

RIMZINE

April 2021 | RIM Month Edition

MANAGING RECORDS & INFORMATION FOR POSTERITY:

Transparent, Accountable &
Inclusive

WHAT IS RIM MONTH?

FEATURE: JAMAICA ARCHIVES & RECORDS DEPARTMENT

3 RIM IMPLEMENTATION
REFLECTIONS

**RECORDS
APPRAISAL**

**RECORDS
DIGITISATION**

**ENTERTAINMENT
CORNER**



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Messages

Message from Minister Hon. Fayval Williams, MP

Minister of Education, Youth and Information



There have been many changes in the last decade globally that has forced us to examine how we share information. Although the importance of comprehensive Records and Information Management (RIM) is not a new phenomenon, over the past year, events surrounding COVID-19 have brought RIM into increased focus. As we continue to adapt to teleworking during the on-going pandemic, it has become clearer that RIM is an area that we need to address to maintain business continuity.

Therefore, the Ministry of Education, Youth and Information is excited to have developed the Records and Information Management Policy and we are committed to improving the integration and harmonisation of government information infrastructure and systems, and enhancing service delivery through, among other things, the development and implementation of an effective government-wide RIM Programme.

The main purpose of the RIM Policy is to provide a framework for the standardised management of official records in the Government of Jamaica (GoJ) and to ensure that all activities and decisions of the GoJ are fully and accurately documented, managed and monitored. The goals of the RIM Policy are to enable the modernisation and transformation of the Public Sector and the development of a knowledge society where it is easy to manage and secure records of the GoJ in a transparent manner and acquire and preserve archival material.

During RIM Month, under the theme *“Managing Records and Information for Posterity: Transparent, Accountable and Inclusive,”* we will reflect on the value and importance of organizing and maintaining records in all media for the efficient and effective management of Ministries, Departments and Agencies (MDAs) and prioritising RIM functions has an enabler for an efficient office. We will also highlight the great work that has been done and that continues to be done by our RIM Practitioners across MDAs.

I would like to thank the JARD team for their hard work and dedication during this challenging time. Because of their dedication to excellence we strive to create for them and all RIM Practitioners government-wide, an enabling environment that promotes greatness in our legislations, our systems, and greatness in our people.

Message from Minister Hon. Robert Morgan

BA., LLB (Hons.), MP; Minister of State Ministry of Education, Youth and Information



As we recognise Records and Information Management (RIM) Month, we seek to reinforce the importance of RIM and its value to the operations of the Government of Jamaica (GoJ) and our aim to development status. RIM is an internationally recognised system which seeks to ensure that records accurately capture the business transaction and are maintained in a safe environment while being retained. Aligned to this goal, the GoJ has established the framework

for the public sector through the promulgation of the GoJ RIM Policy, approved by Cabinet in 2018.

The theme of RIM Month 2021 is, “*Managing Records and Information for Posterity: Transparent, Accountable and Inclusive.*” This reinforces the famous statement of Marcus Garvey, “A people without the knowledge of their past history, origin and culture is like a tree without roots.”

RIM ensures that the historical value of records is identified and secured for access by future generations. RIM Month provides us with the opportunity to increase awareness of the value of RIM and shine the spotlight on the many RIM Practitioners across the GoJ who continue to provide records and information services across the Public Sector. I therefore want to thank all RIM Practitioners for their continued service in managing the records and information at this time, even as we continue to experience a pandemic.

As a government, we are committed to fast tracking the digitisation of records as we pivot into a digital society. An established RIM system will guarantee that records can be accessed on time and on demand in office or wherever we are located.

In closing, effective RIM practices benefit all citizens in all sectors and must be observed by all. RIM is therefore not a “one-man-job.” We will have optimal benefit when each person working in the GoJ understands their roles and responsibilities in treating with records, whether during creation, utilisation, or storage. RIM matters.

Message from Mrs Claudette Thomas, Government Archivist

MA Library and Information Studies



It is a pleasure for the Jamaica Archives and Records Department (JARD) to collaborate with the Government Records and Information Management (G-RIM) Network in celebrating Records and Information Management (RIM) Month 2021 under the theme *“Managing Records and Information for Posterity: Transparent, Accountable and Inclusive.”* Also, it is with immense joy that we will

be publishing the first issue of RIMZINE, our RIM Magazine.

During this our 59th year since JARD’s existence, we are encouraging G-RIM and Ministries, Departments and Agencies (MDAs) to step up and be counted as superheroes who organise, secure, use and dispose of official records which are no longer of value. COVID-19 has issued a summons for RIM practitioners to become more efficient, more agile and to adapt to the changing demands of the needs of RIM.

This month the activities that will be staged will seek to:

- a) Promote good recordkeeping and information practices;
- b) Raise the profile of RIM functions in MDAs as they engage in RIM activities which demonstrate the relationship between good record-keeping practices and improved service delivery; and
- c) Raise awareness of the importance and value of records and information management to national development and safeguarding of the country’s documentary heritage.

This platform will be a mode of communication with our stakeholders and will also reflect the remarkable work that happens at JARD every day. It will also provide an opportunity to highlight the amazing work and accomplishments of the entities implementing the RIM Policy.

What is Records and Information Management (RIM) Month?

Contributor: Suewon Burton, *Acting Director, Information Division*

RIM Month was started in 1995 by the Association of Records Managers and Administrators (ARMA) International and is commemorated yearly, in April. This organisation focuses on RIM and information governance alike. Greater awareness and recognition among RIM practitioners are being encouraged by the ARMA International. RIM Month is utilised to highlight the importance of proper and structured record keeping as well as to promote the RIM profession.

