeping for Good Governance

8. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes

9. Have you used any component of the toolkit in the in the past two years?

Not applicable to PROV, we develop and issue our own recordkeeping standards under the *Public Records Act 1973* (Vic) and provide online tools to government agencies to improve their recordkeeping performance. We also measure that performance every 2 years.

10. Do you have any planned initiatives that involve using the Toolkit?

Not applicable to PROV.

11. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

Not applicable to PROV.

12. Can you comment on whether the standard of recordkeeping has improved in government agencies?

We believe the standard of recordkeeping is improving in government agencies within our jurisdiction, with many undertaking improvement programs and projects. Every two years we measure and report the information management maturity of the departments and major agencies using our IM3 tool. This shows a slow but steady improvement.

Covid-19 has disrupted and delayed many initiatives but has also increased the transition to digital recordkeeping across government. A large number of agencies are using the PROV Recordkeeping Assessment Tool (RKAT) to measure their compliance with PROV Standards and Specifications and we believe this is helping to drive improvement.

Leadership

13. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes.

14. Are there any additional skills you need to talk authoritatively to other agencies?

PROV staff are actively working on improving their digital knowledge and skill in order to talk authoritatively to government agencies.

Communication in country

15. Do you have any advice on the best way to communicate with senior officials in government agencies?

We tailor our messages to the audience. Senior officials receive summary information/advice concerning what their agency must do. We contact senior officials to offer support when their agency is experiencing recordkeeping issues or when we believe there are opportunities to collaborate on projects. Detailed information is provided to records specialists. We provide information on our website, direct emails, correspondence, meetings, presentations at forums and events. In addition, PROV staff are members of numerous whole of Victorian government, sector and agency committees and working groups and give presentations at government and professional events.

16. Are there any resources that would help you to communicate with senior officials in government?

There are no other resources we need.

Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

Yes, highlighted on PROV's social media channels and through internal emails to staff.

State of recordkeeping and archives management

17. Identify the top types of records requiring the most immediate work:

Digital records created and held within business systems and online applications.

Digital records using the Office 365, SharePoint and the Microsoft Teams suite.

18. Describe the state of digital recordkeeping in your country:

The Victorian government works almost entirely in the digital space however there are large caches of hardcopy records stored by government. PROV recordkeeping standards are format agnostic and aim to be applicable to both digital and physical records. We have a suite of specifications, guidance and tools to support management of digital records – from creation through to disposal and

preservation as archives (if applicable). Our disposal authorities are “rolled up” based on functions and records to support easier sentencing.

In government agencies there is a general move away from the use of electronic document and records management systems (EDRMS) to support records management. There is much work for the recordkeeping profession to support efficient, effective and practical capture, disposal and preservation of records from business systems and Office 365 suite including SharePoint, conformant with Australian recordkeeping continuum principles. In addition, many agencies now use online “apps” to interact with the public and work is needed on how to capture and manage these interactions as records.

The “voice” of information technology remains fairly dominant in government therefore recordkeeping professionals work hard to influence design and implementation of systems to enable the creation of authentic reliable records in sustainable formats with the appropriate metadata.

PROV has developed an online recordkeeping assessment tool (RKAT) so agencies can assess their recordkeeping maturity against our standards. Every two years we measure and report the information management maturity of the departments and major agencies using our IM3 tool.

19. Describe any digital recordkeeping technologies being used in your country:

Agencies have increasingly moved to Office 365 with SharePoint/Recordpoint added on. Some agencies are still using EDRMS such as HP Content Manager. A mix of bespoke and standard business systems are used by government agencies.

We have just launched a new archival management and digital archive infrastructure capable of capturing, describing and preserving digital records conformant with our digital records preservation requirements.

20. List the records of significance to your country and or the Pacific region held in your collection:

As PROV is the archival authority for the State Government, the records of significance in our collection relate primarily to the Colony/State of Victoria. Many items within our collection document activities that have greatly influenced the composition and character of Australia's governance and society, including but not limited to records:

- created by the Colonial and Victorian agencies responsible for policies and programs for Australian Indigenous communities
- that show the origins and composition of our society (such as shipping passenger lists from the rest of the world including the Pacific region until 1923)
- created by the Parliament from 1851 (including Acts of Parliament and subordinate legislation enacted from 1851) and State Cabinet from 1982
- about significant events that influenced Australian attitudes such as the Eureka Stockade and its aftermath and natural disasters such as the 2009 Victorian bushfires as well as records that reference notable Victorians such as the bushranger Ned Kelly

- created by various Departments (especially the Department of the Premier and successors) that establish the relationship between Victoria, other State Governments and the Commonwealth of Australia, and
- that establish the rights and entitlements conferred upon (and removed from) private individuals by the government and the legal system.

