

Draft MOWCAP Archives Policy

Introduction

This policy document states the purpose of the MOWCAP Archive, the collection policy and the processes for the management of the archive.

Purpose of the MOWCAP Archive

The MOWCAP Archive (the Archive) ensures that records of MOWCAP activities that document key MOWCAP decisions, discussions and events are collected, preserved and where appropriate made accessible so that MOWCAP has a record of its history including its decisions.

MOWCAP records will be stored in the Archive as soon as practical.

Authority

The Policy has been approved by the MOWCAP Bureau. Changes to the Policy must be approved by the Secretary-General after consultation with the MOWCAP Office. Changes should be reported to the MOWCAP Bureau.

Control of the MOWCAP Archive

The Archive is under the control of the MOWCAP Secretary-General or someone delegated by the Secretary-General.

Custody of the MOWCAP Archive

The hard copy Archive is located at the MOWCAP Office at the Asia Culutre Centre (ACC) in Gwangju, Republic of Korea and is owned by MOWCAP. The digital archive will be located in accounts owned by MOWCAP. Archives may be stored in Google Drive, Gmail or other appropriate storage as long as suitable backups are available.

The Archive must be easy to maintain and able to be managed by people who are not professional archivists.

General Roles and Responsibilities

- **Secretary-General**
 - accountable for ensuring that the Policy is implemented and that the archives are preserved and made accessible where appropriate
 - may delegate someone to assist with implementing the Policy
 - approves necessary changes to the Archives Policy
 - Informs the MOWCAP Bureau when a change is made to the Policy but does not need to inform the Bureau when there is a change to the categorisation
 - agrees the tasks that will be undertaken by the MOWCAP Office and the tasks that will be undertaken by MOWCAP relating to the Policy
 - ensures Google Drive and Gmail and any other storage are backed up on an ongoing basis. This may incur a small annual cost
 - Provides an annual report to the MOWCAP Bureau on the operation of the Policy

- **MOWCAP Office**
 - manages storage, preservation and access to hard copy documents consistent with the Policy
 - assists with the management of the digital archive

- **MOWCAP Bureau**
 - approves the Archives Policy
 - reviews the policy at each Bureau meeting

- **MOWCAP Stakeholders** (MOWCAP, Bureau Members, Special Advisors, RSC Members)
 - Provide documents as listed in the Policy

Archives Policy Statements

- **Collection and Acquisition**
 - Records listed in Appendix 1 should be available in the Archive
 - Acquisition of any material that does not fit the description of the records listed in Appendix 1 must have the approval of the Secretary-General

- **Access**
 - Archives that are 'open' will be available on the MOWCAP website wherever possible
 - Some archives may be restricted. Reasons for restrictions include privacy or the need to get permission from the creator of the document before providing access

Appendix 1 Content of the MOWCAP Archive

<u>Category</u>	<u>Access</u>	<u>Website</u>	<u>Hard copy</u>	<u>Digital Archive</u>
General Meetings				
• agenda	open	✓	✓	✓
• minutes	open	✓	✓	✓
• formal papers	open	✓	✓	✓
• RSC reports	restricted	X	✓	✓
• final submissions for nomination	open	✓	✓	✓
• copy of certificates of inscription	restricted	X	✓	✓
• images of inscriptions that can be used for general publicity	open	✓	✓	✓
• official communication	mixed	mixed	✓	✓
• photos/video – up to 20 from each event (criteria to be developed)	open	✓	✓ (if available)	✓

Category	Access	Website	Hard copy	Digital Archive
Bureau Meetings				
• minutes	open	✓	✓	✓
• agendas	open	✓	✓	✓
• formal papers	mixed (decided by Bureau)	mixed (decided by Bureau)	✓	✓
• official communication	mixed	mixed	✓	✓
• photos/video – up to 10 from each event (criteria to be developed)	open	✓	✓ (if available)	✓

Category	Access	Website	Hard copy	Digital Archive
RSC Meetings				
• nominations considered by RSC	mixed (access by request)	X	✓	✓
• formal correspondence with nominators (through MOWCAP gmail wherever possible)	restricted	X	mixed (gmail does not need to be printed)	✓
• annexes to the nominations	mixed (access by request)	mixed	✓	✓
• official communication	mixed	mixed	✓	✓
• Photos/video – up to 10 (criteria to be developed)	open	✓	✓ (if available))	✓

Note: At the time of developing this draft Policy the MoW Comprehensive Review was taking place and the Bureau will need to review the above when the review outcome is known

Category	Access	Website	Hard copy	Digital Archive
MOWCAP/ ACC/ MOWCAP Office Relationship				
• minutes of meetings	restricted	X	✓	✓
• formal agreements	open	✓	✓	✓
• workplans	open	✓	✓	✓
• project files (e.g. grants)	restricted	X	✓	✓
• official communication (not connected to other categories)	restricted	X	✓	✓
• other significant documents	mixed	mixed	✓	✓

Category	Access	Website	Hard copy	Digital Archive
General				
• significant general correspondence	restricted	X	✓	✓
• newsletters	open	✓	✓	✓
• communication with UNESCO Paris	restricted	X	✓	✓
• communication with National Commissions	restricted	X	✓	✓
• other official communication	restricted	X	✓	✓

Category	Access	Website	Hard copy	Digital Archive
MOWCAP guidelines, books and other publications				
• publications	open	✓	✓	✓
• formal agreements and correspondence	restricted	X	✓	✓
• workplans	restricted	X	✓	✓
• official communication	restricted	X	✓	✓

Category	Access	Website	Hard copy	Digital Archive
Workshops and seminars organised or supported by MOWCAP				
• presentations and papers	mixed	mixed	✓	✓
• documents provided to participants	mixed	mixed	✓	✓
• final reports	mixed	mixed	✓	✓
• photos / video – up to 10 of presenters and participants. Select some for publicity	mixed	mixed	✓	✓

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