The Department of Implementation and Rural Development's (DIRD) vision is to create an equitable, dynamic and sustainable rural sector in Papua New Guinea. DIRD's mission is to facilitate, co-ordinate, monitor and evaluate:

- the implementation of rural interventions and appropriate public investment programs (PIP)
- the formulation and co-ordination of a rural development program and policies
- assist in facilitating the Central Agency Co-ordination Committee reform processes and their implementation aimed at improving the livelihood of rural families and communities.

The Registry/Records Office in DIRD was set up in 2010 and came into operation in 2011, when the need for proper management of recordkeeping became a concern due to an increased backlog of records and files in a 40-foot shipping container. The registry currently has four staff, namely the Officer-in-Charge – Registry/Records, Records Officer, Archives and Scanning Officer and Records Management Clerk. DIRD maintains its own records/archives in three storage facilities onsite: 40-foot shipping container, fully refurbished; shed; and Registry/Records Office.

Like other government agencies in PNG, DIRD creates, uses and manages two major types of records: Core Function (Development Program) Records; and Administrative Function Records.

In terms of Core Function Records, under the Core Functional Structure we have the Implementation Wing Division (IWD) and the PIP Division. The Record Plan for the IWD records defines the groups of records that are either received or generated during the course of facilitating, co-ordinating and monitoring implementation of development programs in the 89 districts and 22 provinces in PNG.

The Administrative Function Records are the administrative records that allow the department to carry out its business. These include records such as administrative guidelines; committee meeting minutes and resolutions; legal records and contracts; procedures and manuals; media records; IT and facilities records; finance and travel records; and so forth.

The main challenges faced by the Registry/Records Office in DIRD include:

- little budget for records management or electronic data digitising, with the purchase of high speed scanners, document management systems and other resources still required
- an increasing backlog of records and files
- a need for a records storage facility with inbuilt archive boxes and filing shelves
- the challenge of manual filing and archiving, which is a tiring and time consuming task
- a need for greater staff training on records and document management systems.

Despite these challenges, we are undertaking many activities. Currently, the Registry/Records Office is updating DIRD’s filing indexes and drafting indexes for new officers; drafting a disposal and retention schedule; and completing manual archiving by boxing records. We are also preparing documents for digitisation, collecting quotations on scanners and software, and attending document management solutions demonstrations by suppliers.

We have plans for the future of records management within DIRD, including securing an offsite digital storage facility; establishing a records and archives section on the DIRD website; maintaining an electronic records management system; and developing a disaster management plan.

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