

# ACARM *Newsletter*



Association of Commonwealth Archivists and Records Managers

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Issue 39

Spring 2007



Attendees at the ACARM Annual General Meeting 2006 in Curacao



Curacao National Archives building, known locally as 'The Wedding Cake'!

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## Welcome



Dear Friends and Members

It was good to meet up with so many of you in Curacao in November. What a colourful event it was! There was a good turnout for our Annual General Meeting. One of the main issues debated was our programme for the next few years, given that the legislation project has more or less run its course. There was little doubt that we should be addressing the subject of electronic records management and in January this formed the basis of our submission for funding from the Commonwealth Foundation. We have been granted £8,000 for this and I welcome ideas and suggestions from you. The AGM felt that some awareness raising was high on the agenda, so perhaps some introductory guidance leaflets might be suitable. It may also be possible to arrange for a software company to sponsor an event if any of you are prepared to act as hosts. Let me know what you think.

You will see that there is lots of news in this issue but perhaps the most important announcement is that our new website is up and running. It is, I think you will agree, much more user friendly and easier on the eye. Thanks to Shadrack Katuu and Peter Dennis for all their hard work on this.

***Finally, a plea for help! Could you send me your views on the impact that our legislation project has had on developments in your country. Did the report by Dagmar Parer help in forming new legislation? Were the workshops useful in clarifying issues for you? Have you been better able to make submissions to senior officers? I have been asked to make a formal report on the project to the Commonwealth Secretariat and your views will be much appreciated.***

Take care and kind regards,

Kelvin Smith, Honorary Secretary

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ACARM cannot accept responsibility for the views expressed by individual contributors to the Newsletter, which is a medium for informing members of news, information and ideas relevant to archivists and records managers, not an official guide to procedures, concepts, materials or products.

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# Report by ACARM Chair 2005/06

## Overview

1 The Association of Commonwealth Archivists and Records Managers (ACARM) has continued to provide a valuable network for sharing professional developments and strategies. The commonalities between Commonwealth countries continue to make the Association a worthwhile body to share experiences and learn about new ways to manage records and archives.

2 A grant received from the Commonwealth Foundation enabled the Association to continue to meet its administrative expenses and also to hold a legislation workshop in St Kitts on 17 October 2005.

3 Working relations between the Chairman and the Honorary Secretary have continued, mainly by email. Some attempts were made for the Association to strengthen the involvement of the Executive Committee, mainly through the arrangements for legislation workshops in St Kitts and Botswana. This would give members in the ICA regions greater input into the Association's decision-making processes. However, other commitments have made this difficult to achieve. It is something that we should explore more fully at the Bureau meeting in Curacao.

4 Last year's AGM was held in Abu Dhabi, during the ICA CITRA meeting. Despite many competing events and the attractions of Abu Dhabi, there was a good turnout.

## Membership

5 Membership of ACARM remains quite strong but it would be good to see a wider representation of the many areas of the Commonwealth. We need to continue to encourage new members who are active in the records and archives field.

## Services to Members

### Newsletter

6 The newsletter has continued to be produced during the year. This is an important channel of communication and members are urged to make as much use of it as possible, including submitting material of interest to Association colleagues. The three most recent issues have produced a good mixture, including:

- many articles on electronic records developments
- a major international project in Sierra Leone
  - preparation of records for transfer to archives
  - training in records management

as well as the usual news items and pictures. Thanks are due to our secretariat staff at the International Records Management Trust for producing and distributing the newsletter.

### Listserv

7 The listserv has seen an increase in use this year, but there is still room for more uptake. We are grateful to Bryan Corbett and the University of Alberta for their continued help in servicing the facility.

### Website

8 Efforts have been made, without success, to find someone to redesign the website and to keep it up to date. More and more members have internet access and much more use could be made of this medium, including discussion forums, immediate posting of news, guidance and other communications. If anyone is willing to take up this role, for a modest remuneration, they should get in touch with the Honorary Secretary.



Elaine Toote, ACARM Chair

*Continues ...*

...Continued from Page 3

### Legislation Project

9 A further grant was received from the Commonwealth Foundation in 2005, which allowed us to proceed with the series of regional workshops to follow on from Dagmar Parer's report of a study of existing public records and national archives legislation in Commonwealth countries, together with other legislation that has an impact on records and archives. The report provided Commonwealth countries with an outline of best practice archival legislation principles upon which records managers and archivists can draw when modernising records and archival legislation or introducing freedom of information and privacy laws. Workshops have now been held in Seville, Wellington and St Kitts. It is hoped that we can hold the final event in this series in Botswana in 2007.