21. Are these records of significance on the [Memory of the World Register](#)?

No.

22. Describe the tools you use to manage your collection:

- Archival Management System – Collective Access
- Digital Ingest and Store –Dspace
- Secondary Asset Management System to manage access copies of digitised and digital records – Fedora Commons - and digitisation software, Goobi
- Warehouse Management System – physical records-Made4Net
- SOLR - search engine
- Online catalogue of archival entity descriptions (Australian series system) published on our website (Drupal) from the archival management system (Collective Access)
- Website published finding aids for popular research topics

Collaboration

23. Are you working with other institutions on any projects or initiatives?

PROV works with members of the Council of Australasian Archives and Records Authorities (CAARA) on a number of projects through various working groups including the Australasian Digital Record keeping Initiative (ADRI), CAARA National Bodies working group, Access working group, Royal Commissions working group and First Nations working group.

We are also an associate member of the Digital Preservation Coalition and are a member of the Australasian Stakeholder Group.

PROV works with many Whole of Victorian Government, sector and agency working groups on projects and initiatives.

Recommendations for PARBICA

Recommendations for future guidance

24. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other _____

Other involvement in PARBICA activities

25. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

26. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

27. Does your organisation have access to the internet? Yes

28. How often do you visit the PARBICA website?

- Never
- 1-2 years
- Monthly
- Weekly

29. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

30. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address: finance@prov.vic.gov.au
- Post

Other recommendations for PARBICA

31. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	<u>National Archives of Australia</u>
Contact information for your organisation:	<u>Director-General, Mr David Fricker</u>
Email:	<u>archives@naa.gov.au</u>

1. Provide a summary of your stated objectives, goals and responsibilities:

The National Archives of Australia is the memory of our nation. The records of the Commonwealth collected since Federation tell the story of Australia and its people. Our collection is the essential evidence of Australian Government activities and decisions that shaped our nation and the lives of its citizens.

The Archives secures, preserves and makes accessible this priceless information for the benefit of current and future generations. For more than 70 years the Archives has ably fulfilled this vital stewardship role. Now, as digital technologies drive global change and innovation, we must transform how we do business to continue to meet the needs and expectations of our clients.

Our vision is to be a world leading archive in this digital age.

2. Provide a copy of your organisational structure and your reporting structure:

Director-General: David Fricker

Assistant Director-General, Access and Public Engagement: Louise Doyle

- Director, Aboriginal and Torres Strait Islander Engagement
- Director, Communications, Marketing, Partnerships and Events
- Director, Declassification
- Director, Digital Publishing Taskforce
- Director, Public Programs
- Director, Reference and Description Services

Assistant Director-General, Collection Management: Steven Fox

- Director, Collection Operations
- Director, Digitisation Services
- Director, Government Information Policy

Director, Preservation
Director, National Network Coordination

Chief Operating Officer, Corporate Services: Ruth Fenwick
Director, Corporate Capability Development
Director, Corporate Governance and Risk
Director, Strategic Projects
Director, Digital Archives Innovation and Research
Director, Finance and Procurement
Director, People and Culture
Director, Property and Security
Director, Project Hub

Chief Information Officer, Data and Digital: Yaso Arumugam
Director, Applications Integration
Director, Cyber Operations
Director, Cyber Security
Director, Emerging Technology and Business Engagement
Director, Government Records Assurance
Director, Information Governance
Director, Infrastructure and Technology Operations
Director, IAMS Project

3. Number of staff employed in your organisation:

345 Full Time Equivalent staff.

Current developments:

4. Describe any major changes since 2019:

The National Archives have implemented a new digital preservation capability using Preservica to manage the digital archival storage of digital and digitised archival records in multiple formats.

The National Archives have embarked on a program to digitally preserve our holdings of audio-visual material on magnetic tape by 2025.

The National Archives has established a high-speed and high output outsourced digitisation hub within one of its large archival storage repositories in Canberra.

The operations and functions of the National Archives were the subject of a comprehensive independent review by Mr David Tune, with the recommendation presented to the Australian Parliament accepted and funded for implementation over the next four years.

Education and Training:

5. List the specific qualifications of staff at your organisation:

National Archives staff qualifications are many and varied including tertiary and post-graduate qualifications in Archives, Records and Information Management, Data Governance, Digital

Preservation, Preservation, Digitisation, Photography, Communications, Arts, History, Museum Studies, and qualifications covering necessary support and corporate services.

6. Identify specific training needs:

The National Archives current concentration is on digital transformation including digital archiving and preservation skills, Indigenous culture, and program and project management.

