

**Government of Samoa
Ministry of Education and Culture**

NATIONAL ARCHIVES AND RECORDS FRAMEWORK

2024 - 2034



National Archives and Records Framework

2024 – 2034

MINISTRY OF EDUCATION AND CULTURE

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

LIST OF ACRONYMS

AG	Attorney General
CoBP	Code of Best Practice
CARS	Common Administrative Retention Schedule
CBS	Central Bank of Samoa
EFKS	Ekalesia Faapotopotoga Kerisiano i Samoa
EPC	Electric Power Corporation
ICA	International Council on Archives
LA	Legislative Assembly
LTA	Land Transport Authority
MEC	Ministry of Education and Culture
MCIL	Ministry of Commerce, Industry and Labour
MCIT	Ministry of Communication and Information Technology
MFAT	Ministry of Foreign Affairs and Trade
MJCA	Ministry of Justice and Courts Administration
MOF	Ministry of Finance
MOP	Ministry of Police
MOW	Memory of the World
MOWCAP	Memory of the World Committee for Asia Pacific
MNRE	Ministry of Natural Resources and Environment
MAFF	Ministry of Agriculture, Forestry & Fisheries
MOH	Ministry of Health
MFR	Ministry for Revenue
MPMC	Ministry of the Prime Minister and Cabinet
MWCSD	Ministry of Women, Community and Social Development
MWTI	Ministry of Works, Transport and Infrastructure
NARA	National Archives and Records Authority
NARF	National Archives and Records Framework
NGOs	Non-Governmental Organisations
NUS	National University of Samoa
OEC	Office of the Electoral Commission
PARBICA	Pacific Regional Branch of International Council on Archives
PASP	Public Administration Sector Plan
PIMA	Pacific Islands Museums Association
PSC	Public Service Commission
SAA	Samoa Airport Authority
SBS	Samoa Bureau of Statistics
SHC	Samoa Housing Corporation
SLC	Samoa Land Corporation
SLRC	Samoa Law Reform Commission
SOE	State Owned Enterprises
SPREP	South Pacific Regional Environment Program
SPA	Samoa Ports Authority

SPCS	Samoa Prison and Corrections Services
SQA	Samoa Qualifications Authority
SSC	Samoa Shipping Corporation
SSS	Samoa Shipping Services
STA	Samoa Tourism Authority
SWA	Samoa Water Authority
UNESCO	United Nations Educational, Scientific and Cultural Organisation

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.
Archivist	An archivist is a person who maintains and is in charge of archives.
At risk	At risk refers to records exposed to harm or danger.
Authentic	Authentic is defined “as of undisputed origin”
Authenticity	Authenticity refers to the quality of being authentic, that is, the quality is undisputedly original.
Born-digital	Born-digital refers to materials that originate in a <i>digital</i> form.
Code of Best Practice (CoBP)	A set of procedures and processes for best practices in recordkeeping and archives.
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.
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 Entities¹	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.
Record²	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.
Recordkeeping	The process of keeping records from creating, identifying, appraising, collecting, salvaging whether it is current (records), old (archives) or at risk (digitisation).
Safeguarding	Safeguarding refers to protecting archival materials from harm or damage.
Salvage	refers to saving a shattered record from being destroyed.

¹ Public Records Act 2011

² *ibid*

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FOREWORD



Archives are witnesses to the past. They provide evidence, explanation and justification both for past actions and current decisions.

Archives are not just for storage of information relevant to our future. It enables society to undertake a wide range of roles to allow communities to flourish through research and education, entertainment and leisure, and also protection of human rights and identity.

Documents that have been categorised as “Archives” are unique and, contemporaneous records. This Framework prioritises the importance of good recordkeeping and good governance.

This Framework highlights the key responsibilities and contributing roles of various stakeholders in implementing and achieving the goals and policy areas therein.

The Ministry of Education and Culture recognises the contribution of all Government Ministries, local authorities, civil society organisations, and the private sector towards the development of this Framework.

I therefore call upon all stakeholders to operate within this Framework to ensure the development of Archives and Records for sustainable development of Samoa as a whole.

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

1. INTRODUCTION

The National Archives is mandated under the Public Records Act 2011. The Act provided the purpose and requirements for records to be kept. In 2014, the Ministry of Education and Culture created the National Archives and Records Authority (NARA). The main function of NARA is to provide custody, control, management, preservation, and use of Public Records.