10 A very significant event during the year was the retirement of Sarah Tyacke from her position as Chief Executive (Keeper of Public Records) at the UK National Archives. Sarah was a great champion for the cause of records managers and archivists in Commonwealth countries and we have cause to be thankful for her continued support and encouragement. We wish her a long and happy retirement.

### Relations with International Organisations

#### Commonwealth Secretariat

11 ACARM continues to be recognised by the Commonwealth Secretariat as a Commonwealth

non-governmental organisation.

#### Commonwealth Foundation

12 The Commonwealth Foundation has provided funding for ACARM to pursue various project activities for the last two years. We are very grateful for their continuing support.

#### International Records Management Trust

13 IRMT has provided the Association's administrative, secretarial and financial services. Their continued support and patience is greatly appreciated.

#### International Council on Archives

14 ACARM has continued to co-operate with ICA, and ACARM members have met informally with the Secretary General of ICA as well as in the context of meetings of ICA's regional branches. The ICA has also been invited to contribute information and/or articles to the ACARM newsletter.

### Conclusion

15 I look forward to another year of working with all of you. I would like to see greater involvement from members - remember this is your Association.

Elaine Toote  
Bahamas ■

## ACARM Newsletter - Articles and News items needed!

The ACARM Newsletter is published several times a year and is distributed to members of the Association of Commonwealth Archivists and Records Managers. Please send articles of between 300 and 1000 words at any time, to be included in the next issue. Wherever possible it is preferable to include photos with your submission.

Please direct all correspondence and advertising enquiries to ACARM, c/o IRMT,  
4th Floor, 7 Hatton Garden, London EC1N 8AD, UK

email: [newsletter@acarm.org](mailto:newsletter@acarm.org) website: [www.acarm.org](http://www.acarm.org)



## AGM in Curacao

The Association's Annual General Meeting for 2006 was held in the very colourful island of Curacao, during the ICA's CITRA event. There was a good turnout with 22 people from 21 different countries.

Elaine Tooté of the Bahamas (Chairperson) reported on a successful year for the Association. The legislation project was nearing its completion. After an enjoyable and productive workshop in St Kitts in 2005 plans were made for a final such event in Africa during 2006. Unfortunately this has had to be put back but plans are well advanced to hold it in Tanzania during the 2007 ESARBICA meeting.

The Newsletter continued to reflect the wide diversity of work and projects that we are undertaking. This has included recovery from major disasters, negotiating the return of migrated archives, designing and implementing electronic records management systems, the introduction of new access to information regimes, and plans for improving the Association's communications (website, links to the newsletters of related organisations, etc).

A survey of possible future projects was undertaken prior to the AGM and it became clear at the meeting that there was considerable support for some detailed work to be undertaken on the subject of electronic records management.

There were many issues to explore, including:

- Dealing with vendors
- Making a business case for ERM, including benefits realisation, performance measurement, etc
- Digitisation - its role and viability
- Basic awareness
- Training for staff designated to undertake ERM projects

The 2007/08 bids for funding will feature this subject.

Other subjects about which members expressed concern were the creation and management of records for good governance, judicial records and long-term preservation of records.

The ACARM website was in urgent need of an overhaul. The Hon Secretary has made arrangements with Shadrack Katuu of South Africa for a re-design and fresh content. It was hoped that this could be completed by the middle of 2007.

The event in Curacao also included many opportunities for networking and socialising. The island has plenty to offer and our hosts went out of their way to make us feel at home.

The Chairperson's report is produced in full on pages 3-4 . Detailed minutes of the AGM will be posted to the website. ■



Left-to-right: Mrs Ellen Ndeshi Namhila (Namibia University Librarian), Mrs Penda Bah (National Records Service - The Gambia), Mrs Eugenia Adomako-Gyasi (PRAAD - Ghana)

## Activities of the National Archives of Bangladesh: Annual Report 2006

The National Archives of Bangladesh was established in Dhaka in 1972 under the Directorate of Archives and Libraries, Ministry of Cultural Affairs. Since that time it has collected nearly a million volumes of records from various Government and Semi-Government offices. These collections are valuable historical documents, most of which are very old. The bulk of the records are documents from the British period.

The most significant records that have been recently collected are Dhaka District Collectorate Records, Rajbari District Collectorate Records and Rangpur District Collectorate records. They cover a period from 1792-1964.

The latest collections of the National Archives are the records of the Dhaka City Corporation. It is needless to point out that these records dating from 1860s to 1940s are indispensable for the study of the history, growth and development of Dhaka City over the last two centuries.

