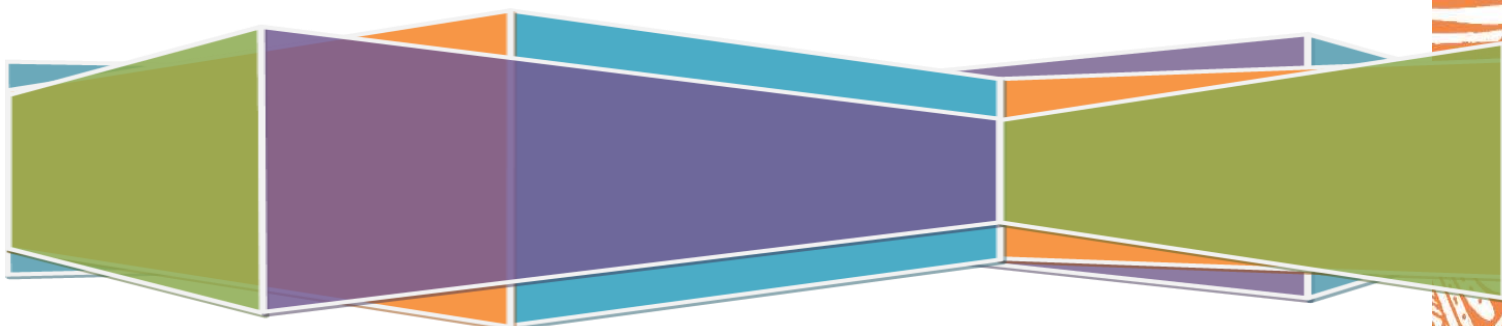




Government of Samoa  
Ministry of Education and Culture

# **NATIONAL DIGITIZATION POLICY 2024 - 2029**



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# National Digitization Policy

## 2024 - 2029

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MINISTRY OF EDUCATION AND CULTURE

***VISION:*** National Archives are safeguarded, preserved and promoted through digitization and 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 Digitization 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 establish procedures and processes for maintaining public records in digital format as another avenue of keeping records.

We acknowledge the financial support of our Donor Partners the Governments of New Zealand and Australia through our Education Sector.

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

## LIST OF ACRONYMS

CoBP	Code of Best Practice
CARS	Common Administrative Retention Schedule
ICA	International Council on Archives
MEC	Ministry of Education and Culture
MOW	Memory of the World
MOWCAP	Memory of the World Committee for Asia Pacific
NARA	National Archives and Records Authority
NARF	National Archives and Records Framework
NAP	National Archives Policy
NRP	National Recordkeeping Policy
PARBICA	Pacific Regional Branch of International Council on Archives
UNESCO	United Nations Educational, Scientific and Cultural Organisation

## DEFINITIONS OF TERMS

<b>Accessibility</b>	Accessibility refers to the quality of being easy to obtain or use archival information.
<b>Appraisal</b>	The process of evaluating records to determine which are to be retained as archives, which are to be kept for specified period and which are to be destroyed. This step is to precede a disposal decision.
<b>Archival materials</b>	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.
<b>Archives</b>	<ol style="list-style-type: none"><li>1. The records that are appraised as having continuing values. Traditionally the term has been described records no longer required for current use which have been selected for permanent preservation. Also referred to as permanent record.</li><li>2. A place (building/room/ storage area) where archival material is kept.</li><li>3. An organisation (or part of an organisation) responsible for appraising, acquiring, preserving and making available archival materials.</li></ol>
<b>Archivist</b>	A person responsible for management or administration of archives and/or records by appraising and identifying records of continuing value, by documenting and preserving archives in their content and enabling facilitating their continuous use.
<b>At risk</b>	At risk refers to records exposed to harm or danger.
<b>Authentic</b>	Authentic is defined “as of undisputed origin”.
<b>Authenticity</b>	Authenticity refers to the quality of being authentic, that is, the quality is undisputedly original.
<b>Bitstream<sup>1</sup></b>	A contiguous sequence of bits, representing a stream of data. In digital archiving, the “original bitstream” is the record in its original format.
<b>Bitstream preservation<sup>2</sup></b>	This approach involves maintaining the digital record in its original format. Bit preservation is ensured by having a number of independent copies of the digital record, regularly checking the integrity of the copies, and restoring the digital record where error is detected. The purpose of bit preservation is to ensure the continuing integrity of the digital record.

