

## Institutional, State, and Country Report - Samoa

### Organisational overview:

Name of your organisation:	National Archives and Records
Contact information for your organisation:	Ministry of Education and Culture
Email:	<a href="mailto:mesc@gov.ws">mesc@gov.ws</a>
Website address:	<a href="http://www.mesc.gov.ws">www.mesc.gov.ws</a>

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

Our main objective: To develop and promote efficient and effective methods, procedures and systems for creation, management, storage disposal, preservation and use of Public Records.

To provide for storage, preservation, management and conditions of access to records of permanent value in the Authority's possession.

To conduct research provide advice in relations to management and preservation of Records of Samoa that may have archival value, whether such Records are public or private.

To document and describe Public Archives in both their function and administrative context.

To seek to obtain custody and management of resources or materials not in custody of Public Body and in which the opinion of the archives forms part of archival resources and ought to be in the custody of the Authority

Such other functions as are conferred or impose on the Authority as may by Order by the Head of State.

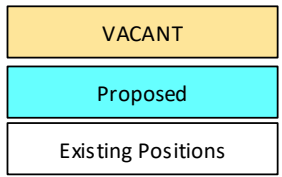
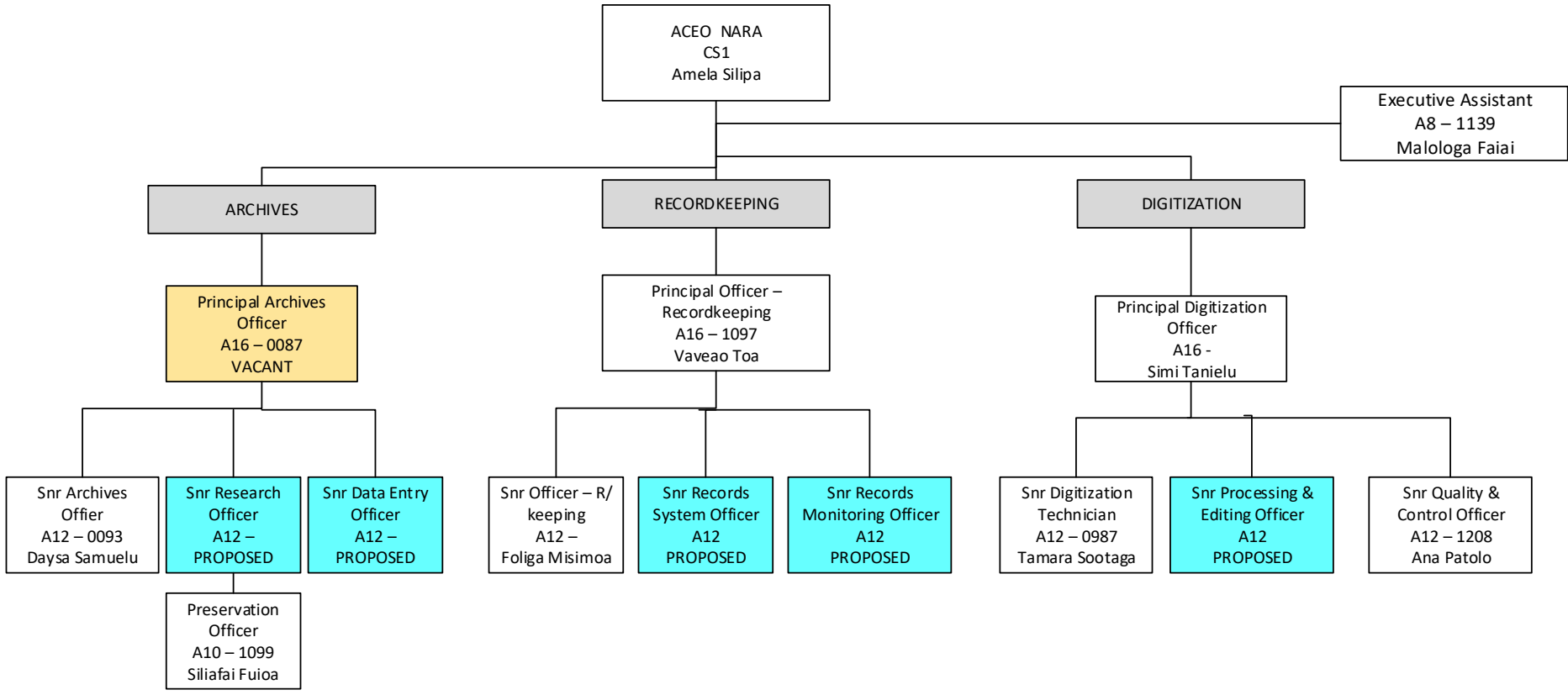


## **Pacific Regional Branch**

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Branche Régionale pour le Pacifique

**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:**

Since 2021 we were able to recruit 1 Senior QA/QC officer, 1 Senior Digitization Technician Officer and 1 preservation Officer

**4. Number of staff employed in your organisation:**

There are 10 staff including the ACEO and we are proposing another 5 staff.

