Introduction to the Recordkeeping for Good Governance Toolkit

International Council on Archives Congress
August 2012
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<td>9.00am</td>
<td>Welcome and overview of the day</td>
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<td>9.05am</td>
<td>Introductions</td>
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<td>9.25am</td>
<td>Introduction to the toolkit</td>
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<td>10.30am</td>
<td>Morning Tea</td>
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<td>10.45am</td>
<td>Recordkeeping Capacity Checklist</td>
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<td>12.30pm</td>
<td>Lunch</td>
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<td>Appraisal Guidance</td>
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<td>Afternoon Tea</td>
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<td>Open Q and A Session</td>
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Introductions

Name
Where you work
Your role
Your dream holiday
Weak Recordkeeping Frameworks

1. Difficulty in finding records
2. Work being duplicated
3. Organisational knowledge walking out the door
4. Difficulty in supporting a freedom of information regime
5. Frustrated and inefficient staff
6. A responsibility void
Background to the Recordkeeping for Good Governance Toolkit

1. United directions – the need for a Toolkit
2. Nadi 2005 resolutions
The Toolkit

1. Brochure and poster
2. Introduction to records
3. Recordkeeping Capacity Checklist
4. Understanding Recordkeeping Requirements
5. Model Recordkeeping Policy
6. Model Record Plan for common functions + adaptation and implementation guidance
7. Developing record plans for core functions
8. Model disposal schedule + adaption and implementation guidance
9. Appraisal guidance
10. Train the Trainer
11. Digital Recordkeeping Guidance
12. Digital Preservation Guidance
Recognised by Pacific Heads of State!

1. Communiqué from the 2009 Pacific Island Forum states:

1. Stronger national development and democracy through better governance can be achieved by

“committing to sustainable and appropriate information management and records-keeping to ensure the development and implementation of better informed national policy”
Useful with our Strategic Allies

GUIDELINE 3: Model Recordkeeping Policy

- Pacific Ombudsmen Alliance
- Pacific Island Forum Secretariat
- Pacific Public Service Commissioner’s Network
- United Nations Development Programme Pacific Centre
- Commonwealth Human Rights Initiative
Recordkeeping for Good Governance

The Toolkit has been so successful it has been translated into French, for use in West Africa.
Product Overview
Brochure & Poster

1. Promote the benefits of good recordkeeping
2. Aimed at senior officials
Introduction

• Background to the Toolkit
• Explains efficiency, accountability and protecting people’s interests
Checklist

GUIDELINE 1: Recordkeeping Capacity Checklist

- Is my organisation managing records to world standards?
- Ten questions
GUIDELINE 2: Identifying Recordkeeping Requirements

- What record must be made and how they should be managed
GUIDELINE 3:
Model Recordkeeping Policy

- Overall guidance on how records should be managed
GUIDELINE 4: Administrative Record Plan

- A system for titling files
- How to use the records plan so it works in your organisation
GUIDELINE 6:
Developing and Implementing Records Plans for Core Business Functions

- Developing your own plans for records of your core business
Disposal Schedule + Adaption Guidance

GUIDELINE 7: Disposal Schedule

- A system for making accountable decisions about when to dispose of files
Disposal Schedule Implementation

GUIDE LINE 9:
Implementing the Administrative Disposal Schedule
GUIDELINE 10: Starting an Appraisal Program

- Clearing out your backlogs
Train the Trainer

Recordkeeping for Good Governance Toolkit

GUIDELINE 11: Train the Trainer

- Guidance on how to use the toolkit
GUIDELINE 12: Introduction to Digital Recordkeeping key concepts
Digital Recordkeeping Readiness

GUIDELINE 13: Digital Recordkeeping Readiness Self Assessment Checklist for Organisations

- Assessment tool
GUIDELINE 14:
Digital Recordkeeping – Choosing the Best Strategy
GUIDELINE 15: Scanning Paper records to Digital Records

Practical advice for organisations considering a scanning project.
Systems and software checklists

• 3 checklists
Email

- Practical advice on email management
Digital Preservation

GUIDEINE 18: Digital Preservation

• Introductory guidance on Digital Preservation
GUIDELINE 19: Implementing a Digital Recordkeeping Strategy

• Supporting successful implementation
2 Key Messages

- The Pacific has developed practical tools to help countries that are new to modern recordkeeping
- They are proving successful in a range of jurisdictional circumstances and is available for your organisation to use.
  – Don’t reinvent the wheel.
Questions for you to ponder today:

1. What elements of the PARBICA toolkit are most needed in your country or organisation?

2. Who would be responsible for making it happen – and who would help?

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