The National Archives and Records Framework (NARF) provides a broad set of goals and policy areas to clarify the effective coordination and management of processes in collecting, preserving, maintaining, and making accessible public records.

The Framework therefore ensures that relevant documents relating to Samoa's heritage, cultures and history are preserved for future use. As a Member of the International Council on Archives (ICA) and Pacific Regional Branch of International Council on Archives (PAPRBICA), the Code of Best Practice (CoBP) and Common Administrative Retention Schedule (CARS), are aligned with archival international standards.

Archives and records provide evidence and records of past events for research purposes. Well-managed archives and records are the means by which a country can understand the **WHO, WHEN, WHERE, HOW, and WHY** a record was created and identified to be deposited as an archive.

This Framework has three Goals and three Policy Areas, namely Recordkeeping, Archives and Digitization.

2. GLOBAL COMMITMENT

The NARF is important not only in providing guidance for good governance (in terms of managing records and safeguarding archives) but as well, through its goals and policy areas, supporting strategies for best practices to ensure alignment with international archival standards.

The National Archives and Records Authority is an active member for the following organisations:

- ***International Council on Archives (ICA).***

The ICA is dedicated to the effective management of records and the preservation, care and use of the world's archival heritage through its membership representation of (records and archives) professionals from across the globe.

- ***Pacific Regional Branch International Council on Archives (PARBICA).***

The Recordkeeping for Good Governance Toolkit (the Toolkit) was produced by PARBICA for Pacific archivists to better equip government agencies across the Pacific to improve the state of recordkeeping within their administration. The NARA has benefitted from the various guidelines in the Toolkit which

informed the development of Samoa's own CoBP, to ensure consistency of recordkeeping for all government ministries and public entities.

- ***Memory of the World in the Pacific/Memory of the World Committee for Asia Pacific (MOWCAP).***

The Memory of the World Programme is an international programme aimed at safeguarding, preserving and facilitating access to and the use of documentary heritage. UNESCO launched the Programme in 1992. The Programme includes the inscription of significant documentary heritage in national, regional and international registers.

- ***UNESCO Universal Declaration on Archives.***

The UNESCO Universal Declaration on Archives is an important step in improving, understanding and raising awareness of archives amongst the general public and key decision makers. It is a powerful statement of relevancy of archives in modern society.

The Declaration:

- ***Defines*** archives to include all recorded decisions, actions and memories in all formats including paper, digitals and audio visuals.
- ***Recognises*** the uniqueness of archives in the way they provide authentic evidence of human actions.
- ***Emphasises*** the key roles of archives in ensuring administrative transparency and democratic accountability.
- ***Supports*** democracy and human rights and preserves collective social memory.
- ***Explains*** the roles of archivists as skilled professionals who care for archives and provide access to them.
- ***Highlights*** the key requirements for good archival management.

All global and regional commitments are reflected in the Public Record Act 2011 which mandates the work of NARA.

3. OBJECTIVES

This NARF provides guidance on the importance of prioritising good recordkeeping for good governance. Collectively, records from government ministries and public entities represent the recorded history of Samoa. Therefore NARF is designed to assist government ministries and public entities understand their record keeping and archives management responsibilities and practices to meet their obligations under the Public Records Act 2011.

The main objectives of NARF are therefore to:

- Provide a principle based approach to records and archives management;
- Establish a logical structure and hierarchy of goals and policy areas to inform the development of strategies, procedures and code of best practice in record keeping and archives administrations; and
- Facilitate policy implementation and the monitoring, reviewing and evaluation of policy practices in records and archives management by all government ministries and public entities.

4. GUIDING PRINCIPLES

The following principles provide guidance for all record managers for the implementation of the NARF in their respective government ministries and public entities.

4.1 Participation

Enhance government ministries' and public entities' participation in safe keeping, preserving, and safeguarding of records and archives through good recordkeeping practices or system.

4.2 Rule of Law

Enhance alignment with the Public Records Act 2011, the Code of Best Practice, Common Administrative Retention Schedule, PARBICA Toolkit document, and the Universal Declaration on Archives.

4.3 Authenticity

Enhance the authenticity of a record by ensuring its original condition is preserved and maintained for ease of accessibility.

4.4 Relevance

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

4.5 Transparency

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

4.6 Equity and Inclusiveness

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

4.7 Effectiveness and efficiency

Strengthen the monitoring, evaluation and review of the implementation of NARF by government and public entities.

