

## Institutional, State, and Country Report - Fiji

### Organisational overview:

Name of your organisation:	<b>NATIONAL ARCHIVES OF FIJI</b>
Contact information for your organisation:	<b>25 Carnarvon Street, Suva. Po Box 2125, Government Building, Suva, Fiji</b>
Email:	<b>archives@govnet.gov.fj</b>
Website address:	<b>www.archives.gov.fj</b>

### 1. Provide a summary of your stated objectives, goals and responsibilities (or a link to this information on your website):

#### 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;

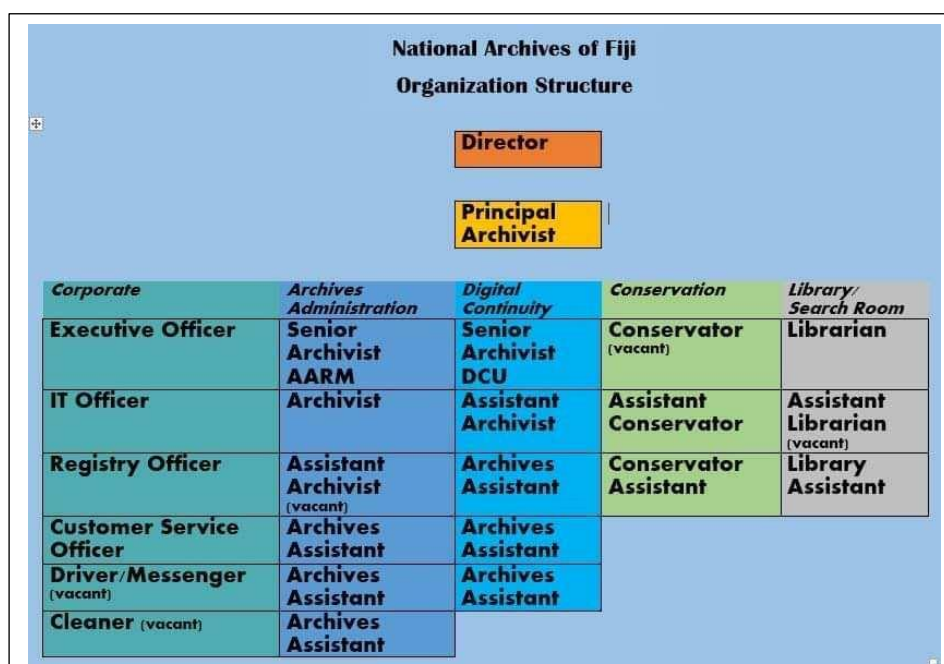
- i. Public Records Act,
- ii. Libraries (Deposit of Books) Act under the laws of Fiji.

**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 (or a link to this information on your website):



3. Describe any major organisational changes since 2021:

1. Currently led by the Principal Archivist Mr Timoci Balenaivalu and is supervised by the Director of Information under the Office of the Prime Minister.
2. We are continuing to digitized photographic collection in our repository and we have purchased hard drives to store them as currently our server in inaccessible.
3. We have also continued to digitize archival records especially government records and publications which is really needed by the current government.
4. Budget – we have an increase of about 55% in budget which focusses on recruitment to fill vacant positions as well as budget to allow us to improve our infrastructure especially the holdings, and promotion of the archives.

4. Number of staff employed in your organisation:

16

5. Is your collection housed in a purpose-built archival repository?

- Purpose-built with environmental control.
- Purpose-built with no environment control.
- Not purpose built but with environmental control.
- Not purpose built and with no environmental control.

**6. Is your Archives a stand-alone institution, or is it combined with your National Library or another agency?**

It is also the National Library as it looks after the Legal Deposit Library of Fiji.

**7. Is there legislation that established your archives or the functions of your archives?**

Yes

Date of last legislative review: 2011

Link to legislation (please attach a copy if there is no link):

**Education and Training:**

**8. What qualifications do your staff hold?**

	QUALIFICATION LEVEL	NUMBER
1	POSTGRADUATES	3
2	DEGREES	3
3	DIPLOMA	2
4	CERTIFICATE	8
5	OTHER	0

**9. What are your priority training and skill requirements?**

	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

**10. Have you supported your staff to attend any archival conference or professional development opportunity since 2021:**

This year there were two trainings in Korea and Indonesia.

