



CARBICA News

**Special Edition
December 2010**

<http://www.carbica.org>

Inside this Issue:

- 1: From our President
- 1: Upcoming Events
- 2: EDRMS
- 3: MIGAN
- 4: Social Activities
- 6: Calypso
- 7: Diwali
- 8: Eyes on the EC
- 8: CARTAS

About CARBICA:

The mission of the International Council on Archives (ICA) is to promote the preservation and use of archives around the world. In pursuing this mission, ICA works for the protection and enhancement of the memory of the world and to improve communication while respecting cultural diversity. The Caribbean Regional Branch (CARBICA) is responsible for carrying out the policy and programmes of ICA in its region, where these are relevant to CARBICA members.

The 2010-2014 Officers:

President:

Dominique Taffin,
(National Archivist Martinique)

Vice President:

Rita Tjien Foh (Director National Archives Suriname)

Secretary:

Cheryl Sylvester (Technical Services Librarian, St. George's University Grenada)

Treasurer:

Karla M. Hayward (Director Bermuda Archives)



From our President

Meeting the challenges of safeguarding the memory of the Caribbean was the lead issue of the CARBICA IX conference in Trinidad. CARBICA members and guests attended a variety of conference activities where people could meet, compare experiences with other colleagues, and together build capacity to "meet the challenge".

As the new President of CARBICA, I am proud to affirm CARBICA is well on its way to meet the challenge of the coming years: networking, without regard to language or country affiliation; promoting archives and archivists; launching sustainable initiatives, such as the CARTAS and MIGAN projects; and implementing an ambitious training program—these are CARBICA's goals for the next four years. I am also happy to say that the members of the Executive Council elected in November are a veritable "Dream Team,"—a

mix of senior archivists and fresh energies, all equally motivated to make the Caribbean region a true locus of communication and place for information sharing. EC members are contributing their professional experience in IT, RM, historical research, family history, management, archival standards and more.

As the Executive Council, we are committed to all CARBICA members, to help you access the information resources you need, and to support your efforts in your respective jurisdictions and countries to improve the situation of archives.

I do wish all of you a very Happy New Year. You may be certain that as a professional association, CARBICA will be there to support your efforts to increase awareness about archives. To be successful, CARBICA needs you and your input. Come join and be active on our committees, and share the hints in this newsletter and on our website!

Upcoming Events : 2011

- January 20 : CARBICA virtual EC meeting
- March 26-29 : ICA EC meeting in Panama
- May 16-20 : ACH conference in Puerto Rico
- August 22-26 : Opening of the Archive Building of Curaçao (26)
 - Preservation workshop (22-23)
 - MIGAN training meeting (22-23)
 - Shared Memory seminar with African colleagues (24-25)



ACARM Electronic Records Management Training Workshop

Thanks to generous funding by the Commonwealth Foundation, the Association of Commonwealth Archivists and Records Managers (ACARM) presented a series of training exercises in electronic records management for CARBICA IX conference participants on Thursday, November 4 and for the first half of Friday, November 5, 2010.

Day 1

Dr. Teresa Bastow, Head of the Freedom of Information Center at the U.K. National Archives, and Collin Crooks, MBE, Information and Access Officer for the U.K. Department of Education and Employment, led the first day of instruction and discussion. Combining theory with practice, the workshop introduced participants to thinking critically about records management practices within their own organizations. The limitations and issues of current paper-based systems were considered and examined, together with how such challenges might be amplified in the electronic environment.

Mr. Crooks gave a detailed introduction to Records Management principles and then discussed various types of electronic records and systems, their benefits and challenges and strategies for employment and management. Dr. Bastow, who also serves as Honorary Secretary of ACARM, focused her remarks on the challenges of obsolescence, the cost of managing electronic records, and the susceptibility of such records to preservation issues such as migration, emulation, data conversion, print to paper and others. She stressed that infor-

mation risk management is the basis for managing electronic records formats and standards such as Model Requirements for Electronic Records Management (MoReq2), and Joint Information Systems Committee (JISC) and National Information Standards Organization (NISO) resources have been developed and are constantly being updated to guide archivists and records managers in best practices.

Both instructors emphasized that private and public organizations within many Commonwealth countries are increasingly creating records and information in electronic formats without considering either the short- or long-term implications of how such data can and should be managed. Participants were encouraged to identify records management risks within their own organizations, draw up a risk plan, develop a file plan, complete a skills/gap analysis and conduct an information audit. The workshop's first day concluded with an emphasis on access control and password policy implementation, as well as physical and electronic security measures.

Day 2

Since the overall purpose of the workshop was to highlight issues associated with the use of electronic records and to introduce participants to practical steps that can be taken to manage these risks, the second day of the workshop built upon the first by examining a case study based in Barbados.

