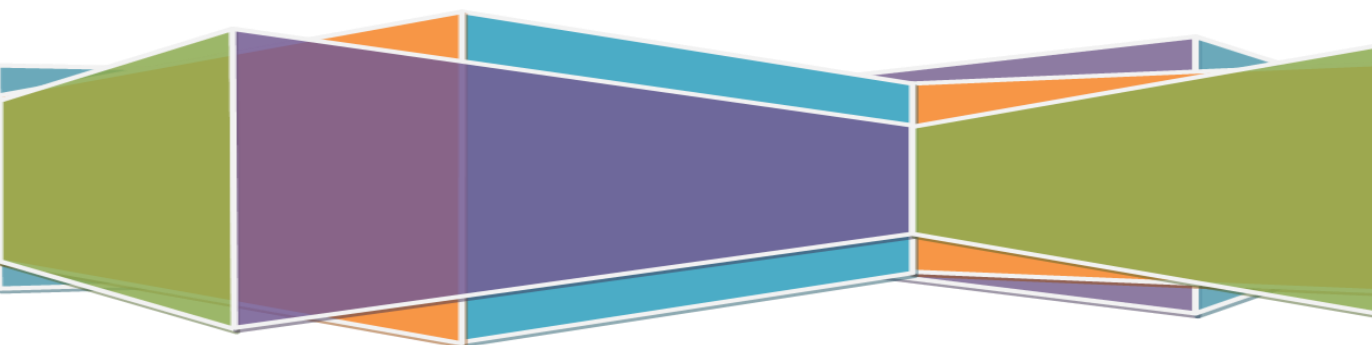Government of Samoa
Ministry of Education and Culture

NATIONAL ARCHIVES POLICY
2024-2029

National Archives Policy

2024 - 2029

MINISTRY OF EDUCATION AND CULTURE

> ***VISION***: *National Archives are safeguarded, preserved and promoted through innovative means, to ensure their accessibility in the future*

ACKNOWLEDGEMENT

This Policy is made possible through the collaborative efforts and support from the Ministry's key stakeholders and partners.

The National Archives Policy is one of the policy areas identified in the Samoa National Archives and Records Framework which provides guidance to records and archives management.

We acknowledge the trust and support of the Government of Samoa to the Ministry of Education and Culture through its National Archives and Records (NARA) Division to execute services to improve the preservation, safeguarding and access by everyone to their history.

We acknowledge the support of our Donor partners, the Government of New Zealand and Government of Australia through the Sector wide support.

We also acknowledge the valuable contribution and input by Afamasaga Dr Karoline Afamasaga Fuata'i in the development of this Policy.

LIST OF ACRONYMS

CARS	Common Administrative Retention Schedule
CoBP	Code of Best Practice
ICA	International Council on Archives
MEC	Ministry of Education and Culture
NAP	National Archives Policy
NARF	National Archives and Records Framework
NGOs	Non-Government Organizations
PARBICA	Pacific Regional Branch of International Council on Archives
UNESCO	United Nations Educational, Scientific and Cultural Organization

DEFINITIONS OF TERMS

Accessibility

Accessibility refers to the quality of being easy to obtain or use archival information.

Appraisal

Appraisal refers to the act of assessing archival records.

Archival materials

Archival materials refer to records or collections of historical materials or resources documenting the past like old newspapers, photos, books, music, cds, dvds, microfilms or documents.

Archives

The International Council on Archives ("ICA") defines archives as the documentary by-product of human activity retained for their long term value. They are contemporary records created by individuals and organizations as they go about their business and provide a direct window on past events. They can come in a wide range of format including written, photographic, moving image, sound, digital and analogue. Archives are held by public and private institutions around the world.

At risk

At risk refers to records exposed to harm or danger.

Authenticity

Authenticity refers to the quality of being authentic, that is, the quality is undisputedly original.

Code of Best Practice (CoBP)

A set of procedures and processes for best practices in recordkeeping and archives.

Custody

Custody refers to the post-custodial theory of archives which is the idea that archivists will no longer physically acquire and maintain records, but that they will provide management oversight for records that will remain in the custody of the record creators.