<b>Born-digital</b>	Records that originate in <i>digital</i> form or created and managed digitally.
<b>Code of Best Practice (CoBP)</b>	A set of procedures and processes for best practices in recordkeeping and archives.
<b>Digital archive</b>	A <b>digital archive</b> is similar in purpose to a physical <b>archive</b> , but the historical documents and objects that provide evidence of the past have been digitized (often by scanning or photography, unless a document was created digitally in the first place) and made available online.
<b>Digital</b>	Digital refers to materials that are reformatted from analogue sources.
<b>Digital preservation</b>	A series of managed activities undertaken to ensure continued access to digital materials for as long as necessary.
<b>Digital record</b>	A record that has been created in digital form that requires a combination of computer hardware and software to be read and understood.
<b>Digital assets</b>	A <b>digital asset</b> is anything that exists in a <b>digital</b> format and comes with the right to use. i.e photographs, videos, word documents, company branding and so on.
<b>Digitization</b>	Digitization refers to the conversion of text, pictures, or sound into a digital form that can be processed by a computer.
<b>Digitize</b>	To convert (pictures, text, or sound) into a digital form that can be processed by a computer ( <i>Oxford Dictionary</i> ).
<b>Documentary Heritage</b>	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.
<b>Good Governance</b>	Good governance describes how public institutions conduct public affairs and manage public resources in the preferred way.
<b>Integrity</b>	The quality of a record being whole and unaltered through loss, tampering or corruption.
<b>Longevity</b>	Longevity refers to the prolonging life of an archival preservation document or digital age of an image.
<b>Metadata</b>	Data describing context, content, and structure of records and their management through time.
<b>Preservation</b>	The process and operations in ensuring the technical and intellectual surviving of

authentic records through time.

<b>Public Entities<sup>1</sup></b>	The Public Records Act 2011 defines Public Entities as any Court, Ministry, Department, Commission, Committee, Board, Corporation, Agency or any other organisation of the Government of Samoa.
<b>Reborn digital</b>	Digitized or digitally reformatted copies of information that was originally in analogue form, for example paper documents, analogue audio visual recordings.
<b>Record<sup>2</sup></b>	Record means any document or other source of information compiled, recorded or stored in written form or on film, or by any form of electronic process, or in any other manner or by any other means for the purpose of documenting an event or circumstance, whether or not it is to be used for future reference.
<b>Record Keeper</b>	Any person who guards and keeps records in his/her control ( <i>Oxford Dictionary</i> ).
<b>Recordkeeping</b>	The creation and maintenance of complete accurate and reliable evidence of business transaction in the form of recorded information
<b>Safeguarding</b>	Safeguarding refers to protecting archival materials from harm or damage.

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<sup>1</sup>Public Records Act 2011

<sup>2</sup> ibid

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## FOREWORD



It gives me great pleasure to present the National Digitization Policy (NDP) 2024-2029.

Currently we are living in the information society where information itself has become essential for every aspect of our lives. It underpins our basic individual human rights, our economic prosperity and national security.

As many of the archival information in this digital age is conducted and born electronically, there is a need for efficient and effective management of the digitization process to ensure essential digital information is retained in a digital management system and provide access for government ministries, public entities and all users of archives and digital records.

The Ministry is committed to implementing the NDP to guide the preservation of digital records to ensure their authenticity, availability and accessibility over time.

The collaboration and participation of government ministries and public entities in the Records Task Force both raises awareness and develops expertise knowledge in digital information across our country in capturing, preserving and managing of digital information for current and future use.

The growth of technology today on diverse media formats significantly impact on digitization. The NDP conveys a positive outlook for government ministries, public entities, and other international partners to implement a robust, accountable and free of corruption digital system, to ensure best practices in the management, and preservation of digitized archives.

All of these expectations, particularly in the digital age, are secured by open and transparent access to government information.