The most important event of 2006 was the inauguration of the newly constructed National Archives Building. The National Archives of Bangladesh until this year had no premises of its own. It was housed in one portion of the



The Bangladesh National Library building

Bangladesh National Library Building. For the development and scientific preservation of records, it goes without saying that the Archives should have its own building constructed in accordance with its needs. The historians and researchers

of Bangladesh have emphasized the need for a separate building for the National Archives for some time. It was with this backdrop that the National Archives Bhaban (1st phase) was recently constructed at a cost of nearly 90 million taka or Tk. 9.75 crore. The Honourable Prime Minister of Bangladesh, Begum Khaleda Zia, kindly inaugurated the National Archives Bhaban on 3 April 2006. While inaugurating the Bhaban the Honourable Prime Minister also looked around the new building and showed her interest in the collections of rare documents, records, books, photographs etc. of the National Archives, expressing her immense pleasure and deep satisfaction at the present state of the National Archives of Bangladesh.

The National Archives has also taken on a project to preserve its traditional materials with the help of new electronic technology: popularly known as computer information technology or image digitization technology.

Workshop: On 5th February 2006 a day long Workshop on "Records & Archives Management" was held in the National Archives Bhaban. Government officials, Records Keepers and other concerned people of Dhaka Division took part in the workshop. It was the first such workshop that the National Archives of Bangladesh has arranged. About 100 persons attended the workshop. The Honourable State Minister for the Ministry of Cultural Affairs, Government of Bangladesh, Begum Selima Rahman, was the chief guest at the concluding ceremony and presented certificates to the participants.

Newsletter on Archives & Libraries issue No. 7-11, March - June 2006 was published in October 2006. It covers major events and activities of Archives and Libraries for the period.

*Professor Dr Sharif uddin Ahmed*  
*Director, National Archives and Library of*  
*Bangladesh*  
[www.nanl.gov.bd](http://www.nanl.gov.bd) ■

## Obituaries

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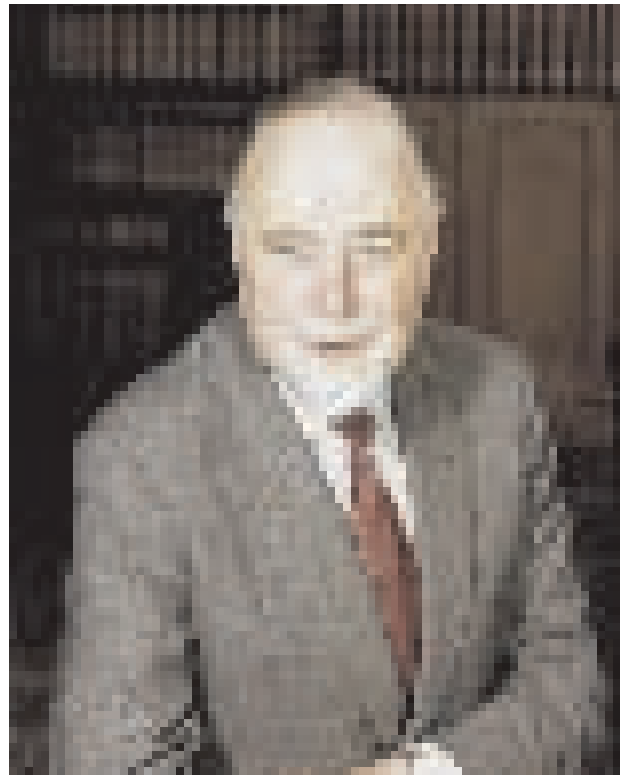
# Jeffery Raymond Ede (10 March 1918 - 6 December 2006)

Jeffery Raymond Ede, CB, FRHistS, Honorary Vice President of ICA, died peacefully in his sleep on 6 December 2006.

Jeffery Ede joined the Public Record Office of the United Kingdom in 1947 and served in a number of posts there before becoming Keeper of Public Records in 1970. His time as Keeper was marked primarily by the planning and successful implementation in 1977 of the move of the major part of the holdings and work of the Public Record Office to the new repository at Kew. He retired from the Public Record Office in 1978.

He lectured on archive administration in the School of Librarianship and Archives of University College London from 1956 to 1961. He was Chairman of the British Academy Committee on Oriental Documents from 1972 to 1978 and President of the Society of Archivists from 1974 to 1977.

The year he spent in 1963-64 as a UNESCO consultant in Tanzania, advising on and assisting in the establishment of a new National Archives there, kindled the interest in international archival development which remained with him throughout the rest of his active life. As an ICA consultant he visited East Africa again in 1967 to explore the feasibility of setting up a regional archive training course, to report on archival development in the various countries and to represent the ICA President at the inaugural meeting of ECARBICA (as it then was), for which he drafted a constitution. In retirement he undertook further missions



for ICA and UNESCO to Cyprus, Lesotho and Iraq.