Digital

Digital refers to materials that are reformatted from analogue sources.

Digital preservation

Digital preservation is the active safekeeping of digital stored information.

Digitization

Digitization refers to the conversion of text, pictures, or sound into a digital form that can be processed by a computer.

Documentary Heritage

A Documentary Heritage is a fundamental inheritance of our culture and historical memory that must be transmitted to future generations in the best possible condition.

Good Governance

Good governance describes how public institutions conduct public affairs and manage public resources in the preferred way.

Longevity

Longevity refers to the prolonging life of an archival preservation document or

digital age of an image.

Manuscripts Manuscripts refer to old documents actually written by hand before books were made.

Metadata Metadata refers to a set of data that describes and gives information about other data.

Preservation Preservation refers to the action of preserving at risk archival records.

Public Entities[1] The Public Records Act 2011 defines Public Entities as any Court, Ministry, Department, Commission, Committee, Board, Corporation, Agency or any other organization of the Government of Samoa.

Researcher A researcher refers to a person who is involved in seeking out and extracting evidence from archival records.

Series Series are those file units or documents kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, maintenance, or use.

Safeguarding Safeguarding refers to protecting archival materials from harm or damage.

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[1] Public Records Act 2011

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FOREWORD

It gives me great pleasure to present this National Archives Policy 2024-2029. This Policy is specifically for all NARA staff, government ministries and public entities. It provides a roadmap on ways to preserve, store and access archival collections.

This policy provides strategic guidelines for the achievement of our key objectives that aim to improve preservation, safeguarding and access by everyone to their history.

The Public is not aware of the importance of these historical records in the National Archives however; this policy will provide an enabling environment where they can have easier access to these valuable information.

We promote preservation and accessibility by all and encourage researchers and students to use the facility and information available.

The implementation of this policy is crucial and needs the support of the NARA staff, government ministries and public entities.

Hon. Seu'ula Ioane Tuā'au
Minister of Education and Culture

1. INTRODUCTION

Samoa is a member of the International Council on Archives (ICA) and Pacific and Regional Branch of International Council on Archives (PABRICA). Archives are defined by ICA as the documentary by-product of human activity. They are contemporary records created by individuals and organisations for current viewing and they provide a direct window into past events. Archival materials can come in different formats including photographs, manuscripts, moving images, CDs, books, DVDs, and microfilms.

Safeguarding, preserving and storing archival materials are critical processes to ensure current and future generations are able to have a direct window of past events reflecting Samoa's heritage, culture and history.

The Public Records Act 2011 stipulates that the Archives are to provide for the custody, control, management, preservation, and use of Public Records. There is also a range of policies and procedures that relate to other aspects of archives from ICA and United Nations Educational, Scientific and Cultural Organization (UNESCO) and PARBICA.

The Code of Best Practice (CoBP) and Common Administrative Retention Schedule (CARS) are informed by international standards set by ICA, UNESCO and PARBICA. This National Archives Policy (NAP) is linked to Goal Two (2) of the National Archives and Records Framework (NARF) (see Appendix 1) namely, Safeguarding and Storing Archival Materials which focuses on storage, preservation, management and access restriction to archival materials.

2. PURPOSE

The main purpose of National Archives Policy (NAP) is to guide staff of NARA, government ministries and public entities to improve ways to safeguard and preserve archival materials and give guidance to the public who want to access these information.

3. GUIDING PRINCIPLES

The NAP is guided by the vision that *"National Archives are safeguarded, preserved and promoted through innovative means, to ensure their accessibility in the future." (National Archives and Recordkeeping Framework 2022-2032).*

It is also underpinned by the following guiding principles as stipulated in the NARF.

3.1 Participation

Enhance government ministries' and public entities' participation in safekeeping, preserving, and safeguarding of archival materials through good recordkeeping practices.

3.2 Rule of Law

Enhance alignment with the Public Records Act 2011, the CoBP, CARS, PARBRICA Toolkit, and the Universal Declaration on Archives.