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

National Archives staff actively participated as presenters, hosts and delegates at conferences and events held by International Council on Archives, the Australian Society of Archivists, and the Records and Information Professionals Association of Australasia. The National Archives professional development program delivers support for staff to attend a wide range of archival and corporate training from government, industry and professional entities.

8. Describe the availability of professional literature (serials, internet databases etc...):

Professional literature is widely and mostly freely available to staff.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes

10. Have you used any component of the toolkit in the in the past two years?

No

11. Do you have any planned initiatives that involve using the Toolkit?

No

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

Yes

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

The National Archives surveys Australian Government Entities and reports to Parliament on the maturity of their information and data governance. These reports clearly show continual improvement.

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes

15. Are there any additional skills you need to talk authoritatively to other agencies?

The National Archives continues to develop tools and techniques to advise and guide the Australian Government's information and data governance development.

Communication in country

16. Do you have any advice on the best way to communicate with senior officials in government agencies?

The National Archives uses a range of online advice, agency forums, email newsletters, and specific partnerships and tailored assistance.

17. Are there any resources that would help you to communicate with senior officials in government?

No.

18. Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

The National Archives celebrated with mostly industry and staff events at their sites across Australia.

State of recordkeeping and archives management

19. Identify the top types of records requiring the most immediate work:

The National Archives current priorities are to digitally preserve audio-visual material on obsolete formats, ingest digital records into our digital archive, digitise high-use and at-risk records, and describe the existing paper collection at item level.

20. Describe the state of digital recordkeeping in your country:

Australia is a world leader in digital recordkeeping.

21. Describe any digital recordkeeping technologies being used in your country:

Australia is at the forefront of digital recordkeeping adoption and development.

22. List the records of significance to your country and or the Pacific region held in your collection:

- Records of Indigenous Australians including administration, segregation and forced separation.
- Records of migration and citizenship.
- Records of war service.
- Records of national development.
- Meteorological observations.
- Records of our relations with other nations.

- Records of Australian art and artists.
- Records of communication.
- Records of transport and shipping.

23. Are these records of significance on the [Memory of the World Register](#)?

National Archives records included on the Memory of the World register:

- Yirrkala bark petitions, 1963 - Yolngu people from Yirrkala in eastern Arnhem Land in the Northern Territory sent a series of petitions on bark to the federal government in 1963.
- The Mabo Case Manuscripts - Eddie Mabo was an indigenous activist whose efforts resulted – shortly after his death – in the Australian High Court, in June 1992, overturning the doctrine of ‘terra nullius’. The significance of the Mabo Case lies in it being an extremely rare instance in world history of pre-existing tribal law being formally recognised as superior to fundamental law of the ‘invading’ culture, regardless of the economic and political implications.

24. Describe the tools you use to manage your collection:

The National Archives uses an integrated network of commercial and in-house developed software to manage digital archiving, data migration, records description, item location control, records discovery and digital delivery, records access, records appraisal and disposal, contacts and users, preservation, lending, transfers and disposal.

Collaboration

25. Are you working with other institutions on any projects or initiatives?

The National Archives is involved with professional organisation including the International Council on Archives, the Australian Society of Archivists, and the Records and Information Professionals Association of Australasia.

National Archives collaborates with the Australian State and Territory and New Zealand archival institutions through the Council of Australasian Archives and Records Authorities (CAARA).

The National Archives has partnership arrangements for digitisation through both industry and non-profit organisations.

Recommendations for PARBICA

Recommendations for future guidance

26. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other Digital preservation, Digital Archiving, Data Sovereignty*

Other involvement in PARBICA activities

27. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other* _____

Communication

28. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

29. Does your organisation have access to the internet? Yes

30. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

31. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address: archives@naa.gov.au
- Post

Other recommendations for PARBICA

33. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	<u>National Archives of Australia</u>
Contact information for your organisation:	<u>Director-General, Mr David Fricker</u>
Email:	<u>archives@naa.gov.au</u>

1. Provide a summary of your stated objectives, goals and responsibilities:

The National Archives of Australia is the memory of our nation. The records of the Commonwealth collected since Federation tell the story of Australia and its people. Our collection is the essential evidence of Australian Government activities and decisions that shaped our nation and the lives of its citizens.

The Archives secures, preserves and makes accessible this priceless information for the benefit of current and future generations. For more than 70 years the Archives has ably fulfilled this vital stewardship role. Now, as digital technologies drive global change and innovation, we must transform how we do business to continue to meet the needs and expectations of our clients.

Our vision is to be a world leading archive in this digital age.