He served as a Vice President of ICA from 1976 to 1978, having previously been a member of its Executive Committee. He was elected an Honorary Vice President of ICA in 1980.

He was predeceased by his wife, Mercy, who will be remembered for her active support of his archival work, nationally and internationally, and by both his son and his daughter.

He will be sadly missed by his many friends and former colleagues throughout the world.

*Michael Roper* ■

# Does your key decision-maker value records management?

"Poor record-keeping at the Home Office" began the newspaper account of the National Audit Office report. "Personnel records were difficult to locate and some could not be found at all." This is the UK, in December 2006, and notwithstanding dramatic technological advances and significant investment, problems with public sector record management remain.

Now, if there is one group of professionals that don't need to be told this, it is the membership of ACARM. But how do we access the resources and get those with the power within our public services to give priority to record and information management before the damaging headlines appear? How do we get the issue to be taken seriously? Too often we rely on precisely the type of story I began with: Negative stories and warnings of impending doom. For this reason, RIPA International, which offers over 100 courses a year for senior public service managers, is focusing ever more on stressing the positive advantages of good records management, and as part of this has developed the concept of Information Enriched Decision Making.

The concept is deceptively simple: The key responsibility of a senior manager is to make decisions. Those decisions can either be made on, enriched by, reliable, up to date and accurate information, or not. What sort of decisions do you want the people in your organisation to be making?

Denise Smart, RIPA International's Director, explains the stress her organisation puts on this topic as follows:

"We recognise and experience effective records and information management as an intrinsic component to public service reform. Without effective information and records management, an organisation's strategies and operations can be seriously compromised at both the macro and micro level.

Records management should not be consigned to the back office, but highlighted and engaged by all senior staff required to improve and ensure the ongoing success of their organisation's service delivery."

RIPA International has been a major provider of Information and Records Management training in the Commonwealth for many years, and is also a strong supporter of ACARM, providing all who successfully complete one of its suite of information and records courses with funding for their first year of ACARM membership. In addition, records management, or Information Enriched Decision Making, is included as a seminar topic in a growing number of its other courses, including those aimed at combating fraud and corruption as well as those which focus on enhancing HR, judicial and financial management.

*For further information on RIPA International call +44 (0)20 7808 5300, email at [ripa.training@capia.co.uk](mailto:ripa.training@capia.co.uk) or visit the website [www.ripainternational.co.uk](http://www.ripainternational.co.uk) ■*

## A Commonwealth Professional Scholarship Experience

Last year I was awarded a Commonwealth Professional Fellowship by the Commonwealth



Albert Moore, Senior  
Government Archivist and  
Records Manager (Sierra Leone)

Scholarship Commission in the United Kingdom.

These Fellowships are open to key professionals from developing countries to spend a short period of time in the UK for the purposes of professional updating and skills enhancement. The Commonwealth

Scholarship Commission is a public body, established by Act of Parliament and with funding from the UK Department for International Development and Foreign and Commonwealth Office. The Commission is responsible for Britain's contribution to the Commonwealth Scholarship and Fellowship Plan, through which Commonwealth countries offer education and training opportunities to each other's citizens. The duration of the Fellowship was three and a half months (1 September to 18 December 2006), during which time I was attached to the UK National Archives (TNA) in the Records Management and Cataloguing Department [RMCD] under the direct guidance of Mr Kelvin Smith, Head of the Records Management and Cataloguing Unit. I also had the opportunity of observing the operations of other sections of TNA and attended management meetings of the RMCD which was tasked to work towards forming the Corporate and Business Plan of TNA.

To highlight briefly, the objectives for my participation in the Fellowship programme were:

- Attachment at the National Archives [TNA]

of the UK, for exposure to the day to day practices required to establish and maintain control of records.

- Visits to various U.K. Government Departments to observe the realities of capturing and managing records.
- Attendance at Records Management lectures at the School of Library, Archive and Information Studies, University College London [UCL] to enable me to understand the foundations in new developments in records management approaches, particularly electronic records, and techniques in the context of current international good practice.

In order to get a broader outlook of the realities of capturing and managing records, Kelvin Smith arranged visits for me to the following institutions:

- The Liverpool University Records Centre and Special Collections
- The Land Registry
- Companies House Records Management Section
- Coal Authority Records Centre
- Department of Education

One day a week, I attended classes at UCL which focused on the current management of the Records Life-Cycle for both paper and electronic records. Field visits were arranged during afternoon sessions. The Records Sections of the following offices were visited:

- Metropolitan Police
- Digeo Company
- National Audit Department
- Transport for London, and
- Recall Records Centre.