3.3 Authenticity

Enhance the authenticity of a record by ensuring its original order/condition is preserved and maintained.

3.4 Relevance

Strengthen collaboration with government ministries and public entities to assure compliance with the Public Records Act 2011, CoBP and CARS.

3.5 Transparency

Enhance the transparency of NAP through distribution to all government ministries, public entities upon request and also available on Ministry of Education and Culture (MEC) Website.

3.6 Equity and Inclusiveness

Ensure access for all researchers and general public after authorization.

3.7 Effectiveness and efficiency

Ensure the implementation of NAP by NARA staff, government ministries and public entities.

3.8 Accountability

Ensure efficient retrieval of archival materials upon request.

3.9 Gender sensitivity

Assure equal accessibility of archival materials for all.

3.10 Sustainability

Strengthen the safeguarding of archival materials through complete adherence to standard procedures, processes and improve public awareness.

3.11 Partnerships and Collaboration

Encourage networking through collaboration and coordination with international partners, government ministries and public entities.

4. POLICY STATEMENTS

The NAP comprises two (2) policy statements which incorporate planned strategic directions that are essential to its successful implementation.

4.1   Safeguarding and preservation of archival materials

To improve safeguarding and preservation of archival materials:

Strategy 1: Develop guidelines, in collaboration with the Digitization Unit, to identify at risk archival documents for digitization.

Strategy 2: Conduct trainings and workshops to capacity build staff to safeguard and preserve archival materials.

Strategy 3: Review from time to time the CoBP and CARS to ensure their alignment with international recordkeeping standards (for safeguarding, preservation and storage) and suitability with the context of Samoa.

4.2   Public access to archival materials

To enhance public access to archival materials:

Strategy 1: Develop access guidelines, processes and procedures for researchers.

Strategy 2: Timely updates of manual and electronic item listing**.**

Strategy 3: Compile and create series and/or agency reports for all collections.

5. APPLICATION AND SCOPE

This policy applies to NARA, government ministries public entities, and researchers to access the archival collection.

The scope of information in this policy includes the collective historical documents or archival materials of the nation. These archival materials are selected, preserved and made available because of their permanent archival value within our community.

The NAP outlines functions of NARA in safeguarding and preserving archival materials. It is designed to guide staff in NARA, government ministries and public entities.

6. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Archives Unit is to safeguard, preserve and store archival materials. This section describes the collaborative responsibilities of the NARA staff.

6.1 Chief Executive Officer - MEC

- Ensures endorsement of this policy.
- Ensures that all staff in their organization know about and understand this policy.
- Ensures compliance by all users of this policy.
- Enforces disciplinary action against staff who do not comply with the policy.
- Monitors and evaluate the management of NARA staff performance.
- Authorizes and approves access to the archival collection.
- Authorizes request to take custody of government archives records.

6.2 ACEO - NARA

- Leads and monitors strategies and procedures to improve access and safeguarding of archives.
- Ensures all strategies and procedures take account of all laws, regulations and standards that apply to NARA.
- Supports CEO in ensuring compliance with this policy.
- Ensures research procedures and guidelines are complied with.
- Ensures that staffs receive adequate training and advice on archives.
- Conducts reviews of NAP.
- Leads and monitors implementation of Disaster Management Plan for Archives.
- Leads in organizing annual celebration for International Archives Day.

6.3   Principal Archives Officer

- Ensures that staffs understand and are compliant with this policy or any relevant procedure.
- Ensures availability of staff for training when required.
- Ensures that both manual item listing and database are updated regularly.
- Ensures archival resources are available.
- Develops Disaster Management Plan for Archives.
- Leads in conducting archival search.
- Ensures all storage rooms and archival collections are well maintained (pest free/clean).
- Compiles a comprehensive list of archival collections.
- Assists in organizing the preparations of our annual celebration for International Archives Day.
- Ensures space and shelves are available for transferred collection.
- Ensures files are cleaned and folio numbered.