2. Provide a copy of your organisational structure and your reporting structure:

Director-General: David Fricker

Assistant Director-General, Access and Public Engagement: Louise Doyle

- Director, Aboriginal and Torres Strait Islander Engagement
- Director, Communications, Marketing, Partnerships and Events
- Director, Declassification
- Director, Digital Publishing Taskforce
- Director, Public Programs
- Director, Reference and Description Services

Assistant Director-General, Collection Management: Steven Fox

- Director, Collection Operations
- Director, Digitisation Services
- Director, Government Information Policy

Director, Preservation
Director, National Network Coordination

Chief Operating Officer, Corporate Services: Ruth Fenwick
Director, Corporate Capability Development
Director, Corporate Governance and Risk
Director, Strategic Projects
Director, Digital Archives Innovation and Research
Director, Finance and Procurement
Director, People and Culture
Director, Property and Security
Director, Project Hub

Chief Information Officer, Data and Digital: Yaso Arumugam
Director, Applications Integration
Director, Cyber Operations
Director, Cyber Security
Director, Emerging Technology and Business Engagement
Director, Government Records Assurance
Director, Information Governance
Director, Infrastructure and Technology Operations
Director, IAMS Project

3. Number of staff employed in your organisation:

345 Full Time Equivalent staff.

Current developments:

4. Describe any major changes since 2019:

The National Archives have implemented a new digital preservation capability using Preservica to manage the digital archival storage of digital and digitised archival records in multiple formats.

The National Archives have embarked on a program to digitally preserve our holdings of audio-visual material on magnetic tape by 2025.

The National Archives has established a high-speed and high output outsourced digitisation hub within one of its large archival storage repositories in Canberra.

The operations and functions of the National Archives were the subject of a comprehensive independent review by Mr David Tune, with the recommendation presented to the Australian Parliament accepted and funded for implementation over the next four years.

Education and Training:

5. List the specific qualifications of staff at your organisation:

National Archives staff qualifications are many and varied including tertiary and post-graduate qualifications in Archives, Records and Information Management, Data Governance, Digital

Preservation, Preservation, Digitisation, Photography, Communications, Arts, History, Museum Studies, and qualifications covering necessary support and corporate services.

6. Identify specific training needs:

The National Archives current concentration is on digital transformation including digital archiving and preservation skills, Indigenous culture, and program and project management.

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

National Archives staff actively participated as presenters, hosts and delegates at conferences and events held by International Council on Archives, the Australian Society of Archivists, and the Records and Information Professionals Association of Australasia. The National Archives professional development program delivers support for staff to attend a wide range of archival and corporate training from government, industry and professional entities.

8. Describe the availability of professional literature (serials, internet databases etc...):

Professional literature is widely and mostly freely available to staff.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes

10. Have you used any component of the toolkit in the in the past two years?

No

11. Do you have any planned initiatives that involve using the Toolkit?

No

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

Yes

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

The National Archives surveys Australian Government Entities and reports to Parliament on the maturity of their information and data governance. These reports clearly show continual improvement.

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes

15. Are there any additional skills you need to talk authoritatively to other agencies?

The National Archives continues to develop tools and techniques to advise and guide the Australian Government's information and data governance development.

Communication in country

16. Do you have any advice on the best way to communicate with senior officials in government agencies?

The National Archives uses a range of online advice, agency forums, email newsletters, and specific partnerships and tailored assistance.

17. Are there any resources that would help you to communicate with senior officials in government?

No.

18. Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

The National Archives celebrated with mostly industry and staff events at their sites across Australia.

State of recordkeeping and archives management

19. Identify the top types of records requiring the most immediate work:

The National Archives current priorities are to digitally preserve audio-visual material on obsolete formats, ingest digital records into our digital archive, digitise high-use and at-risk records, and describe the existing paper collection at item level.

20. Describe the state of digital recordkeeping in your country:

Australia is a world leader in digital recordkeeping.

21. Describe any digital recordkeeping technologies being used in your country:

Australia is at the forefront of digital recordkeeping adoption and development.

22. List the records of significance to your country and or the Pacific region held in your collection:

- Records of Indigenous Australians including administration, segregation and forced separation.
- Records of migration and citizenship.
- Records of war service.
- Records of national development.
- Meteorological observations.
- Records of our relations with other nations.

- Records of Australian art and artists.
- Records of communication.
- Records of transport and shipping.

23. Are these records of significance on the [Memory of the World Register](#)?

National Archives records included on the Memory of the World register:

- Yirrkala bark petitions, 1963 - Yolngu people from Yirrkala in eastern Arnhem Land in the Northern Territory sent a series of petitions on bark to the federal government in 1963.
- The Mabo Case Manuscripts - Eddie Mabo was an indigenous activist whose efforts resulted – shortly after his death – in the Australian High Court, in June 1992, overturning the doctrine of ‘terra nullius’. The significance of the Mabo Case lies in it being an extremely rare instance in world history of pre-existing tribal law being formally recognised as superior to fundamental law of the ‘invading’ culture, regardless of the economic and political implications.

