

## Institutional, State, and Country Report - Yap

### Organisational overview:

Name of your organisation:	<u>Yap State Archives</u>
Contact information for your organisation:	<u>P.O. Box 1070</u> <u>Colonia Yap State</u> <u>FSM</u> <u>96943</u>
Email:	<u>oarmyap@mail.fm</u>
Website address:	

1. **Provide a summary of your stated objectives, goals and responsibilities (or a link to this information on your website):** Ensure that the Office of Archives & Records Management has the skills and tools to provide guidance and assistance to government employees on proper retention and disposal of government records. Update and enhance skill of 2 Archives staff; provide training for staff/students interested in the archival profession.

2. **Provide a copy of your organisational structure and your reporting structure (or a link to this information on your website):**

Director, Office of Administrative Services

State Archivist

Archives Technician      Archives Clerk

3. **Describe any major organisational changes since 2021:**

4. **Number of staff employed in your organisation: 3**

**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? YSA is under the Office of Administrative Services**

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

Yes/No

Date of last legislative review:

Link to legislation (please attach a copy if there is no link): Yap State Law 4-92  
(<http://www.fsmlaw.org/yap/code/index.htm>)

## Education and Training:

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

**9. What are your priority training and skill requirements?** Scanning and digitization of vital documents

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

We have no funding for travel to attend conferences outside FSM since 2014.

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

We rely on materials available on the internet but since our connection is not stable it's quite difficult to access them at all times.

## 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

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

So far, at this time, none

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

**16. Can you comment on whether the standard of recordkeeping has improved in government agencies?** There's little improvement since there is constant turnover of records staff in government offices due to the low salary for the positions.

## Leadership

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

**18. Are there any additional skills you need to talk authoritatively to other agencies? None so far**

## Communication in country

**19. Do you have any advice on the best way to communicate with senior officials in government agencies?** Senior officials here are open to dialogues any time

**20. Are there any resources that would help you to communicate with senior officials in government?** Same as #19

**21. Did your organisation celebrate International Archives Week in June 2022 and/or June 2023? If yes, what activities or events were held? No**

## State of recordkeeping and archives management

22. **Identify the top formats of records requiring the most immediate work:** Laws and regulations need to be scanned for preservation.
23. **Describe the maturity of digital recordkeeping in your country:** Majority of the offices rely on paper documents rather than electronic; they still print multiple copies even if they are available electronically.
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:** Records of the constitutional convention, Legislative laws and resolutions, and audio reels of local songs, stories and dances
26. **Are these records of significance on the [Memory of the World Register](#)?** It is possible but the older generation are not inclined to share.
27. **Describe the tools you use to manage your collection. Are they digital or analogue? Are they commercial products, or in-house developed?** We're just using Excel and MS Access
28. **Are you working with other institutions on any projects or initiatives?** None at this time

# 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

xStorage 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

xAudio Visual preservation guidelines

xPaper 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.**