

Guidelines for Institutional, State, and Country Reports

Objectives

The objectives of the Institutional, State, and Country Reports are to:

- inform PARBICA members on the status of archival services in the respective member country
- inform PARBICA members about progress in archival development since the previous PARBICA meeting
- provide comprehensive information on archival activities and issues in the Pacific region, so PARBICA can develop measures and projects to improve regional archival services
- raise awareness of Pacific archives.

The PARBICA Bureau will consider your response when updating the PARBICA Business Plan for 2023-2025.

The reports will be distributed to participants at the PARBICA conference and a summary of the reports will be published on the PARBICA website.

Please complete the attached report template. Please send the completed report to the PARBICA Secretary General by Friday 27 October 2023.

Email -

PARBICA.Secretariat@dia.govt.nz

[Helpful instructions for digital responses](#)

For the questions where you are asked to tick a box, please click in the grey box, it should add a cross to the box.

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	Tuvalu National Library and Archive
Contact information for your organisation:	<p>Tuvalu National Library and Archives Department Ministry of Education, Youth and Sports Vaiaku, Funafuti Tuvalu</p> <p>+688 20128 +688 20711</p>
Email:	<p>mamaotafao95@gmail.com</p> <p>tuvalunationallibrary@gmail.com</p>
Website address:	tuvalunationalarchives.tv

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

Mission: Protect, conserve and preserve Tuvalu documentary heritage, create necessary support tools for knowledge and use funds to contribute to the development and maintaining of library and archival collections.

Vision: That the Tuvalu National Library and Archives deliver new technologies and information services to meet user's demands and promote local and universal access to knowledge through the use and preservation of library and archival collections.

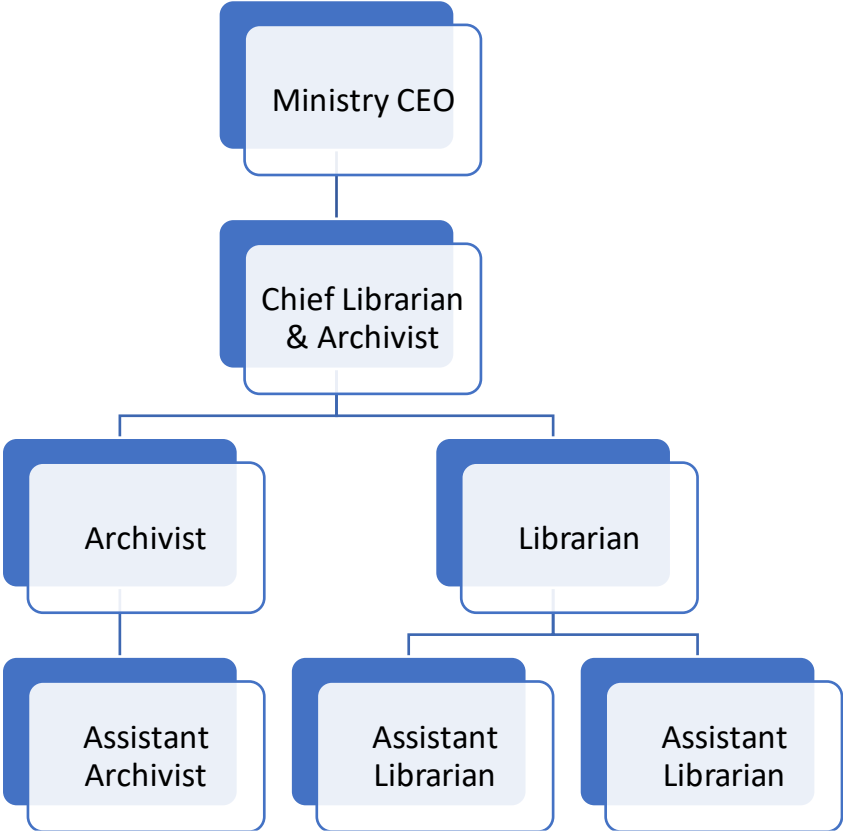
Guiding Principles: Collaborate – Create an open, inclusive work environment that is built on respect, communication, integrity, honesty, and collaborative teamwork.

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



3. Describe any major organisational changes since 2021:

- New position- Archivist 2022
- Digitization of Public records in the Outer Islands and document family photos
- New Roof for Offsite storage container
- Procure archival supplies from Island Culture Archival support with Brandon Oswald
- TNLA Office Roof renovation and maintenance & new extension space for American Corner Tuvalu

4. Number of staff employed in your organisation:

- Chief Librarian and Archivist- VACANT
- Archivist- Mamao Tafao
- Librarian- Tioata Lapana
- Assistant archivist- Fakalei Makaga
- Assistant librarian- Sita Faalo
- Assistant librarian- Atafai Auega

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?

