



**INFORMATION ABOUT NATIONAL CAMPAIGN OF
PUBLIC ADMINISTRATION RECORDS APPRAISAL
IN MOZAMBIQUE (2013 - 2014)**

Maputo, October, 2014

In the implementation of the Public Sector Reform Strategy, 2001-2011 was approved in 2006, the State Records and Archives Management Strategy. For materialization of the Strategy was approved the National System of State Archives (SNAE) and its operationalization instruments, such as the Classification Plan and Retention Scheme for Public Administration Common Activities and the Classifier of Classified Information, through Decree No. 36/2007 of 27 August.

The main objective of the implementation of SNAE is to standardize the handling of documents by encoding and filing records according to their subject, appraising and disposing, as well as protecting the records.

The implementation of SNAE aims to promote the preservation of institutional memory and the rapid and regulated access to information in the Public Administration.

With the implementation of these frame work, several actions were undertaken, with emphasis on the training of employees and State agents in matters concerning to the records and archives management, creation and technical training of records appraisal committees, organization of semi current records build/rebuild of buildings for Semi currents records. These actions have contributed significantly to the improvement in the records and archives management in the Public Administration.

Although these achievements there is some weaknesses concerned with records appraisal process in many organs and institutions of public administration at the national level

In this context, in 2013 the Government took the decision to launch the National Campaign of Records Appraisal in Public Administration, with aim to accelerate the processing of accumulated records collections and make the records appraisal a regular practice in public agencies and institutions.

The campaign was officially launched by the Minister of Public Service, at the district of Mecúfi , Cabo Delgado Province , on June 10, 2013 , as part of the celebrations of the International Day of Archives and lasted 12 months, during which appraisal committees of all public institutions documents gathered twice a week to perform records appraisal.



Poster of the Campaign

With the implementation of campaign many results were achieved, with emphasis on:

- Training of 5. 093 members of the Records appraisal committees, 619 from central level, 2.400 from provincial level, 1,774 from district level and 300 from municipal level;

- Creation of 46 Records appraisal committees;
- Monitoring and technical assistance to 142 institutions, 25 from central level, 66 from provincial level and 45 from district level and 6 from municipal level;
- Performing of 305 Forum of Heads of Secretariat and Records Appraisal Committees Coordinators, 34 Central, 53 provincial and 218 districts. These meetings are platform for study and exchange of experiences between records and archives managers in the Public Administration;
- Conducting several exchange visits of experience in matters of records appraisal and organization of semi current records between the various institutions of public administration;
- Appraisal of 24.147,66 linear feet of records;
- Organization of semi currents units in 282 institutions;
- Construction and / or rehabilitation of buildings for semi current records in 13 institutions.

The campaign ended in June 2014 and coincided with the holding of the 1st National Conference on Records Management, in August 1, 2014, an event that was attended by about 1250 participants from around the country and consist mostly by records and archives managers.

The opening ceremony was chaired by His Excellency the President of the Republic, where in his speech highlighted the importance and the need to preserve institutional memory and ensure the swift and regimented access to information in public administration , as well as investments that government has been engaged to ensure the proper records and archives management in the Public Administration .



His Excellency the President, landing with the participants of the National Conference on Records Management

In this event, in addition to the presentation and discussion of issues relating to matters of records and archives management, the results of the National Competition on " Best Organized Archive " were released under the SNAE with aim to recognize institutions that resulted in the organization of their records during the campaign, and as well as to encourage and disseminate good practices on the preservation of institutional memory and rapid access to information in the Public Administration .

The winners were:

- 1 - Municipal Council of Maputo;
- 2 - District Secretary Manhiça ;
- 3 - District Secretary Metuge



Representative of the Municipal Council of Maputo City, receiving the award from the hands of His Excellency President of the Republic



Permanent Secretary of the District of Manhica , receiving the award from the hands of His Excellency Minister of Public Service.



Permanent Secretary of the District of Metuge , receiving the award from the hands of His Excellency Governor of Maputo City.

National Campaign of Records Appraisal in Public Administration ended but the work of organizing of records and archives still ongoing, it served to drive the process of implementing the State National System of Archives .