4.8 Accountability

Ensure efficient retrieval of a significant or historical archival record for decision making, indicative of an effective system.

4.9 Gender Sensitivity

Assure equal accessibility of archival materials for all despite their gender.

4.10 Sustainability

Strengthen the management of records and safeguarding of archival materials through complete adherence to archival procedures and processes and improve public awareness through international recognition days including staff capacity building and succession planning through archival training.

4.11 Partnerships and Collaboration

Encourage networking in collaboration and coordination with international development partners and across government sectors, the private sector and our communities.

5. GOALS

This Framework endeavours to improve and strengthen the management of records and archives by specifically addressing the identification, collection and storage of records including their classification into types depending on their condition, age and long term value as encapsulated by the following three goals:

5.1 Recordkeeping in Institutions.

5.2 Safeguarding and Storing Archival Materials.

5.3 Preserving of Digital Archival Materials.

6. POLICY AREAS

This section describes the policy areas for each of the three (3) goals from the previous section to ensure these strategic outcomes are achieved successfully.

6.1 Goal 1: Recordkeeping in Institutions

Good recordkeeping practices that align with the CoBP within institutions are critical for good governance. This goal consists of three policy areas which incorporates planned strategic directions to achieve its outcomes.

National Recordkeeping Policy Areas

To monitor, appraise, salvage and identify archival records for transfer to NARA, the following policy areas should be enforced:

- **Integration:** Integrate Documentary Heritage (Memory of the World) into the National Planning Framework.
- **Legislation:** Enforce the Public Records Act 2011 through the establishment of a National Committee and development of regulations and amendments of the Act.
- **Compliance:** Ensure safeguarding, filing, classifying, storing records, and accessing them are in compliance with CoBP and CARS.

6.2 Goal 2: Safeguarding and Storing of Archival Materials

Archives are records that are no longer required for current use but have been selected for permanent preservation because of their evidential or informational value. They can come in a wide range of format including written, photographic, moving image, sound, digital, and analogue. This

goal consists of two policy areas which incorporate planned strategic directions to achieve its outcomes.

National Archives Policy Areas

To provide for the storage, preservation and management of, and access restriction to, archival materials in accordance with the provisions of the Public Records Act 2011, the following policy areas will be enforced:

- **Safeguarding and Preservation:** Improve safeguarding and preservation of archival materials.
- **Access:** Regulate public access to archival materials.

6.3 Goal 3: Preserving of Digital Archival Materials

Digitisation is a process required to increasingly manage information in digital form. It is one of the important techniques used in archives to preserve unique archival materials. This is to ensure continuous accessibility to digitized archival materials for as long as necessary. This goal consists of four policy areas which incorporate planned strategic directions to achieve its outcomes:

National Digitization Policy Areas

To identify, digitize, preserve, and provide access to digital records of enduring value, the following policy areas will be enforced:

- **Identification:** Identify and Digitize at risk archival materials.
- **Storage:** Provide efficient Storage Capacity for digital materials using offsite storage.
- **Legislation:** Strengthen existing legislation and policies to be inclusive of digitization.
- **Digital archives system:** Develop a standard digital archive system and regulate access.

7. IMPLEMENTATION AND IMPLEMENTERS

- A. The National Archives and Records Authority has future plans to be established independently as a public entity in accordance with the Public Records Act 2011.
- B. This section contains the collaborative responsibilities of key stakeholders to achieve the three strategic goals and policy outcomes as mentioned in the previous section (section 6) of this Framework.

7.1 Goal 1: Recordkeeping in Institutions

The following are the policy areas and strategies for Goal 1:

7.1.1 Integration: Integrate Documentary Heritage (Memory of the World) into the National Planning Framework.

- MEC will consult with government ministries and public entities to include Documentary Heritage in the Strategy for the Development of Samoa (SDS).

7.1.2 Legislation: Enforce Public Records Act 2011 through the establishment of a National Committee and development of regulations and amendments of the Act.

- Government ministries and public entities will continue to enforce responsibilities and obligations to align with the Public Records Act 2011.
- MEC will establish a National Committee on Recordkeeping after consultations with government ministries and public entities.

7.1.3 Compliance: Ensure safeguarding, filing, classification, and storing of and access to records in compliance with COBP and CARS.

- MEC to identify most at risk archival collection to be transferred to NARA.