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The Fellowship more than met my expectations from a professional point of view. In particular, the attachment at TNA, gave me tremendous experience in managing electronic records. The TNA has embarked upon a Seamless Flow Programme [Born Digital] to enable automation within the digital records life-cycle. I was privileged to have participated in a series of workshops aimed at addressing the creation, selection, transfer, archiving, preservation and presentation of digital records.

The series of lectures I attended at UCL, improved my understanding of the challenges of electronic records and how to develop strategies for their management.

Without doubt the Fellowship was successful in ensuring the transfer of skills relevant to Sierra Leone. I observed and took note of the various strategies used by TNA in achieving its goals in leading and transforming information management and guaranteeing the survival of today's information for tomorrow. I believe I am now in a position to utilise such skills to assist the Government of Sierra Leone in making the transition to the electronic working environment; electronic records as evidence for accountability, must be protected over time as reliable documentary evidence for accountability and the protection of citizens' rights.

The knowledge gained during my visit to the UK will lead to practical benefits for my country. It must be noted that presently in Sierra Leone,

amongst others, Land Records, Police Records, Company Records and University Records are all in a very poor state. Due to this Fellowship, I am now equipped with the relevant techniques and the necessary literature and knowledge to address the poor conditions in record keeping in many offices in my country.

During the course of my Fellowship working relationships were established with several UK institutions. One outcome is that the TNA and the National Archives of Sierra Leone

will collaborate on a Slave Trade Project for 2007. This will commemorate the 200 year anniversary of the abolition of the Slave Trade.

Mr Smith and I made a presentation on Public Sector Reform and Records Management in Sierra Leone to staff of the RMCD.

The talk focussed on

the state of record keeping in Sierra Leone with emphasis on the creation of the Human Resource Management Office [HRMO] and the implementation of a Records Management Improvement Programme. This programme gave rise to the formation of the Records Management Improvement Team [RMIT]. This is a group of young local record professionals working with IRMT in addressing records management concerns in Sierra Leone. The audience were appreciative of our efforts in pushing forward this work and commended IRMT and RMIT on tackling the challenges ahead.

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The Sierra Leone Records Management Information Team outside their headquarters

...Continued from Page 10

Finally, the Fellowship has put me in a better position to work with my nominating organisation - IRMT - to relate all I have learned to the situation in Sierra Leone. Indeed, with the Governance Reforms programmes presently in operation in Sierra Leone, the Fellowship has made me a stronger professional leader in the field of records and archives management, with the capability of contributing and sharing knowledge widely in Sierra Leone. This I believe in turn will contribute to improving the accountability, efficiency and effectiveness of public administration of Sierra Leone.

I wish to express my immense gratitude to the Commonwealth Scholarship Commission for providing the funds for the Fellowship and to Kelvin Smith and the rest of the staff at UK National Archives for the invaluable advice and support they gave me throughout my stay.

*Albert Moore*  
*Senior Government Archivist*  
*and Records Manager*  
*Sierra Leone* ■

## New Cayman Islands Legislation



The Legislative Assembly of the Cayman Islands has unanimously passed the National Archive and Public Records Bill 2007 into law. The new Act provides the Cayman Islands National Archive with a new legal mandate for all its functions, while at the same time defining a framework for record keeping in the broader Cayman Islands public sector.

Different elements of the law are based on archives and records legislation from around the world, including Canada, South Africa, New

Zealand, the Commonwealth of Australia and a number of Australian states, as well as on the principles of the records management standard ISO 15489.

The legislation took about four years to complete. Research and consultations started in 2003 but progress was interrupted for sometime after hurricane Ivan struck the Cayman Islands in 2004. The last two years have mostly been dedicated to further negotiations and legislative drafting.

Some of the key provisions of the law include:-

- Creation of a high level Records Advisory Committee to review disposal and access issues
- Powers of the National Archive to set, monitor and report on record keeping standards
- Powers of the National Archive to authorise the disposal of public records
- Obligations on the part of public agencies to make and maintain full and accurate records
- Penalties for knowingly destroying or altering public records
- Various provisions for the National Archive's cultural heritage functions
- Establishment of the National Archive as the legal deposit library for the Cayman Islands

The law will provide the legal mandate for many of the tools and standards prepared by the National Archive's Records Policy Unit in the past two years and is also seen as a vital prerequisite for the introduction of Freedom of Information legislation in the Cayman Islands later this year.