24. Describe the tools you use to manage your collection:

The National Archives uses an integrated network of commercial and in-house developed software to manage digital archiving, data migration, records description, item location control, records discovery and digital delivery, records access, records appraisal and disposal, contacts and users, preservation, lending, transfers and disposal.

Collaboration

25. Are you working with other institutions on any projects or initiatives?

The National Archives is involved with professional organisation including the International Council on Archives, the Australian Society of Archivists, and the Records and Information Professionals Association of Australasia.

National Archives collaborates with the Australian State and Territory and New Zealand archival institutions through the Council of Australasian Archives and Records Authorities (CAARA).

The National Archives has partnership arrangements for digitisation through both industry and non-profit organisations.

Recommendations for PARBICA

Recommendations for future guidance

26. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other Digital preservation, Digital Archiving, Data Sovereignty*

Other involvement in PARBICA activities

27. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other* _____

Communication

28. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

29. Does your organisation have access to the internet? Yes

30. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

31. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address: archives@naa.gov.au
- Post

Other recommendations for PARBICA

33. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	<u>Queensland State Archives</u>
Contact information for your organisation:	<u>PO Box 1397</u> <u>SUNNYBANK HILLS Q 4109</u>
Email:	<u>Officeofthe.StateArchivist@archives.qld.gov.au</u>

1. Provide a summary of your stated objectives, goals and responsibilities:

Queensland State Archives (QSA) holds a window of almost the last 200 years of the state's history, acknowledging that our First Nations people have a connection with Queensland for over 60,000 years. By providing access to millions of archival records, and by engaging with Queenslanders through our online channels, events and regional exhibitions, we help people connect with the state's rich and varied past.

For government we are the custodian of the public record, managing and preserving the information we hold, while also providing expert recordkeeping advice to government agencies.