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

## 1. INTRODUCTION

The NDP recognises the value of digital archives and roles it plays in the record keeping process. The policy encourages the digitization ethics to adapt and relate the necessary procedures to create high quality digitized records across government ministries and public entities. The NDP is linked to the National Archives and Records Framework (NARF) under Goal 3: Preserving of Digital Archival Materials and supported by four key policy areas, namely, Identification, Storage, Legislation and Systems (see Appendix 1). The NDP is committed to meet standards as stipulated in the International Digitization Standards, Universal Declaration of Archives, ISO 15489, Public Records Act 2011, and NARF. NDP also has commitment towards its key international and regional partners such as the Pacific Regional Branch of International Council on Archives (PARBICA), the Code of Best Practice (CoBP) and Common Administrative Retention Schedule (CARS).

Compliance with the mandatory requirements of this Policy will enable ministries and public entities to meet their obligations and manage the classification and submission of original records of archival values. Ministries and public entities are legally responsible for ensuring that they create full and accurate records of their activities, and that these records are maintained over time for subsequent reference and preservation for future use. The NDP primarily aims to provide understanding about the management of the digitization processes at the National Archives and Records Authority (NARA). It will also guide and provide archives staff with practical advice on matters pertaining to digital preservation and strategies to address emerging issues. Furthermore, NDP will also assist staff in ways to preserve digital information for long-term access and high-quality storage capacity for archives.

The Digitization unit oversees the preservation of archival materials to be digitized, preserved and managed for all records of archival values that are stored at the NARA office.

Compliance with the NDP will ensure the following benefits to the Ministries and Public Entities:

- Capacity of more than one person to access the images concurrently;
- Distribution over networks enabling access from multiple locations;
- Capacity to distribute images in a structured workflow;
- Provision of a protected and secured master image; and
- Potential to reduce physical storage space occupied by hard copy records.

## 2. PURPOSE

The main purpose of the NDP is to establish procedures and processes for maintaining public records in digital format only. NDP sets out the mandatory requirements for digitization processes and best practice in addressing the following broad areas for digitized records:

- Their reliability and authenticity and hence their trustworthiness and administrative legality;
- Their accessibility as required;
- Their creation for long term retention; and
- The management of original source records following digitization.

The NDP will also provide direction for digitization activity in NARA, government ministries and public entities through a 6 step process as follows:

1. Identify at risk collection to digitize;
2. Create Image Tracking Sheets (ITS) for each file selected;
3. Proceed with Captured process;
4. Edit and Crop process;
5. Inspect the quality assurance and quality control of high image resolution processes and export for storage; and
6. Transfer processes for captured images to Network Attached Storage (NAS) for editing and maintenance process.

The NDP intends to uphold the integrity of digital records from their original creation to end processes as bitstream preservation without any alteration to a record. NDP provides guidelines on digitization of specific collections through collaboration with government ministries and public entities upon request.

## 3. GUIDING PRINCIPLES

The NDP 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 Framework 2022 - 2032)*

### 3.1 Participation

Enhance government ministries and public entities participation in safe keeping, preserving and safeguarding of archival records through digital preservation.

### 3.2 Rule of Law

Enhance alignment with the Universal Declaration on Archives (ISO-15489), PARBICA Toolkit, Public Records Act 2011, the CoBP, CARS, and NARF.

### ***3.3 Authenticity***

Ensure the authenticity of archival documents by digitizing its original order.

### ***3.4 Relevance***

Strengthen collaboration with government ministries and public entities to assure consistency with CoBP and CARS.

### ***3.5 Transparency***

Enhance the transparency of NDP through distribution to all government ministries and public entities upon request and also available on MEC Website.

### ***3.6 Equity and Inclusiveness***

Ensure access for all researchers and general public after compliance with processes and depending on eligibility to view digital records.

### ***3.7 Effectiveness and Efficiency***

Ensure the monitoring, evaluation and review of the implementation of NDP by NARA, government ministries and public entities.

### ***3.8 Accountability***

Ensure efficient retrieval of archival digitized documents.

### ***3.9 Gender Sensitivity***

Assure equal accessibility of digital archival document for all.

### ***3.10 Sustainability***

Strengthen the safeguarding of digital archival materials through adhering to international digitization standards.