1. Timoci Balenaivalu attended the Training on Capacity Building on Management of Digital Records in Korea from the 24 July – 02 Aug, 2023
2. Jennifer Voka Attended the Training on Records and Archives Digitalization from the 16 – 27 October, 2023.

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

We receive 1. Archives and Manuscripts, and have access to PARBICA website

## Recordkeeping for Good Governance

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

Yes

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

Yes Guideline 7,8,9,10

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

Currently we have included these in our discussion during records surveys and Records Management Training.

We have made contact with a few Government agencies to develop theirs in the future.

**15. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping? There is growing awareness amongst middle managers but a few major agencies have seen the need to developed theirs and most of their progress is driven from the top.**

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

Currently there is a growing interest due to huge backlogs of closed records, agencies have realised the need to improve but the standards has yet to change.

## Leadership

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

1. We have the policy, but more awareness needed.
2. We currently used records management Training to discuss the issues with them.

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

**Presentation to Senior Management and probably on hosting of Talks on certain areas such as the improvement to the standard of recordkeeping.**

Demonstration of EDRMS or application to be used in Government agencies.

## Communication in country

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

1 Develop a cabinet paper that will strengthen your stance to drive the policy across the agencies

2 Planned meeting with Senior Civil servants on the need for Improvement.

**20. Are there any resources that would help you to communicate with senior officials in government? As above**

**21. Did your organisation celebrate International Archives Week in June 2022 and/or June 2023? If yes, what activities or events were held?**

The last 2 years it was in-house celebration where we reflect on our journey and our roles.

## State of recordkeeping and archives management

**22. Identify the top formats of records requiring the most immediate work:**

AV Films

Colonial Secretaries Office Minute Papers

Land Claims Commission Reports

Methodist Church Records

**23. Describe the maturity of digital recordkeeping in your country:**

Discussion and planning on digital recordkeeping is an agenda in most of the big agencies. We have been invited to numerous agencies on the way forward on establishing and the development of records management plans. However, there is a need for IT infrastructure to be improved before any plan can be rolled out.

**24. Describe the extent of digital recordkeeping technologies being used in your country:**

All or most agencies use digital recordkeeping systems.

Some agencies use digital recordkeeping.

Few or no agencies use digital recordkeeping.

**25. What are the most significance records documenting your country and or the Pacific region held in your collection?**

- Her Britannic Majesty's Consuls for Fiji and Tonga
- Colonial Secretary's Office Minute Papers
- Reports on Land Claims
- Indentured Labourers
- Polynesian Labourers
- Church Records
- Fiji Times
- Rare Books Collection
- Births, Deaths and Marriages Records
- Fiji's Deed of Cession
- Rotuma Deed of Cession

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

YES

**27. Describe the tools you use to manage your collection. Are they digital or analogue? Are they commercial products, or in-house developed?**

- Accession register
- File Movement Register
- Government Loans register

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

Yes

1. Fiji Police Force – setting of their Archives and conducting Records Management Training to their officers throughout Fiji.
2. Ministry of Civil Service – facilitating Records Management Training to Civil Servants
3. Royal Fiji Military Force – proper set up of their Archives
4. Judiciary and Ministry of Justice – we were invited by the Chief Justice last year to a meeting on how we can assist them to the large amounts of closed records they have. We

conducted an assessment, and have provided them with a recommendation. The next phase will focus on Records management Training.

## Recommendations for PARBICA

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### Recommendations for future guidance

**29. 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
- Information Governance
- 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)
- Digital preservation workflows and guidelines
- Digitisation guidelines
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Pest management guidelines
- Emergency response and disaster recovery guidelines
- Train the trainer
- Other \_\_\_\_\_

## Other involvement in PARBICA activities

**30. 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](http://www.parbica.org)
- Working on a PARBICA project
- Other \_\_\_\_\_

## Communication

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

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

**32. Does your organisation have reliable access to the internet? Yes**

**33. How often do you visit the PARBICA website?**

- Never
- 1-2 year
- Monthly
- Weekly

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

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

## Other recommendations for PARBICA

**35. 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.**