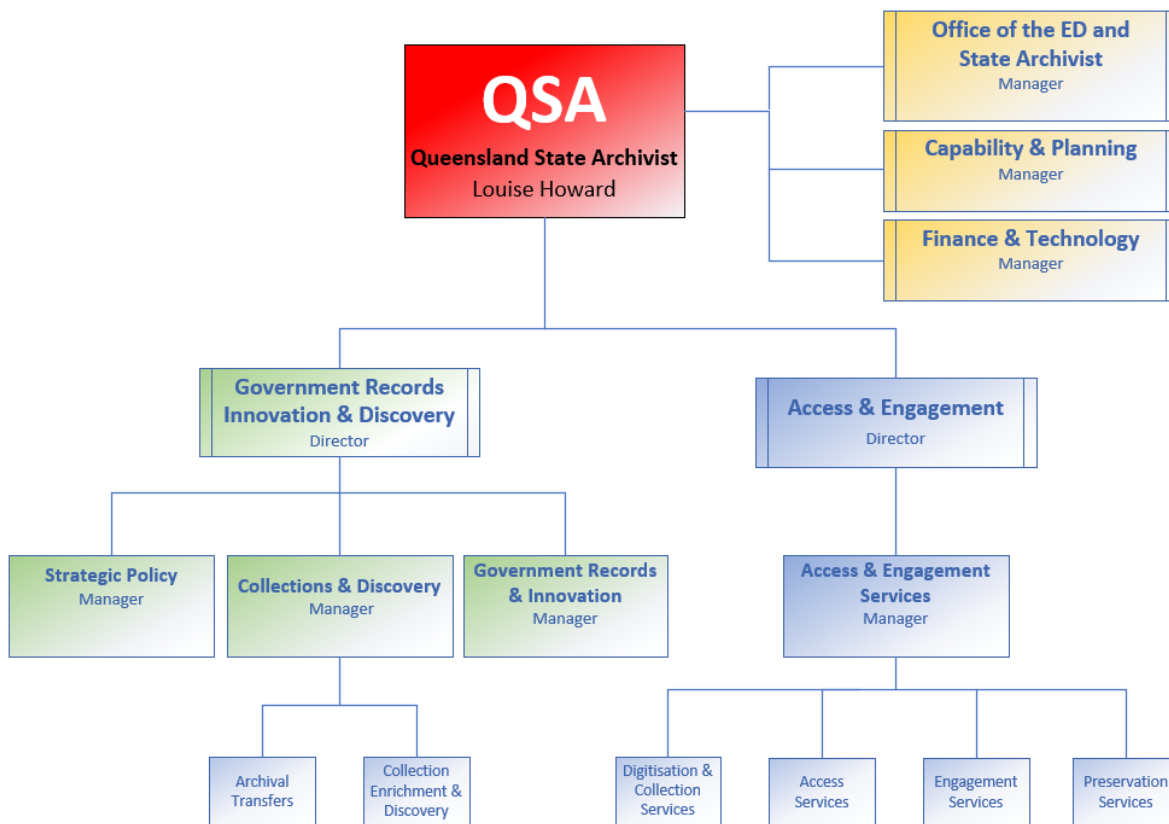
Our mission

Ensure the public records of Queensland are made, managed, kept and preserved for the use and benefit of present and future generations.

Our vision

To inspire all Queenslanders to discover the stories contained within the record of the Queensland Government – anytime, anywhere.

2. Provide a copy of your organisational structure and your reporting structure:



3. Number of staff employed in your organisation:

70.38 FTE

Current developments:

4. Describe any major changes since 2019:

- In August 2021, Louise Howard commenced as the New Queensland State Archivist.
- In November 2020, Queensland State Archives moved from Department of Housing and Public Works to the Department of Communities, Housing and Digital Economy.
- In the 2020-2021 [Queensland State Budget](#), Queensland State Archives received funding to implement Tranche 2 of the Digital Archiving Program. In this tranche, the Digital Archives Program will build on a Proof of Concept to establish digital preservation and storage capability within QSA. The capability implementation will take approximately 18 – 24 months and will enable agencies to transfer permanent-value, born digital records of cultural and historical significance to QSA.
- In June 2020 Tranche 1 of the Digital Archiving Program was completed with the launch of the new archival management system ArchivesSpace, the new agency portal ArchivesGateway and the new public search and discovery interface ArchivesSearch.

- **Increasing access to the collection** - Since 2019, QSA has increased accessibility of our records, jumping from 6 million records accessed annually to 17 million in 2020-2021. This increase has mostly been in the online space, with social media platforms such as Flickr, Facebook, YouTube and Instagram proving very popular. A partnership with Brisbane Airport Corporation saw almost 200 Queensland historical images installed throughout the Brisbane Domestic Terminal, as well as retro-style arcade games inspired by the archival collection. Our Regional Program connected people around the state through partnerships with regional museums and venues. QSA's Memory Lounge, a program designed for older people and those living with dementia, was delivered twice in 2021 to a regional location in partnership with students from Griffith University's medical humanities course.
- **First Nations First Program / First Nations Archives Advisor** - To improve outcomes for Aboriginal and Torres Strait Islander Queenslanders, QSA has embarked on its First Nations First Program to use the State's archival collection to foster truth telling and healing, build cultural capacity and cultural safety, and work with partners for greater impact.

The project team are identifying significant records in the collection about First Nations people and connecting with the Queensland Government's Treaty Advancement Committee to highlight the role the archives can play in truth telling.

QSA committed, in a Statement of Intent released in June 2021, to acknowledge First Nations methods of knowledge gathering and sharing, and to adopting more inclusive practices to welcome and include First Nations voices and worldviews.

In July 2021, QSA welcomed its inaugural First Nations Archives Advisor, Rose Barrowcliffe, to help guide the Archives to become a more inclusive record of the people of Queensland.

This project will be in progress until June 2023.

- **Government Recordkeeping Improvement Program (GRIP)** – Influenced by a human-centred design methodology, GRIP is a strategic engagement reset of the way Queensland State Archives supports our agency partners. GRIP takes a significantly different approach to previous service offerings, moving away from a focus on compliance. GRIP instead has been developed to raise awareness of, and confidence in, managing recordkeeping through a simplified language and practice model.

GRIP comprises of three strategic priorities:

- Building capabilities across government
- Strengthening our partnerships
- Savings and efficiencies.

To realise these strategic aims, there will be a focus on:

- Reviewing our website to simplify the language we use to communicate effectively about records management
- Simplifying the retention and disposal of public records, making it easier for government agencies to dispose of information no longer required to be kept

- Business-focused workshops to deliver training focused on the needs of agencies and providing real recordkeeping solutions for the challenges they face.
- Vulnerable persons guideline and disposal authorisations – In March 2020, Queensland State Archives published the *Guideline on creating and keeping records for the proactive protection of vulnerable persons* (guideline) and accompanying disposal authorisations. The guideline and disposal authorisations were developed in response to recommendations 8.1 – 8.4 from the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The guideline provides advice about issues for public authorities to consider in making decisions about which public records to make and keep related to interactions with vulnerable persons. The disposal authorisations set the minimum retention period those public records related to the proactive protection of vulnerable persons need to be kept.