### ***3.11 Partnerships and Collaboration***

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

## 4. POLICY STATEMENTS

The explosion of modern developments with digital technology has changed the archival concept in the way we address, improve and strengthen the preservation of digital assets in NARA. These changes also reinforce the digitization's role in developing best practices in the creation and guidance for the present and future support and management of digital archives.

The NDP contains 4 policy statements and strategic directions for its successful implementation.

### *4.1 Identification of at risk archival materials*

**To identify and digitize at risk archival materials:**

**Strategy 1:** Develop guidelines in collaboration with the Archives Unit to identify at risk archival materials to be digitized.

**Strategy 2:** Digitize and store digital archival materials.

**Strategy 3:** Conduct digitization trainings and workshops to capacity build staff.

### *4.2 Storage capacity for digital materials*

**To provide efficient storage capacity for digital materials using offsite storage:**

**Strategy 1:** Identify, procure and install digital archive equipment in partnership with ICT.

**Strategy 2:** Collaborate with international organizations to provide advice and recommendations for digitization developments and storage.

**Strategy 3:** Establish secured offsite storage for digital materials.

### *4.3 Legislation and policies on digitization*

**To strengthen existing legislation and policies to be inclusive of Digitization:**

**Strategy 1:** Develop guidelines and procedures to meet international digitization standards.

**Strategy 2:** Develop regulations and amendments of the Act to address issues of the digital era.

### *4.4 Digital archives system*

**To develop a standard digital archive system and access:**

**Strategy 1:** Identify, procure and install a digital access system in collaboration with ICT.

**Strategy 2:** Develop guidelines and procedures for digital access.

**Strategy 3:** Develop and establish a backup system.

## 5. APPLICATION AND SCOPE

The NDP applies to all government ministries, public entities, NARA staff, record managers, record keepers, paper conservation staff, information technology staff, and all other related users of archives and digital records.

The scope of the NDP covers a variety of archival information in the transitional process, from the original order to the creation of digital records that defines born and reborn digital records. The discovery, usage, and managing of metadata in digital records is ensured because of the existence of good records management over time.

The NDP provides useful information about digitization for the wider community and the future of digital archives. The cultural characteristic of our archive collection has a sensitivity ownership which requires NARA to have clearly defined guidelines for access to the system that are inclusive for all users.

## 6. ROLES AND RESPONSIBILITIES

This section describes key responsibilities and clarifies the contributing roles and responsibilities of the CEO, ACEO, Principal Digitization, Digitization Staff, Principal Archives, Paper Conservation Officer, ICT personnel, Record Managers, Record keepers, Public Entity-Record Officer and Researchers in implementing the NDP.

### 6.1 *Chief Executive Officer*

- Ensures endorsement of the NDP.
- Monitors the promotion of NDP to all stakeholders.
- Enforces disciplinary action against non-compliance.
- Monitors and evaluates the management of NARA staff performance.
- Authorises and approves access to digital collection.

### 6.2 *ACEO*

- Leads and monitors the implementation of strategies and procedures.
- Ensures NARA staff complies with this policy.
- Ensures adequate digitization trainings are provided.
- Regularly review NDP.
- Ensures establishment and implementation of a backup system.

### 6.3 *Principal Digitization*

- Conducts awareness for NDP.
- Implements NDP.
- Recommends and conducts trainings for staff.
- Develops and conducts trainings on Disaster Management Plan for Digitization
- Develops a digitization back up strategy and system.
- Quality Control/Quality Assures and transfers captured images.
- Conducts search on digital archives
- Researches and advises on procurement of digitization equipment.
- Conducts review and retrieval of digital images.
- Develops guidelines and procedures for digitization.
- Assists in providing digital images for International Archives Day celebration.

### 6.4 *Digitization staffs*

- Ensure compliance with NDP and other digitization procedures.
- Assist in developing Disaster Management plan.
- Assist in developing of digitization back up strategy.
- Ensure that archival documents are handled with care at all times.
- Conduct Image tracking sheets process.
- Conduct capture of images.
- Assist in digital search.
- Advise on the procurement of digitization equipment
- Assist in providing digital images for International Archives Day celebration.