See [www.gazettes.gov.ky](http://www.gazettes.gov.ky)

*Jan Liebaers*  
*Deputy Director*  
*Cayman Islands National Archive* ■

## News - - News - - News - - News - - News - - News



The PLANETS Project: A consortium of national libraries and other digital preservation experts has warned that European organisations face the loss of electronic documents holding information potentially worth billions of Euros. As successive file formats are superseded and become obsolete, there is a danger that information held in such older formats may become difficult or impossible to retrieve, resulting in the loss of vast amounts of unique and valuable information. To address this, the EU is co-funding the PLANETS Project (Preservation and Long-term Access through NETworked Services) which brings together European National Libraries and Archives, leading research institutions, and technology companies to address the challenge of preserving access to digital cultural and scientific knowledge. This four year project is funded by the European Commission Information Science and Technologies Framework Programme 6 Call 5 (FP6 Call 5). Further information can be found at <http://www.planets-projects.eu>.

### The National Archives of Singapore helping Vietnam improve archiving

The National Archives of Singapore (NAS) has spent an eight-day working visit to Vietnam which focused on improving management of the Vietnamese archives. They attended a workshop on improving archives systems based on international quality management standards and also helped train Vietnamese archivists in taking photographs and the safe storage of microfilms. The NAS Director Pit Quan Oa and Head of the State Archives of Vietnam Tran Hoang have signed a memorandum of understanding on co-operation programmes for the period 2007-2010.



### Archives of Indian Labour

The Archives of India Labour was set up in July 1998 as a collaborative project of VV Giri National Labour Institute, India and the Association of Indian Labour Historians. The Archives is dedicated to the preservation of the rapidly decaying documents and material on the working class and also making them accessible to the public. The Archives also build collections and initiates research in the field of labour history in India.

For further information, or to contribute documents see the website; [www.indialabourarchives.org](http://www.indialabourarchives.org) or contact Archives of Indian labour, Integrated labour History Research Programme, VV Giri National Labour Institute, Sector 24, NOIDA, Uttar Pradesh, PIN: 201 301. Tel: +91-120-2411469, Fax: +91-120-2411538, Email: [shram\\_nli@vsnl.com](mailto:shram_nli@vsnl.com), [shram24@del3.vsnl.net.in](mailto:shram24@del3.vsnl.net.in).



### Adobe to submit PDF for ISO standardization

Adobe Systems has announced that it will release PDF for ISO standardization and have chosen AIIM to facilitate the transfer of the PDF Reference 1.7 (current version) and future versions to be developed to become ISO standards. Adobe has previously submitted, through AIIM, the PDF/Archive specification, which was published as ISO 19005.

For further information see the Adobe press release on: <http://www.adobe.com/aboutadobe/pressroom/pressreleases/200701/012907OpenPDFAIIM.html>. To access the current PDF Reference (1.7) and previous versions see: [http://www.adobe.com/devnet/pdf/pdf\\_reference.html](http://www.adobe.com/devnet/pdf/pdf_reference.html)

## News - - News - - News - - News - - News - - News



### IIC CONGRESS 2008: Conservation and Access

The 22nd IIC Congress is to be held in London from 15th to 19th September 2008. Encouraging physical and intellectual access to collections and sites is a major aim for cultural institutions. Conservators and conservation scientists play an important part in enabling our shared cultural heritage to be enjoyed while ensuring the safety and sustainability of access through appropriate protective measures. The Congress will examine the role of conservation in the presentation and protection of the world's cultural heritage. It will explore the ways that conservation professionals engage in the worldwide sharing of art and heritage, whether through people going to see that heritage or the heritage itself travelling the globe.

Further details may be found at the IIC site [www.iiconservation.org](http://www.iiconservation.org) or contact: International Institute for Conservation of Historic and Artistic Works (IIC), 6 Buckingham Street, London WC2N 6BA, UK, telephone +44 (0)20 7839 5975, fax +44 (0)20 7976 1564, email: [iic@iiconservation.org](mailto:iic@iiconservation.org).



### UNESCO Memory of the World Register 2008/09:

Last date for Submission: 31 March 2008

UNESCO is inviting nomination proposals for inscription on the 'Memory of the World International Register' a list of library collections and archive holdings of world significance, which was established in 1992 to preserve and promote documentary heritage of universal value. It facilitates preservation by the most appropriate techniques, assists universal access to, and increases awareness worldwide of the existence and significance of documentary heritage.