Since the release of the Guideline and disposal authorisations, Queensland State Archives has been working with Queensland public authorities to promote the advice and assist them with understanding their specific recordkeeping requirements when interacting with vulnerable persons.

Education and Training:

5. List the specific qualifications of staff at your organisation:

Queensland State Archives is a multidisciplinary organisation. Staff hold degrees in archival science, records and information management, museum studies, history, library science, marketing, IT and finance.

6. Identify specific training needs:

Nil

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

- Australian Society of Archivists conference 2021
- Human Rights Training
- Emotional intelligence training
- Building on the Strength of our Stories training (cultural agility training – Australia’s First Peoples)
- Records and Information Management Professionals Australasia State and National conferences and training programs.
- Disruptive Innovation training
- Building on the Strengths of our Stories – cultural awareness training.

8. Describe the availability of professional literature (serials, internet databases etc...):

Australian Journal of Archives and Manuscripts along with various databases available through departmental library services.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes.

10. Have you used any component of the toolkit in the in the past two years?

No, Queensland State Archives has rewritten its own advice to reflect the requirements of the state-wide Records Governance Policy and related Government Recordkeeping Improvement Program.

11. Do you have any planned initiatives that involve using the Toolkit?

No.

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

Not applicable to Queensland State Archives. Queensland State Archives has written our own state-wide Records Governance Policy.

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

Our most recent whole-of-government survey was conducted in 2015. This survey showed only minor improvements in the standard of Queensland Government recordkeeping since the previous survey in 2013.

Anecdotal evidence obtained by Queensland State Archives since the 2015 survey indicates that the overall standard of recordkeeping across the Queensland Government has not significantly changed since that time.

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes.

15. Are there any additional skills you need to talk authoritatively to other agencies?

Given the rapidly changing digital environment, the need to develop and keep up to date with new and emerging technologies and the related impact on recordkeeping is required.

Communication in country

16. Do you have any advice on the best way to communicate with senior officials in government agencies?

Queensland State Archives predominantly uses email to communicate with senior officials in government agencies. Plans are underway as part of the Government Recordkeeping Improvement Program to liaise more directly with senior government officials.

17. Are there any resources that would help you to communicate with senior officials in government?

N/A

18. Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

Yes, Queensland State Archives celebrates this day with an all staff morning tea.

State of recordkeeping and archives management

19. Identify the top types of records requiring the most immediate work:

The long-term management and preservation of digital records is a key concern of many Queensland public authorities. Due to technological obsolescence and the volume of digital records being created, Queensland public authorities are at risk of losing digital records. Covid and the increasing rate of remote working has highlighted the need for improved controls around the management of digital records and the systems that create and store these records.

20. Describe the state of digital recordkeeping in your country:

The most recent survey of Queensland public authorities from 2015 found that only 46% of public authorities were confident that all their digital information would remain accessible for the whole of its required retention period.

Since the release of the Records Governance Policy in 2018, Queensland State Archives has released a Recordkeeping Maturity Assessment Tool to assist public authorities measure their level of recordkeeping maturity and plan for future improvements.

In 2019 Queensland State Archives conducted a survey of public authorities, issued under Section 10 of the *Public Records Act 2002*. The survey was designed to find out what records public authorities hold in their possession, over 25 years old. The results indicated public authorities hold almost 250 TB of digital records older than 25 years. Many public authorities experienced difficulties with providing accurate volumes of the records they hold in their possession which highlights the widespread recordkeeping challenges public authorities face.

21. Describe any digital recordkeeping technologies being used in your country:

Within the context of Queensland, a range of digital recordkeeping technologies are currently being used by public authorities. These technologies include:

- Electronic document and records management systems (eDRMS)
- Microsoft 365 / SharePoint
- Recordkeeping add-in programs (e.g. RecordPoint)
- Shared network drives
- Native business applications (e.g. Outlook)

22. List the records of significance to your country and or the Pacific region held in your collection:

The South Sea Islander collection at Queensland State Archives documents the arrival and lives of Pacific Islanders who came to Queensland as indentured labourers from the 1860s until the early 1900s. The collection shows the transition that took place from indentured labourers to permanent residents and reveals the nature of the mass deportation ordered by the Australian Federal Government in the 1900s after the closure of the labour trade.

In 2013, the United Nations Educational, Scientific and Cultural Organisation (UNESCO) added 67 historically significant items from Queensland State Archives' collection to its prestigious Australian Memory of the World Register. The register lists documentary heritage collections of national significance and outstanding Australian value.