### 6.5 *ICT Personnel*

- Assist and provide advice for digital storage management.
- Assist and provide advice for digital search and access system.
- Assist in all ICT back up support services.

### 6.6 *Record Managers / Record keepers*

- Comply with NDP and other digitization procedures.
- Ensure procedures and processes are followed before access to records.
- Ensure records in safe keeping stage.
- Ensure basic preservation practice on e-records.
- Develop emergency plans on e-records.

### 6.7 Researchers

- Comply with NDP and other digitization procedures.
- Ensure authorized access to records.
- Ensure to provide accurate information for search.
- Handle records with care.
- Ensure acknowledgement of source.
- Ensure required service fees are paid.

## 7. MONITORING, EVALUATION & REPORTING

This policy is designed specifically to set out standards and procedures to be followed by NARA staff and key stakeholders working towards the preservation and managing of digital archives as stipulated under the Public records Act 2011.

The responsible officer at the NARA, government ministries and public entities will regularly monitor and act in compliance with the NDP and report any non-compliance to the National Steering Committee.

The assessment and reporting is further elaborated in Appendix 2, 3, and 4.



## 8. REFERENCES

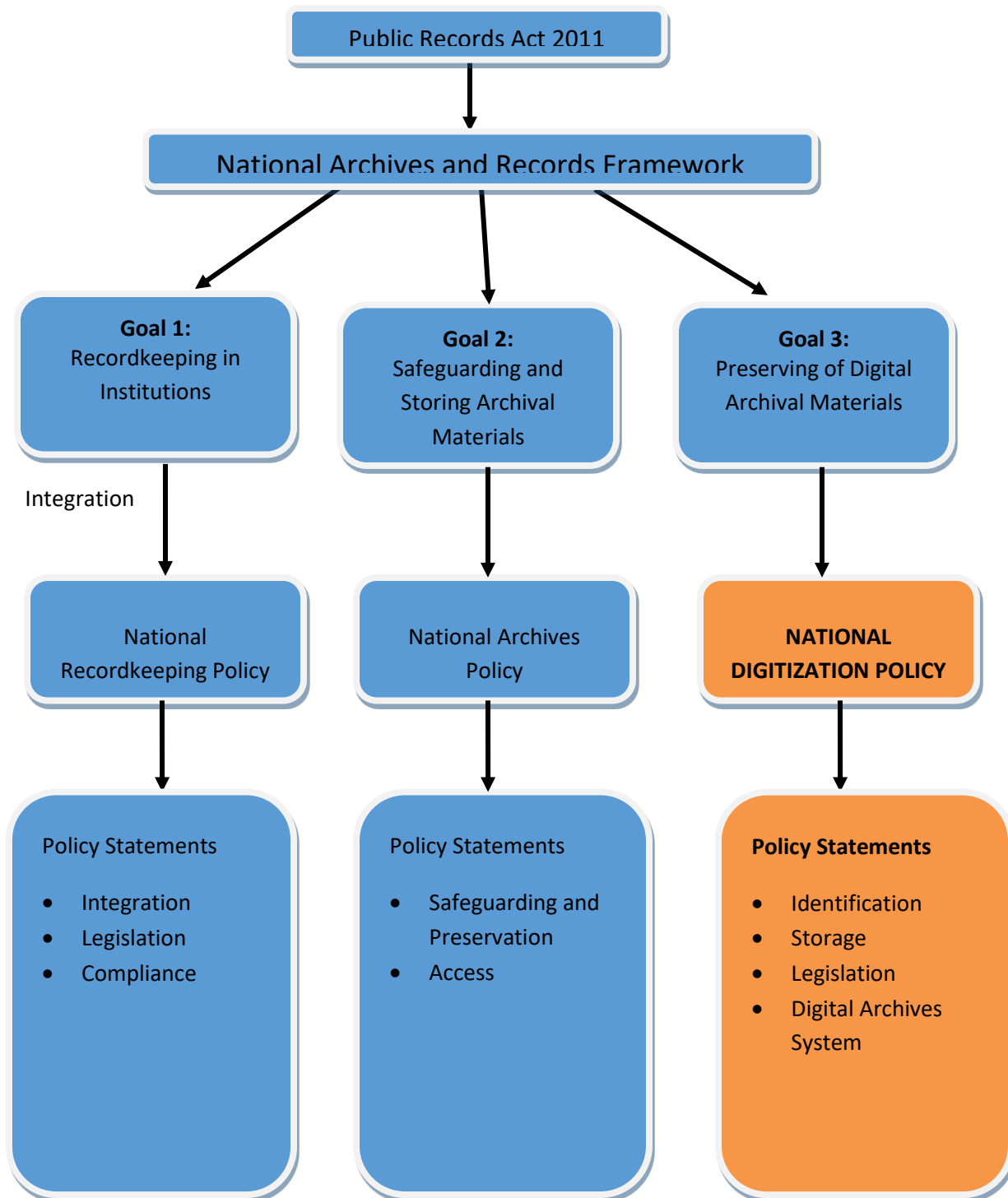
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## 9. ENDORSEMENT