7.2 Goal 2. Safeguarding and Storing Archival Materials

The following are policy areas and strategies for Goal 2:

7.2.1 Safeguarding and Preservation: Improve safeguarding and preservation of archival materials.

- MEC to enforce the International standards for prolonging life of archival materials.

7.2.2 Access: Regulate public access to archival materials.

- MEC will develop access eligibility and restrictions of archives and access policy for the public to ensure longevity and protection of archives.

7.3 Goal 3: Preserving of Digital Archival Materials

The following are policy areas and strategies for Goal 3:

7.3.1 Identification: Identify and Digitize at risk archival materials.

- MEC to identify and assess enduring archival materials for digitization processes.

7.3.2 Storage: Provide efficient Storage Capacity for digital materials using offsite storage.

- MEC to update electronic storage for daily operation and back-up support for off-site location.

7.3.3 Legislation: Strengthen existing legislation and policies to be inclusive of digitization.

- MEC will continue to enforce compliance with the Public Records Act 2011 and consider amendments for existing legislative gaps.

7.3.7 Digital archives system: Develop a standard digital archive system and regulate access.

- MEC to support the establishment of digital systems and develop a suitable access policy to the archive digital register.
- MEC to procure advance digital equipment and improve the usage control of born-digital images.

8. MONITORING AND EVALUATION

The Framework is designed to combine efforts of key stakeholders in working towards the collection and storage of Public Records in Samoa. It further clarifies the requirements and obligations already stipulated for all ministries and public entities in the Public Records Act 2011.

MEC through NARA will continue to work collaboratively with the Government Ministries and Public Entities in collecting public records to be housed at the NARA. Continuous meeting of the Records Task Force provides training to those who are tasked with records management at Public Bodies and Ministries so that all will have a better understanding of the requirements of the Public Records Act.

It is also expected that MEC will develop a Monitoring and Evaluation Framework³ as part of its Strategic and Annual Plans which will be evaluated annually and bi-annually against outcomes and indicators.

9. 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*.
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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>

³ Refer Appendix 5: NARF Monitoring and Evaluation Framework

10. ENDORSEMENT



Certificate of Endorsement

Effective Date: _____

Review Year: _____

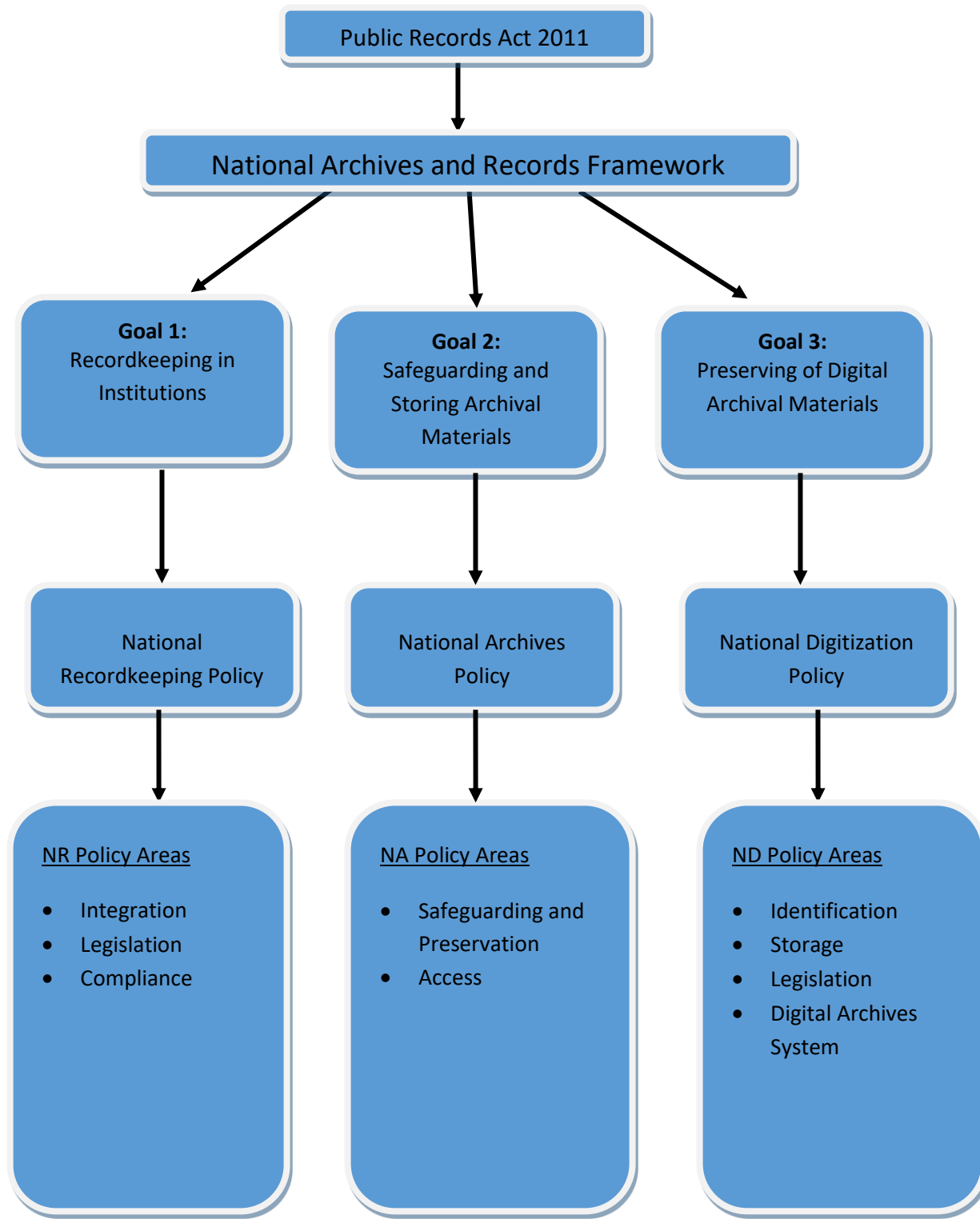
SIGNED AND APPROVE BY THE HONOURABLE MINISTER