Sharon Alexander-Gooding is the Campus Records Manager and Archivist for the University of the West Indies, Cave Hill Campus in Barbados, and a past Vice President of CARBICA.

continued on p. 3



ACARM Workshop continued from p. 2

Mrs. Alexander-Gooding shared with the conference delegates the decision process to implement an EDRMS at The UWI, Cave Hill Campus and many of the practical and necessary factors to be considered in undertaking such a project. She oriented the group to Electronic Data Records Management Systems (EDRMS) criteria and design, functional requirements, file plans and issues relating to file naming protocols and hierarchies. Metadata capture, phased implementation strategies, cost analysis, integration with existing systems, training and management buy-in were some of the aspects Mrs. Alexander-Gooding described in detail for the group. Back-file conversions, maintenance fees and validation protocols were but some of the many challenges faced during the eight year process to vet, select, purchase and implement the EDRMS and Mrs. Alexander-Gooding shared those lessons learned.

Following Mrs. Alexander-Gooding's presentation, Dirk Hernandez, who oversees IT support for the HP TRIM system chosen by the The UWI, Cave Hill Campus, discussed the practical aspects of implementation such as the development of four levels of file hierarchy, file permissions and security levels (with a nod to ISO 15489), audit frequency, integration with retention scheduling and records classification, virtual private network (VPN) capabilities, email integration, and customization of reports.

Using online virtual access, Mr. Hernandez was able to demonstrate the system's capabilities live and the CARBICA members benefitted greatly from being able to fully visualize the actual system in operation.

At the conclusion of the ACARM workshop, CARBICA members had a much better understanding of what electronic records management entails and how it differs from paper-based records management, they were acquainted with the features and implications of a EDRMS system and they had a better perspective on where their organizations are on the e-records continuum.

MIGAN

CARBICA's Memory of the Islands: Gateway to Archival Networking (MIGAN) took center stage on the last day of CARBICA IX during a workshop conducted by CARBICA President Dominique Taffin. President Taffin reviewed the project's mission and scope of work, and called upon Max Scriwanek, historian and policy advisor for the National Archives of Curacao, to describe his institution's commitment to and vision for MIGAN, the historical and contextual benefits to be derived, and project synergies with other efforts to bring colonial records online for Curacao.

MIGAN, a Mutual Heritage Project was launched in 2009, with the initial goal to connect archival collections of CARBICA members in a common webportal. In later stages of development, the MIGAN project will also provide access to digitized content through its website. When the webportal is fully functional, MIGAN will provide an information perspective beyond traditional physical and geographical borders by facilitating comparative research.

MIGAN's website relies on the ICA software Access to Memory (AtoM), (<http://ica-atom.org>), an open source solution founded on standardized description methods. CARBICA members were instructed how to access and enter information on the MIGAN database online. A follow up workshop is planned for August 2011 in Curacao to coincide with the opening of the new facilities of the National Archives of Curacao.

MIGAN is supported by the International Council on Archives, the French ministry of Culture, the Conseil general of Martinique and the Conseil general of Guadeloupe. To learn more about MIGAN, see <http://www.carbica.org/migan> or contact Dominique Taffin via e-mail at taffin@cg972.fr.



Social Activities CARBICA IX

National Library Complex Hosts Cultural Performances



On Thursday evening, November 4, 2010, Trinidad and Tobago Minister of Arts and Multiculturalism, The Honorable Winston Peters, hosted an exceptional reception for CARBICA conference delegates on the grounds of the National Library in Port of Spain. The very modern façade of the National Library Complex was further enhanced by the historic architecture of the Old Fire Station, originally built in 1897 and refurbished and renovated in 2000.



The gracious corridors and converted public spaces of the Old Fire Station were filled to overflowing with tables of local culinary specialties and beverages, attesting once again to the



abundant generosity and warm welcome extended CARBICA by the Government of Trinidad and Tobago.

The highlight of the evening was a cultural variety show. Hosted by a local radio and television



personality, and featuring song, dance, instrumental performance and light entertainment, conference delegates could identify the strains of calypso, Cariso, traditional Indian music and dance, and other folk performances reflecting the rich ethnic heritage of Trinidad and Tobago. The variety of acts performed against the backdrop of the National Library's dramatically lit inner courtyard was stunning, producing a night to be remembered by all.



A Tribute to Calypso

During the afternoon visit to the National Archives on Friday, November 5, 2010, conference participants were treated to a celebratory exhibit of Calypsonian artifacts and memorabilia.

Original calypso tent handbills, tickets, photographs, letters and posters were attractively displayed in the entrance room to the National Archives along with a collection of lyrics penned and performed by famous calypsonians.

An added feature that was particularly drawing attention was the use of electronic technology to access exhibit artifacts. Patrons could simply type in a search term or terms into an electronic database to retrieve on a computer monitor a scanned version of a paper original.

For example, by typing "Mighty Spoiler" into the database, a digital copy of the 1955 Calypso King's lyrics for "Pick Sense Out of Nonsense" was immediately displayed for the user's enjoyment.

Every morning you wake in this colony
You compell [sic] to see or hear something's that funny (repeat) . . .

