Pathway for Pacific National Archives to progress the Implementation of the UNESCO Recommendation concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form

DRAFT as at 5 November 2019

Background

A [PACIFIC Member States Action Plan](#) for the Implementation of the UNESCO Recommendation on Documentary Heritage was developed at a workshop held in Suva, Fiji on 6 September 2017. One of the actions was for MOWCAP to link the PARBICA toolkit to the UNESCO Recommendation so that there is a pathway for Pacific National Archives to influence the implementation of the Recommendation. Implementation of the UNESCO Recommendation is dependent on the actions of Governments, Memory Institutions and others, including MOWCAP and PARBICA.

The [PARBICA Recordkeeping for Good Governance Toolkit](#) was developed by Pacific recordkeepers and archivists. The result is a set of recordkeeping tools that are relevant for Pacific National Archives. The toolkit recognizes the importance of managing records well at the time they are created so that those with long-term value can be transferred to the National Archives as documentary heritage.

"Keeping Archives 3rd Edition" is published by the Australian Society of Archivists. It consists of a book and a CD-ROM and its main purpose is to be a practical manual for archivists. Many archivists in the Pacific have significant archival experience but work in low resource environments with limited access to training. MOWCAP recommends this book as a relevant resource for implementing the action plan.

The PARBICA Recordkeeping for Good Governance Toolkit and Keeping Archives together with other training such as that provided by MOWCAP and PARBICA will assist Pacific National Archives to progress the implementation of the Recommendation in Pacific countries.

MOWCAP in consultation with PARBICA has identified some resources which will be helpful for progressing specific requirements for the implementation of the Recommendation. They are suggestions only and are not a comprehensive list of resources.

In the following table the word Guideline refers to the PARBICA toolkit. The letters KA refer to "Keeping Archives"

1.Identification of Documentary Heritage

Requirement	Resource
1.1 establish selection and collection policies	- Guideline 2: Identifying Recordkeeping Requirements - Guideline 3: Model Recordkeeping Policy - Guideline 10: Starting an Appraisal Programme
1.1 establish preservation policies	- Guideline 3: Model Recordkeeping Policy - Guideline 18: Digital Preservation - Guideline 19: Implementing a Digital Recordkeeping Strategy - Preservation (KA chapter 4, chapter 16, chapter 17, chapter 18)
1.1 be guided by international standards	PARBICA to provide a list of international standards on the PARBICA website
1.2 policies should be developed in coordination with civil society	National Archives to develop policies in consultation with relevant in-country civil society
1.2 selection criteria should be non-discriminatory and clearly defined	- Guideline 3: Model Recordkeeping Policy - Guideline 4: Administrative Record Plan - Guideline 5: Adapting and Implementing the PARBICA Administrative Record Plan - Guideline 6: Developing and Implementing Record Plans for Core Business Functions - Guideline 7: Disposal Schedule for Common Administrative Functions - Guideline 8: Implementing the Disposal Schedule for Common Administrative Functions - Guideline 9: Adapting the Disposal Schedule for Common Administrative Functions
1.3 identify documentary heritage at risk	Guideline20: Developing a Disaster Preparedness Plan

	• Guideline 23: Identify Vital Records for Government Departments • Guideline 24: Assessing Significant Records in Government Holdings • Draw at risk documentary heritage to the attention of relevant funders
1.3 provide professional care	• Seek opportunities for professional training
1.4 identify and nominate significant documentary heritage to MoW registers	• MOWCAP guidelines provide guidance on nomination to the MOWCAP register • Take opportunities to attend MOWCAP workshops
1.5 develop training and capacity building schemes	• Guideline 1: Recordkeeping Capacity Checklist • Guideline 11: Training Pacific Island Government Officers in Using PARBICA's toolkit – Train the Trainer • PARBICA biennial conference, including workshops

2 Preservation of Documentary Heritage

Requirement	Resource
2.2 preservation tools for analogue documentary heritage	• Storage (KA chapter 3) • Preservation (KA chapter 4, chapter 16, chapter 17, chapter 18) • Guideline 15: Scanning Paper Records to Digital Records • Training at biennial PARBICA conferences
2.2 preservation tools for digital documentary heritage	• Retain analogue carriers where they have value • Guideline 12: Introduction to Digital Recordkeeping • Guideline 13: Digital Recordkeeping readiness Self-assessment Checklist for Organisations