HON. SEU'ULA IOANE TUĀ'AU

DATE

10. APPENDICES

Appendix 1: National Archives and Records Framework Structure



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: NARF Risk Management Plan

Risk/Activity	Risk Level	Implications	Mitigation Plan
Full understanding of NARF	Moderate to High	Inconsistency of understanding of the NARF.	Strengthen stakeholder awareness of NARF
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.
NARF goals not achieved	High	Ineffective implementation of the policy.	Stakeholder consultation to address implementation issues. Review of NARF.

Appendix 4: NARF Implementation Plan

Phase	Action	Timeframe	Responsible Ministry/Organisation
Strategic Phase	Framework Formulation	2020-2021	NARA & PPRD
Endorsement Phase to finalise NARF	On-going follow up	Aug 2021– Dec 2023	MEC CORE, NPCC & Cabinet
Awareness Phase	Conduct workshops with key stakeholders	July - Dec 2024	NARA & PPRD
Implementation Phase	Implement Strategies	2024-2034	MEC & Stakeholders
Review Phase	Evaluate/Conduct review on the effectiveness of policy implementation.	2029	MEC & Stakeholders

Appendix 5: NARF Monitoring and Evaluation Framework

FRAMEWORK MONITORING & EVALUATION FRAMEWORK													
National Archives and Records Framework (NARF) 2024 - 2034													
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 28/29	Year 5 Target FY 230/31	MEANS OF VERIFICATION	DIVISION
		Goal 1: Recordkeeping in Institutions	Implementing, standardizing recordkeeping system. Identifying and transferring of archives	Current records well managed and safekeeping of archival materials	Number of public entities and organizations implementing recordkeeping system and transferring archival records		ARR 24/25	5 ministries targeted	5 ministries targeted	5ministries targeted	5 ministries targeted	AMP report	NARA
		Goal 2: Safeguarding and Storing Archival Materials	Safeguarding and Storing of archival materials through implementation of the seven policy areas stated in the framework	Archival materials safeguarded and stored	Number of boxes of archival materials received	NA	ARR 24/25	5% increase each year	5% increase each year	5% increase each year	5% increase each year	AMP report	NARA
					Number of archival materials safeguarded	NA	ARR 24/25	5% increase each year	5% increase each year	5% increase each year	5% increase each year	AMP report	NARA
		Goal 3: Preserving Digital Archival Materials	Identify and Assess at risk archival materials to be digitized	At risk archival materials digitized and stored	Number of at risk archival materials digitized and stored	N/A	ARR 24/25	5% increase baseline	10% increase baseline	15% increase baseline	20% increase baseline	AMP Report Progress Reports on Implementation of Digitization Access Policy in NARA	NARA