Or one could view the typescript of Rocky McCollin's "Tribute to Sir Winston Churchill" which begins:

Old Winnie we will always love you
you were faithful to the Red, white and blue
Great men may come and go we remember still
But there will never be a next Sir, Winston Churchill

While viewing the attractive displays honoring the culture of Calypso in Trinidad and Tobago, conference delegates enjoyed refreshments and beverages offered by National Archivist Avril Belfon and her welcoming staff, a perfect wind-down to the week's events at CARBICA IX.



Diwali Trinidad and Tobago

दीवाली Hindu Festival of Lights

The streets of Trinidad and Tobago's capital Port of Spain were lit everywhere on Friday night, November 5th, the night of "Diwali", the traditional Hindu Festival of Lights.

CARBICA members witnessed these festivities in a guided bus tour with Trinidad & Tobago's National Archivist Avril Belfon and her staff. The tour was attended by the delegates of Jamaica, Haiti, Guadeloupe, Martinique, Suriname, Guyana and Curaçao. At the Diwali celebrations the Hindu community light lamps in the streets and homes to welcome prosperity and well-being.

Diwali highlights the truly multicultural nature of the Caribbean in general and Trinidad and Tobago's society in particular, as was seen at the social activities of CARBICA IX the night before. Diwali originates in India and was brought to the Caribbean by the Indian Diaspora. It involves the lighting of small clay lamps filled with oil to signify the triumph of good over evil.

Diwali is a five day festival and an official holiday in Trinidad and Tobago, as well as in Suriname and Guyana.

The "Diwali capital" of Trinidad and Tobago is in the town of Chaguanas.



CARBICA Strives to:

(a) establish, maintain and strengthen relations between institutions and individuals concerned with the custody, organization and administration of archives in the Caribbean area;

(b) foster co-operation between all institutions, professional bodies and persons who are concerned with the custody, the administration, the organization or the use of archives;

(c) promote all measures for the preservation of all material of documentary value and, to this end, to make practical recommendations to the authorities of Caribbean countries;

(d) study problems concerned with the conservation of archives in tropical countries;

(e) encourage the description of archival material and to facilitate the exchange of information relating to archives and to act in ways which make material in Caribbean archives more widely known;

(f) encourage in all countries in the Caribbean the establishment of archives and to promote the professional training of archivists in the Caribbean region;

(g) promote the more frequent use of archives and to encourage greater ease of access to archival material;

(h) periodically hold a Caribbean Archives Conference;

(i) contribute to a better mutual understanding among the peoples of the Caribbean;

(j) develop or recommend professional and institutional standards to improve the quality and consistency of Caribbean archives; and

(k) promote the implementation of records management programs regardless of media format in all Caribbean countries.

EYES ON THE EXECUTIVE COMMITTEE

What follows is a summary of the actions taken in Executive Committee meetings held during CARBICA IX:

Meeting: November 2, 2010

- Communications and Outreach Committee formed; Cherri-Ann Beckles, Chair
 - o Under development: an updated CARBICA logo
 - o Under development: an updated CARBICA website
 - o Under development: an updated CARBICA newsletter
- Governance Task Force appointed; Vice-President Rita Tjien Foooh, Chair
 - o In process: Review of organizational documents; ICA compliance
 - o In process: Review of CARBICA membership criteria
- Current/Continuing/Proposed Projects reviewed; need for training identified; training tools and resources to be identified
- EC meeting frequency: under review; next meeting scheduled for January 2010

Meeting: November 4, 2010

- EC members appointed as information liaisons throughout the region to maintain contact with and report on activities of the Caribbean archival community
- Next EC meeting scheduled for January 20, 2010 via the Web
- Caribbean Archives Taskforce for Disaster Preparedness (CARTAS): Karla Hayward, Chair; status review and funding opportunity update due in January

WANT TO KNOW MORE ABOUT CARTAS?

To subscribe to the Caribbean Archives Taskforce for Disaster Recovery (CARTAS) listserv, you will need a Yahoo.com email account. Send an email to caribbeanarchivistaskforce-subscribe@yahoogroups.ca or log onto to <http://ca.groups.yahoo.com/group/caribbeanarchivistaskforce/> and submit your registration information.

Happy Holidays

This is a Special Edition of CARBICA News. **CARBICA News** will be revamped in 2011 under supervision of the Communications and Outreach Committee. **CARBICA News** is the Newsletter of the Caribbean Regional Branch of the International Council on Archives. It is published two times a year and distributed to CARBICA members by mail. Communications Committee **Editors**: Cherri-Ann Beckles, Avril Belfon, Stanley Griffin, Susan Laura Lugo, Nolda Romer Kenepa, Max Scriwanek, Cheryl Sylvester, Dominique Taffin. Please submit your **Content** to: cherri-ann.beckles@cavehill.uwi.edu

Layout for this edition: Max Scriwanek.

Membership Fees:

Category A: US\$ 150
Category B: US\$ 100
Category C: US\$ 75

Membership Contact:

Karla M. Hayward, Treasurer (Director Bermuda Archives).
khayward@gov.bm
T: + 441-295-2007