The Nomination Form is available at: <http://portal.unesco.org/ci/admin/>. Nominations and any

supporting information should be sent to: Mrs Joie SPRINGER, Memory of the World Programme, UNESCO Information Society Division, 1 rue Miollis, 75732 Paris, France, E-mail: [j.springer@unesco.org](mailto:j.springer@unesco.org) and Mrs Annick ONGOUYA, Memory of the World Programme, UNESCO Information Society Division, 1 rue Miollis, 75732 Paris, France, E-mail: [a.ongouya@unesco.org](mailto:a.ongouya@unesco.org). Or if in the Pacific Region, Asia/Pacific Regional Committee for Memory of the World Programme see website <http://www.unesco.mowcap.org> or contact Mr. Simon Fook-keung CHU, Secretary General of MOWCAP, 4/F., Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong, E-mail: [simonchu@mowcap.org](mailto:simonchu@mowcap.org).

The Memory of the World Programme website is [http://portal.unesco.org/ci/en/ev.php-URL\\_ID=1538&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/ci/en/ev.php-URL_ID=1538&URL_DO=DO_TOPIC&URL_SECTION=201.html).



Aluka is an international, collaborative initiative building an online digital library of scholarly resources from and about Africa from institutions and individuals around the world. The name, 'Aluka', is derived from a Zulu word meaning 'to weave'. Its primary objective is to provide African researchers and students with scholarly materials originally from Africa. Currently it covers three areas: African cultural heritage sites and landscapes; African plants; and the struggles for freedom in Southern Africa. The website contains archival materials, periodicals, oral histories, books, posters and photographs.

For further information, access the site at <http://www.aluka.org> or contact Aluka, 100 Campus Drive, Suite 100, Princeton, NJ 08540 USA. el: +1 609 986 2244, Fax: +1 609 951 0040, Email: [info@aluka.org](mailto:info@aluka.org).

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### UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions

The Convention on the Protection and Promotion of the Diversity of Cultural Expressions, adopted by UNESCO's General Conference in October 2005, came into force on 18 March 2007. This is the result of a long process of maturation and two years of intense negotiations, marked by numerous meetings of independent and then governmental experts, the text seeks to reaffirm the links between culture, development and dialogue, and to create an innovative platform for international cultural cooperation. It reaffirms the sovereign rights of States to elaborate cultural policies with a view both "to protect and promote the diversity of cultural expressions" and "to create the conditions for cultures to flourish and to freely interact in a mutually beneficial manner".

For further information see:

[http://portal.unesco.org/culture/en/ev.php-URL\\_ID=2309&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/culture/en/ev.php-URL_ID=2309&URL_DO=DO_TOPIC&URL_SECTION=201.html)

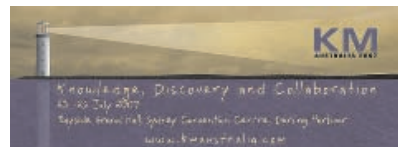
### End of Paper Use at Makerere University

An automated academic records processing system has been installed at Makerere University, Uganda's premier institution of higher learning, and with a student population of over 30,000, one of the largest in East and Central Africa. Through integrating financial, human resource and academic records, the system aims to create efficiency and transparency in academic, financial and human resource management and will facilitate access of student academic records. Previously, the university was faced with large volumes of paper work, but since the installation of the system, there has been a huge reduction in the queues. The Makerere project, funded by NORAD, has built a strong digital platform on which further substantial IT achievements can be made at the university.

Public Relations Office, Makerere University, P.O. Box 7062, Kampala, Uganda, Tel: (256-41) 531202, Fax: (256-41) 541068, email: [pro@admin.mak.ac.ug](mailto:pro@admin.mak.ac.ug).



The Commonwealth Human Rights Initiative (CHRI) has released a new publication on Implementing Access to Information - a practical guide to operationalising freedom of information laws. The report sets out a step-by-step guide on how to overcome entrenched bureaucratic cultures of secrecy, inconsistent legislation, process and system constraints and a lack of understanding of the law by officials to ensure effective implementation of freedom of information laws. The report can be accessed through CHRI's website at [http://www.humanrightsinitiative.org/publications/rti/implementing\\_ati.pdf](http://www.humanrightsinitiative.org/publications/rti/implementing_ati.pdf). If you would like hardcopies, contact Ms Cecelia Burgman, Programme Officer, Right to Information Programme, CHRI, B-117, Sarvodaya Enclave, 1st Floor, New Delhi-110 017, India, Tel: +91-11-2652 8152, Fax: +91-11-2686 4688, Email: [cecilia@humanrightsinitiative.org](mailto:cecilia@humanrightsinitiative.org).



### Knowledge, Discovery and Collaboration Australia - 23 to 25 July 2007

**ACARM members will receive a 10% discount to the event.**

For the last few years the Ark Group, through KM Australia, has delivered the region's knowledge management community with an annual knowledge sharing and networking event. Recently, their research has indicated to them trends throughout public and private sectors and across industries that highlight a movement towards convergence within the fields of KM, CM, and IM as strategic disciplines. The vital role that collaboration will play as this trend grows has prompted the Ark Group to expand the event and incorporate

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content and collaboration into the overall programme. Knowledge, Discovery and Collaboration Australia (KCC Australia) will offer a thorough evaluation of the latent trends, thinking and technology around knowledge and content management and collaborative working.