**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?**

Our Institution forms part of the Ministry of Education and Culture which also includes the library and museum

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

Yes/No

Date of last legislative review:

Public Records Act 2011

## SAMOA

## Arrangement of Provisions

<p><b>PART I PRELIMINARY</b></p> <ol style="list-style-type: none"> <li>1. Short title and commencement</li> <li>2. Interpretation</li> <li>3. Meaning of Public Entity responsible for a Record</li> <li>4. Act to bind the Government</li> </ol> <p><b>PART II ESTABLISHMENT, FUNCTIONS AND POWERS OF THE AUTHORITY</b></p> <ol style="list-style-type: none"> <li>5. National Archives and Records Authority</li> <li>6. Principal functions of the Authority</li> <li>7. Delegation of functions</li> <li>8. Powers of the Authority</li> </ol> <p><b>PART III BOARD OF DIRECTORS</b></p> <ol style="list-style-type: none"> <li>9. Board of Directors</li> <li>10. Functions of the Board</li> <li>11. Remuneration of Directors</li> <li>12. Meetings of the Board</li> </ol>	<p><b>PART IV NATIONAL ARCHIVIST AND EMPLOYEES OF THE AUTHORITY</b></p> <ol style="list-style-type: none"> <li>13. National Archivist</li> <li>14. Employees of the Authority</li> <li>15. Existing employees of the Ministry responsible for Culture</li> </ol> <p><b>PART V RECORDS MANAGEMENT OBLIGATIONS</b></p> <ol style="list-style-type: none"> <li>16. Chief Executive Officers to ensure compliance with the Act</li> <li>17. Obligation to protect Public Records</li> <li>18. Obligation to maintain access to equipment or technology dependent Public Records</li> <li>19. Authority entitled access to Records to ensure compliance</li> </ol> <p><b>PART VI RECORDS MANAGEMENT SERVICES</b></p> <ol style="list-style-type: none"> <li>20. Codes of best practice</li> </ol>
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## Education and Training:

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

3 with bachelors and most have been attending online courses provided by ASA

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

We need trainings on Appraisals / sentencing of records and other specialized training on digitization

Training on preserving audio visuals tapes etc

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

5 Staff attended online 6 pack courses on Keeping Archive but due to Government Policies we cannot attend relevant conferences or professional development opportunity if they are not fully funded

1 staff member attend a visit to Archives Germany.

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

We have limited access to the above

## **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 we use some other component when we deliver our trainings as they are link to our tools

The Code of Best Practice and the Common Administrative Retention Schedules

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

We are planning to have some of the components translated into our language.

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

An increase in number of Ministries requesting training and awareness on Recordkeeping

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

There is a vast improvement on recordkeeping across government and agencies.

We have implemented a standardize Records system across government and the National Archives are monitoring the implementation.

Repository to the archives from Government and Agencies has increase.

## Leadership

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

The premature destructions of Records without consultation with NARA

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

The training on Sentencing of Records

## Communication in country

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

Providing more awareness program for senior officials

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

We have our Framework, Policies and or Code of Best Practice

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

We celebrated with official opening by our Minister and we invited 2 colleges and 2 primary schools.

We held archival talks and displays of our collections through flyers and pull-up banners.

We also have the privilege of inviting digipasik to present and also a scholar from who is using the archives for his research to present.

## State of recordkeeping and archives management

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

A system for viewing digital images and also we would like to have an e – record system for across government.



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

We have records from late 1800 and they are at risk.

**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:**

We have records during the German and British administration.

**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?**

We use both digital and analogue some are commercial products and In-house developed

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

No

# 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/No**

**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.**

PARBICA to secure attachments for staff with other Archival Institute in the Pacific who are facing similar situations and problems.

We would also like to seek PARBICA help in writing up a proposal for archival building and funding's.