Queensland State Archives identified these records as significant not only for the Australian-born descendants of the original Islander generation but also in the context of Australian history. These records provide evidence for ancestral and lineage research and the broader research topics of economy and demography in early Queensland. The bulk of these archival records were created by the then Inspector of Pacific Islanders in Maryborough.

Other records held at Queensland State Archives that have been recognised as significant and inscribed in the Australian Memory of the World register are the Convict Records of Queensland 1825-1842. These records, held in Queensland State Archives and the State Library of Queensland, document the relatively short period of Moreton Bay's life as a penal settlement. Only two buildings from this era have survived into the 21st century, the Commissariat Store and the Windmill. Prominent in this documentation are the architectural plans of buildings in the penal settlement that accompanied the report compiled by Andrew Petrie, Clerk of Government Works, in 1837 to investigate Brisbane's potential as a future port. These plans are held by the Queensland State Archives, as are records of trials conducted at the penal settlement, and of public labour performed by Crown prisoners, as well as other records relating to the penal settlement period, including a chronological register of convicts at Moreton Bay.

Queensland State Archives holds some of the James Tyson Papers which are a unique record of pastoral expansion and the early establishment of business in regional Australia. While they can be compared to the records of the Australian Agricultural Company already on the Register, what

distinguishes these records is that they were generated by the activity of an individual, rather than a large company. They provide valuable information on the operations of a pioneer of the pastoral industry in Australia, who was responsible for not only developing a vertically integrated business operation across three colonies, but also for creating valuable infrastructure in rural and regional Australia.

The James Tyson Papers held in the Deniliquin & District Historical Society, National Library of Australia, Queensland State Archives and the State Library of Queensland are of historical significance as the surviving records of the creator of one of Australia's greatest pastoral empires and this country's first millionaire, described as 'a legend in his own lifetime', and celebrated on his death by a poem by Banjo Paterson, 'T.Y.S.O.N.'

23. Are these records of significance on the [Memory of the World Register](#)?

These records are of significance on the Memory of the World Register.

24. Describe the tools you use to manage your collection:

Queensland State Archives uses the archival management system ArchivesSpace to manage the collection. This system went live in 2020, replacing ArchivesOne.

Collaboration

25. Are you working with other institutions on any projects or initiatives?

Queensland State Archives is a member of the Australasian Digital Recordkeeping Initiative (ADRI). ADRI is an undertaking of the Council of Australasian Archives and Records Authorities, (CAARA) the peak body of government archives and records institutions in Australia and New Zealand.

The primary objective of ADRI is to pool resources and expertise to find better ways to ensure that digital records are preserved and made accessible for the future. Every one of the national, state and territory public records institutions in Australia and New Zealand have joined together to form this Initiative. They have agreed to collaborate on the development, articulation and implementation of a common set of strategies for enabling the making, keeping and using of the digital records of governments.

The scope of work that ADRI will undertake covers the range of activities that can broadly be identified as:

- Making and managing digital records
- Keeping digital records in agencies and in archives and records authorities
- Transferring digital records to archives and records authorities
- Using digital records and archives.

First Nations First Program

The Queensland State Archives First Nations Program is part of the Queensland Government's Closing the Gap Implementation Plan. The plan contains three relevant actions which requires QSA to collaborate with a variety of partners:

- QSA's First Nations Program includes engaging an Aboriginal and Torres Strait Islander Archives Advisor; using the collection to enable truth telling and healing; building cultural capability and safety; and collaborating with partners across the Department of Communities, Housing, Digital Economy and the Arts to support the Path to Treaty.
- Supporting Aboriginal and Torres Strait Islander communities to revive, document and preserve traditional languages through the Indigenous Language Project using the collections of the State Library of Queensland and Queensland State Archives and the research of the Community and Personal Histories Unit, DSDSATSIP. This program directly contributes to the discovery, preservation and maintenance of Queensland Aboriginal and Torres Strait Islander languages
- Supporting Aboriginal and Torres Strait Islander artists and creatives by offering a First Nations Creative-in-Residence opportunity with QSA, in conjunction with Arts Queensland. This program directly contributes to the discovery, preservation and maintenance of Queensland Aboriginal and Torres Strait Islander culture by using the Queensland State Archives' collection as inspiration.

Recommendations for PARBICA

Recommendations for future guidance

26. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer
- Other _____

Other involvement in PARBICA activities

27. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

28. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

29. Does your organisation have access to the internet?

Yes.

30. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

31. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address: Officeofthe.StateArchivist@Archives.qld.gov.au
- Post

Other recommendations for PARBICA

33. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

QSA is supportive of initiatives that would better assist archival and records related institutions in the Pacific, however we have no specific recommendations for additional work.