	• Guideline 14: Digital Recordkeeping – Choosing the Best Strategy • Guideline 17: Managing Email • Guideline 18: Digital Preservation • Guideline 19: Implementing a Digital Recordkeeping Strategy
2.3 integrity, authenticity and reliability to be guiding principles	• Encourage the development of public records and archives legislation that is consistent with the UNESCO Recommendation
2.4 develop awareness raising and capacity building	• Distribute the Recordkeeping for Good Governance Toolkit brochure • Use MOWCAP guidelines to nominate documentary heritage to the MOWCAP register • Tours of the archives • ICA tools for Archives week • Exhibitions including travelling exhibitions • Presentations to community groups • Websites • Advocacy and Outreach (KA chapter 14)
2.4 training for documentary heritage professionals	• Train Pacific Island Government Officers to use the toolkit by using the "Train the Trainer module (Guideline11) • Take opportunities to attend PARBICA workshops • Take opportunities to attend MOWCAP workshops
2.7 ensure appropriate risk management practices	• Guideline 20: Developing a Disaster Preparedness Plan • Guideline 21: Developing a Disaster Response Plan • Guideline 22: Developing a Disaster Recovery Plan • Guideline 23: Identifying Vital Records for Government departments

	• Guideline 24: Assessing Significant records in Archival Holdings
2.8 link with professional organisations	• Pacific countries should be members of PARBICA • Pacific countries should have Memory of the World National Committees

3. Access to Documentary Heritage

Requirement	Resource
3.1 member states should have legislative frameworks	• Use the UNESCO Recommendation to provide advice on legislative frameworks
3.2 provide accurate and up to date catalogues and finding aids	• ICA-AtoM – Pacific pilot study needed. Examples of use of AtoM available here and development wiki available here • Managing the Archives (KA Section 2)
3.2 equitable access services	• Guideline 15: Scanning Paper Records to Digital Records • Access and Reference Services (KA chapter 11) • ICA Principles of Access to Archives
3.2 use international best practice standards	• PARBICA to ensure that relevant international standards are available to Pacific National Archivists
3.2 content should be structured, machine – readable and linkable	• Maintain awareness of linked open data initiatives including OpenGLAM
3.3 Support the development of outreach programmes	• Tours of the archives • ICA tools for Archives week • Exhibitions including travelling exhibitions • Presentations to community groups • Websites

	• Advocacy and Outreach (KA chapter 14)
3.5 restrictions on access should be clearly defined	• ICA Principles of Access to Archives
3.7 enhance visibility and accessibility through MoW	• MOWCAP workshops • MOWCAP register • MOWCAP Facebook page • MOWCAP Instagram • MOWCAP YouTube

4.Policy Measures

Requirement	Resource
4.2 encourage logical partnerships and cost sharing	• Membership of MOWCAP • Membership of PARBICA
4.3 private collections need adequate visibility	• Identify significant private collections and form relationships with owners and custodians
4.4 encourage new education and research	• Share successes and failures on the MOWCAP website, Facebook and Instagram pages • Share successes and failures at MOWCAP and PARBICA meetings
4.8 use open source software and standardised interfaces for managing digital documentary heritage	• ICA-AtoM – Pacific pilot study needed. Examples of use of AtoM available here and development wiki available here • Guideline16: Systems and Software Checklists (focus on recordkeeping)
4.9 monitor the status of MoW inscriptions	• Monitor the status of MoW Inscriptions
4.10 build synergies between MoW and other heritage programmes	• Form and maintain a relationship with relevant UNESCO National Commission • Membership of MOWCAP

5. National and International Cooperation

Requirement	Resource
5.1 support national and international cooperation	- Membership of MOWCAP and attendance at biennial meetings - Membership of PARBICA and attendance at biennial meetings - Share information on the PARBICA listserv - Share PARBICA products e.g. the toolkit
5.2 cooperation with international and professional associations	PARBICA membership
5.2 exchange documentary heritage when relevant to other countries	Exchange documentary heritage when relevant to other countries
5.6 establish national MoW committees and registers	Establish a National MoW Committee and register