Is combined with the National Library

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

Yes- Tuvalu Public Record Act

Date of last legislative review: 2008 rev. ed

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

https://www.tuvalu-legislation.tv/cms/images/LEGISLATION/PRINCIPAL/1979/1979-0010/PublicRecordsAct_1.pdf

Education and Training:

8. What qualifications do your staff hold?

- Tioata Lapana -Diploma & Certificates- Library & Information studies/ services
- Mamao Tafao -Diploma & Certificates- Library & Information studies/services
- Sita Faalo - Certificate in Library and Information studies
- Fakalei Makaga - Certificate in Library and Information studies
- Atafai Auega -Diploma & Certificates- Library & Information studies/services

9. What are your priority training and skill requirements?

- Recordkeeping and management
- Digitization and microfilming of fragile records
- Record management awareness for public sectors
- Managing electronic records
- Basic record repairs

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

No

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

In partnership with US Embassy Suva, an American Corner Tuvalu located at the National Library office provide these resources online. Databases from the American Corner eLibraryUSA are ProQuest, JSTOR & EBSCO academic search premier provide update professional literatures. Other than that, we also have hardcopy serials/periodicals from the following:

- The Contemporary Pacific
- Libraries PASIFIKA
- National Central Library
- UNESCO
- International journal of intangible heritage
- Island Business
- PARBICA/ICA
- National Geographic

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, in the past we conduct awareness workshops and trainings for good record keeping to all government ministries & NGOs record keepers & clerks

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

No

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

There is still a need for government agencies and record keepers to be more aware of good record keeping and to also practise good record-keeping and management

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

Most of the government agencies especially record-keepers do not practice good recordkeeping and management. Our department always have awareness workshop on Recordkeeping but record keepers still does not adhere to Tuvalu Public Record act when it come to disposing of government closed records

Leadership

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

Yes, Recordkeeping for Good Governance Toolkit

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

Yes, to have an expert or professional to setup discussion with government high level officials to address the issues of good recordkeeping and management

Communication in country

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

The only way to communicate with senior officials would be through official correspondences or by email or telephone or visit them personally

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

Yes, using email (gov email) or landline telephone

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

Yes, in June 2022 we had a radio program talk from former Chief Librarian & Archivist Mr Noa Petueli Tapumanaia. This year we held a display of archival collection and island family photos captured during the trip to Outer Island digitization project at the beginning of this year

State of recordkeeping and archives management

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

- Tuvalu original constitutional documents
- Government agreements
- Land registers, minutes, list
- Genealogical records
- Tuvalu maps

22. Describe the maturity of digital recordkeeping in your country:

Digital recordkeeping is a new development which was introduced by our leaders these past 3-4 years. For the department, we started with digital recordkeeping in 2005, with the EAP project and 2022, a digitation project currently ongoing funded by UNESCO on documentation family photos and public records.

23. 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.

24. What are the most significance records documenting your country and or the Pacific region held in your collection:

- Tuvalu Collection- TUV Series
- Gilbert and Ellice Island Colonial Records- GEIC
- Separation documents
- Tuvalu original constitution

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

Yes, TNLA nomination (Agreement with Native Government 1893) was successfully register into the MOWCAP Regional Register 20218. Last month Tuvalu MoWC Chairman Tito Isala and TNLA has been working and correspond with the Australian MoWC and stakeholders on the joint nomination Funafuti Expedition titled “Professor Edgeworth David’s scientific expedition to Funafuti 1897” to MOWCAP. Still waiting for news on this nomination

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

- Manually clean records monthly using hand brush
- Indexes

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

Yes, we are currently working on the Digitization project funded by the UNESCO. The aim of this project is to scan all public records that were in possession of Town Councils in the Outer Islands and document family photo. So far, we have completed 3 islands in the central group and 4 islands (North) and 1 island (South) is yet to complete.

Recommendations for PARBICA

Recommendations for future guidance

28. 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

29. 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

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

- Telephone
- Email
- social media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

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

32. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

33. 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

34. 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.

- Assist member countries in funding and professional expert to assist with archival projects and recordkeeping awareness workshops
- Provide trainings for archivists on managing records and organising own country archives (Online or in person training)