	
<b>Certificate of Endorsement</b>	
Effective Date: _____	
Review Year: _____	
<b>SIGNED AND APPROVE BY THE HONOURABLE MINISTER</b>	
	
_____ HON. SEU'ULA IOANE TUĀ'AU	_____ DATE

## 10. APPENDICES

### Appendix 1: National Archives and Records Framework Structure



## Appendix 2: NDP Risk Management Plan

<b>Risk/Activity</b>	<b>Risk Level</b>	<b>Implications</b>	<b>Mitigation Plan</b>
Full understanding of NDP	Moderate to High	Inconsistency of understanding of the NDP	Strengthen stakeholder awareness of NDP
Full understanding of Policies & Strategies	Moderate to High	Inconsistency of implementing the policy	Conduct awareness workshops in collaboration with stakeholders to enhance understanding of policy contents.
Monitoring	Moderate to High	Policy areas cannot be implemented in planned timeframe.	Regular review of Strategies.
NDP goals not achieved	High	Ineffective implementation of the policy.	Stakeholder consultation to address implementation issues. Review of NDP.

## Appendix 3: Implementation Plan

<b>Phase</b>	<b>Action</b>	<b>Timeframe</b>	<b>Responsible Ministry/Organisation</b>
Strategic Phase	Framework and Policy Formulation	Mar 2020 – July 2021	NARA& PPRD
Endorsement Phase to finalise NDP	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 4: Monitoring and Evaluation Framework

FRAMEWORK MONITORING & EVALUATION FRAMEWORK													
National Digitization Policy (NDP) 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 FY 26/27	Year 4 Target FY 27/28	Year 5 Target FY 28/29	MEANS OF VERIFICATION	DIVISION
		Goal 3: Preserving Digital Archival Materials	Identify and Digitized at risk archival materials	To Capture high quality of digital archive materials.	Number of archival boxes digitized.	2019/13 Boxes	13 Boxes	13 Boxes	13 boxes	13 boxes	13 boxes	AMP Report	NARA
				Create high resolution for digital images	Number of images processed	2019/1200 images	1200 images	1200 images	1200 images	1200 images	1200 images	AMP Report	NARA
				Secure storage of digital archival materials	Number of images stored	2019/1200 images	1200 images	1200 images	1200 images	1200 images	1200 images	AMP Report	NARA
				Conduct trainings for digitization	Number of trainings conducted	2019/1 training/quarterly	1 training	1 training	1 training	1 training	1 training	AMP Report	NARA
			Provide efficient storage capacity for digital materials	Digital archive materials are safeguarded and <b>accessible</b>	Number of Hardware storage capacity provided	2019/1 NAS hardware storage	1 NAS storage	2 NAS storage			2 NAS storage	AMP Report	NARA

			Strengthen existing legislation and policies		Date by which the Guidelines and procedures to meet standards completed and implemented	N/A	Consultations and designing phase	Development phase	Finalization and endorsement phase	Implementation	Implementation	AMP Report	NARA
			Develop a standard Digital archives system and provide access	Digital Archives System in place	Date by which guidelines and procedures for digital access is completed	N/A	Designing phase	Development and endorse by June 2023	Implementation	Implementation	Implementation	AMP Report	NARA