The event is being held from 23 to 25 July 2007 at the Sydney Convention Centre, Darling Harbour, Sydney, Australia.

For further information see the website at: [www.kmaustralia.com](http://www.kmaustralia.com) or telephone the Ark Group on +61 1 300 550 662.

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### ICA Priority Areas 2004-2008

ICA has identified four priority areas for 2004-2008 which will be represented on their Programme Commission by four prominent leaders in the international archival community:

1. Advocacy and Promotion (Leader: Andreas Kellerhals, Swiss Federal Archives, e-mail: [andreas.kellerhals@bar.admin.ch](mailto:andreas.kellerhals@bar.admin.ch));
2. Electronic Records and Automation (Leader: George MacKenzie, National Archives of Scotland, e-mail: [george.mackenzie@nas.gov.uk](mailto:george.mackenzie@nas.gov.uk));
3. Preservation and Disaster Preparedness (Leader: Ivan Murambiwa, National Archives of Zimbabwe, e-mail: [nat.archives@gta.gov.zw](mailto:nat.archives@gta.gov.zw)); and
4. Professional Education and Training (Leader: Nolda Römer-Kenepa, National Archives of the Netherlands Antilles, e-mail: [nrom@cura.net](mailto:nrom@cura.net))

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### The UK National Archives to put the 1911 census for England and Wales online.

The 1911 census currently occupies more than a mile of shelving at The National Archives and contains information relating to 35 million people. A project has now begun to digitise all of the historical records and make them accessible. From 2009 there will

be a phased release of the 1911 census online. This was the first census where the householder's schedule has remained the master entry, rather than the enumerator's notes, so researchers will be able, in most cases, to view the actual handwriting when looking at the census entries.

Scotland Online, who will be responsible for the digitising of all the records, helped launch ScotlandsPeople, the official government source of genealogical data for Scotland, in partnership with the General Register Office for Scotland. ScotlandsPeople has almost 50 million pages of Scottish historical records and is currently one of the largest single information resources on the web with more than 500,000 registered users. The site can be accessed at <http://www.scotlandspeople.gov.uk/>.

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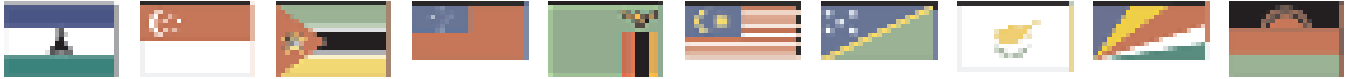
### 'Your Archives' is opened by the UK National Archives(<http://yourarchives.nationalarchives.gov.uk>)

Your Archives is a new resource, which has recently been launched as part of The National Archives' online services. It is a virtual community of record users where people can share their knowledge of archival sources held by The National Archives and by other archives throughout the UK. Your Archives uses the technology pioneered by Wikipedia online encyclopaedia.

The content on Your Archives is contributed by users and is designed to offer information additional to that currently available. Users can contribute to Your Archives in numerous ways. They can edit pre-existing pages and submit articles about historical records held by The National Archives or elsewhere. Most articles in Your Archives contain links to the Catalogue and each article can be easily searched or browsed.

'Your Caribbean Heritage' gives an inside view of Caribbean history as learned through the Colonial Office records series held at The National Archives.

New resources such as 'Your Archives' are challenging the traditional methods of authorship, allowing for information sharing on a scale unheard of before and facilitating the 'democratisation' of history.



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## ACARM Listserve

ACARM-L is provided for the discussion of archival and records issues and interests of particular relevance to Commonwealth archivists and records managers.

To send a message to ACARM-L, address it to:

[acarm-l@mailman.srv.ualberta.ca](mailto:acarm-l@mailman.srv.ualberta.ca)

First established in 1984, ACARM is a professional organisation linking archivists, archival institutions and records managers across the Commonwealth. It has institutional and individual members in over 55 countries and territories of the Commonwealth. For more information and membership details, please contact the Membership Secretary at the address below.

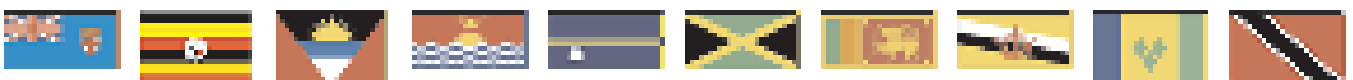
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