6.4   Archives Unit staff must:

- Comply with the policy and any other archival procedures issued.
- Handle records with care so they are not lost, damaged or destroyed.
- Ensure procedures and processes are followed before access to records.
- Update manual and electronic item listing.
- Assist in conducting search.
- Assist in final check of transferred collection.
- Apply preservation to damaged documents.
- Clean and folio number files.
- Sort and box files.
- Assist in organizing the preparations of our annual celebration for International Archives Day.

6.5 Researcher must:

- Comply with NAP and other archive procedures.
- Obtain authorized access to records.
- Provide accurate information for search.
- Handle records with care.
- Acknowledge the source of archives and records. .
- Pay required service fees. .

7.   MONITORING, EVALUATION AND REPORTING

This policy aims to set out standards and procedures to be followed by NARA staff, government ministries and public entities staff who are working towards the preservation, safeguarding and access of archival collections in accordance with the Public Records Act 2011.

MEC through NARA is responsible for ensuring the implementation of the NAP by conducting regular Monitoring and Evaluation visits and follow-ups to ensure the achievement of indicators recorded in Appendix 5.

8. REFERENCES

1. Ministry of Education and Culture. (2008). *Code of Best of Practice 2008.*
2. Archives New Zealand. (2006). *Recordkeeping Resource Kit, 2 August 2006, Continuum.*
3. Ministry of Education and Culture. (2011). *Public Records Act 2011.*
4. Ministry of Education and Culture. (2008). *Common Administrative Retention Schedule*, *2008.*
5. Ministry of Finance. (2016). *Strategy for the Development of Samoa 2016/2017-2019/2020.*
6. PARBICA. (2009). *Recordkeeping for Good Governance Toolkit, 2009.*
7. National Archives of Australia website. *https://www.naa.gov.au*
8. National Archives of New Zealand website. *https://archives.govt.nz/*
9. International Council on Archives website. *https://www.ica.org/en*
10. Memory of the World Committee for Asia and the Pacific website. https://www.mowcapunesco.org
11. Universal Declaration on Archives website. https://www.ica.org/en/universal-declaration-archives

9. ENDORSEMENT

Certificate of Endorsement

Effective Date: _____

Review Year: _____

SIGNED AND APPROVE BY THE HONOURABLE MINISTER

_____   _____
HON. SEU'ULA IOANE TUĀ'AU   DATE

10. APPENDICES

Appendix 1: National Archives and Records Framework Structure

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                    ┌─────────────────────┐
                    │  Public Records Act │
                    │        2011         │
                    └─────────────────────┘
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                               ▼
                    ┌─────────────────────┐
                    │ NATIONAL ARCHIVES & │
                    │  RECORDS FRAMEWORK  │
                    └─────────────────────┘
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Goal 1: Record Keeping in Institutions	Goal 2: Safeguarding and Storing Archival Materials	Goal 3: Preserving of Digital Archival Materials
National Recordkeeping Policy	NATIONAL ARCHIVES POLICY	National Digitization Policy
Policy Statements • Integration • Legislation • Compliance	Policy Statements • Safeguarding and Preservation • Access	Policy Statements • Identification • Storage • Legislation • Digital Archives System

Appendix 2: Related Documents

RELATED DOCUMENTS	LEGISLATIVE & AUTHORITY	YEAR
Corporate Plan	Ministry of Education and Culture	2018/2019
Code of Best Practice	Ministry of Education and Culture	2007
Common Administration Retention Schedule	Ministry of Education and Culture	2007
Public Records Act	Ministry of Education and Culture	2011
PSC Act 2014	Public Service Commission	2014
Land & Titles Act	Ministry of Justice and Courts Administration	1981
Continuum Recordkeeping Standards	Archives New Zealand	2006
Public Administration Sector Plan	Public Service Commission	2020/2021
USP	University of the South Pacific	
PARBICA Toolkit	PARBICA/ICA	
Convention on the Protection of the World Cultural and Natural Heritage: monuments and sites 1972 (ratified in 2001)	UNESCO	1972
Convention on the Protection of the Underwater Cultural Heritage 2001 (not yet ratified)	UNESCO	2001
Model Law for the Protection of Traditional Knowledge and Expressions of Culture 2002	SPC, UNESCO, Council of Pacific Arts	2002
Samoa Antiquities Ordinance 1954	Ministry of the Prime Minister and Cabinet	1954
National Culture Policy	Ministry of Education and Culture	2019
National Curriculum Policy	Ministry of Education and Culture	2019
Convention for the Safeguarding of Intangible Cultural Heritage 2003	UNESCO & Ministry of Education and Culture	2003
UNESCO Convention for the Safeguarding of the Intangible Heritage 2003	UNESCO	2003
UNESCO Convention on the means of Prohibiting and Preventing the Illicit Import and Transfer of Ownership of Cultural Property 1970	UNESCO	1970

Appendix 3: Risk Management Plan

Risk/Activity	Risk Level	Implications	Mitigation Plan
Full understanding of NAP	Moderate to High	Inconsistency of understanding of NAP	Strengthen staff and the public awareness of NAP
Full understanding of Policies & Strategies	Moderate to High	Inconsistency of implementing the policy	Strengthen NARA understanding of policy contents
Monitoring	Moderate to High	Policy areas cannot be implemented in planned timeframe	Regular review of Strategies
NAP goals not achieved	High	Ineffective implementation of the policy	Review of NAP

Appendix 4: Implementation Plan

Phase	Action	Timeframe	Responsible Ministry/Organisation
Strategic Phase	Policy Formulation	Mar 2020 - July 2021	NARA & PPRD
Endorsement Phase to finalise NAP	On-going follow up	Aug 2021 – Dec 2023	MEC CORE, NPCC &Cabinet
Awareness Phase	Conduct workshops with key stakeholders	Jul – Dec 2024	NARA & PPRD
Implementation Phase	Implement Strategies	2024-2029	MEC & Stakeholders
Review Phase	Evaluate/Conduct review on the effectiveness of policy implementation.	2028 / 2029	MEC & Stakeholders

Appendix 5: Monitoring & Evaluation Framework

POLICY MONITORING & EVALUATION FRAMEWORK													
National Archives Policy 2024 - 2029													
SDG INDICATOR	SDS KEY OUTCOME	GOALS	STRATEGY	OUTCOME	INDICATOR	BASELINE DATA	Year 1 Target FY 24/25	Year 2 Target FY 25/26	Year 3 Target 26/27	Year 4 Target 27/28	Year 5 Target 28/29	MEANS OF VERFICATION	DIVISION
		Goal 2: Safeguarding and Storing Archival Materials	Improve safeguarding and preserving archival materials	Archive materials safeguarded and stored	Metal shelves for storage of archival materials purchased	205 (2013-2019) metal shelves	50 metal shelves 5% increase of baseline	50 metals shelves 5% increase	50 metal shelves 5% increase	50 metal shelves 5% increase	50 metal shelves 5% increase	AMP report	NARA
					Standardized archival boxes for keeping archival materials procured	200 archival boxes							
					Number of files Item Listed manually	35,000 files	5% increase of baseline	5% increase	5% increase	5% increase	5% increase	AMP report	NARA
					Number of files entered in Database (Metadata)	35,000 files	5% increase of baseline	5% increase	5% increase	5% increase	5% increase		
					Number of trainings conducted	4 Trainings (2019)	4	4	4	4	4		NARA
			Enhance public access to archival materials		Number of researchers requesting information from NARA	32 researchers (2019)	As required					AMP report	NARA
					Number of at risk archival boxes to	180 boxes (2019)	5% increase of	5% increase	5% increase	5% increase	5% increase	AMP report	NARA

					preserve before digitization.		baseline						
					Number of pages preserved before digital preservation	20,000 pages preserved (2019)	5% increase of baseline	5%	5%	5%	5%	AMP report	
			Strengthen existing legislation and policies		Date by which the Guidelines and procedures are reviewed to meet standards completed and implemented	NA		Decemb er 2024	Impleme ntation	Impleme ntation	Impleme ntation	AMP report	NARA