The Government of Jamaica (GoJ) Records and Information Management Policy, developed in 2018, outlines the nation's framework for the proper handling of official records across the Public Sector. The importance of providing accurate guidance in the handling and preservation of official records is highlighted and supported by this Policy. The Policy recognises records management as *"the process of ensuring the proper creation, maintenance, use and disposition of records throughout their lifecycle to achieve efficient, transparent and accountable governance"* (2018, p. 67). On the other hand, according to the United Nations, information refers to *"data, ideas, thoughts, or memories irrespective of medium."* RIM Month explores and embraces these elements as

crucial to the continuation of affairs of organisations.

The preservation of the GoJ's archival records falls under the remit of the Jamaica Archives and Records Department (JARD), which functions as the primary repository of the country. Official paper, audio-visual and electronic formats are stored and preserved by the JARD under the three (3) units.

JARD, as the chief body for RIM of the GoJ, is spearheading this year's RIM Month under the theme *"Managing Records and Information for Posterity: Transparent, Accountable and Inclusive."* Over the period, April 14-30, a series of activities will be dedicated to emphasize the importance of official records, including: virtual media launch, training of trainers, RIM Symposium, JARD Award Ceremony, and involvement of the Ministries, Departments and Agencies (MDAs) through internal activities.

This RIM Month promises to be quite rewarding with the engagement of key stakeholders locally, regionally, and internationally and will offer insightful discussions on pressing RIM-related matters.

WHY RECORDS MANAGEMENT?



- **Saves Time** - reduce time spent looking for misplaced files
- **Saves Space** - less space used to store duplicate or out-of-date files
- **Saves Money** - reduce the personnel, equipment and supply costs associated with managing unneeded files
- **Protects our reputation** – ensures compliance and enables auditing
- **Reduces risk** – ensures information is authentic, reliable, usable and has integrity

Contributor: Samantha Robinson-Edwards, *Records Manager, HEART NSTA Trust*

Feature: Jamaica Archives and Records Department

Contributor: Kimberly Skyers, *Records Management Analyst, JARD*

The Government of Jamaica (GoJ) Records and Information Management (RIM) Policy is an output of the RIM Programme, which is a component of the Integrated Information and Communication Technologies ethos of the Public Sector Transformation and Modernisation Programme. The primary purpose of the RIM Policy is *“to provide a framework for the standardised management of official records in the GoJ and to ensure that all activities and decisions of the Government of Jamaica are fully and accurately documented, managed and monitored in accordance with the regulatory framework and the life cycle principles of records creation, maintenance, use and disposal”* (2018, p. 13).

With the passing of the GoJ RIM Policy, Cabinet Decision 25/18, the Jamaica Archives and Records Department (JARD) is privileged to once more be at the helm of a RIM centered transformational initiative of the GoJ. We may recall the uncertainty and anticipation across the Public Sector when the Access to Information Act was passed in 2002. Our mission now, as it was then, is to ensure that increasingly, the records of the people of Jamaica, are as authentic as they are accessible, and efficiently managed. This call to action compels the creation of a RIM System which is designed and uniformly implemented to promote transparency and accountability across the Public Sector, thereby deepening the proud traditions which underpin our democracy. Enthusiastically, humbly and with a keen sense of duty we respond: we are here

to support your metamorphosis, that is, the transformation of each Ministry, Department and Agency (MDA) from purely paper-based operations to a fully RIM compliant, digitalized, efficient and effective machinery.

In this regard, a partnership approach has placed us in good stead, being true to the 2012 Memorandum of Understanding (MoU) and the successor 2016 MOU (with the Office of the Prime Minister, the Office of the Cabinet (OoC) & JARD in the first instance, and Ministry of Education, Youth & Information (MoEYI), the OoC & JARD as parties in the second). JARD has supported the research and policy formulation undertakings of the MoEYI and led the implementation of the RIM Programme, while participating in the RIM Pilot.

Spotlight

Simultaneously, we have been undergoing a whirlwind of change to facilitate modernization of our operations and ready ourselves to provide the services of a National Archives and Records Management Authority in keeping with the prescriptions of the RIM Policy.

History

We are however buoyed by the knowledge of our own history and proven resilience in the face of change. Always, we work to honour the privileged position we occupy as custodians of the largest repository of historical and official records in Jamaica.

A few may know that we began in the Island Secretary's Office established in 1659, dismantled in 1879 with some of its functions shifted to the Island Records Office in Spanish Town by way of the Records Law of that year. Mr. Clinton Black was appointed the first Government Archivist in Jamaica, and in fact, in the Commonwealth Caribbean. Mr. Black headed the newly created Archives Section of the Island Records Office. The Jamaica Archives was created in 1962, the year of our independence, when the holdings of the Archives Section and the historical records of the law courts were merged, but still formed part of the Island Records Office. It was in 1982 that the Archives Act was passed in Parliament establishing an office to be known as the Jamaica Archives. The current extended reference to the Jamaica Archives and Records Department emerged in the late 1980s to signal the introduction of the records management function we perform.

Shift We are committed to making the needed shift to modernise and ultimately transform JARD. With Change Champions on board, we have set sail to 'blue oceans' where we will grow to meet the expectations of our public and government entities; provide new and meaningful ways to add value to our unique offerings; enable each MDA to make informed decisions with the benefit of easily retrieved and well managed documents; and for us all to efficiently and effectively serve our citizens. We look forward to physically being in a fit-for-purpose building and to enjoy visits via our online facilities which will allow the challenged, those in our diaspora, and citizens of the records and information society, to

virtually explore and utilise our enviable and growing public and private collections that serve to take Jamaica to the world!

Function JARD preserves paper, audio visual, and electronic records which relate to our nation's history and heritage. We serve as a government repository for temporary storage of official documents and records at our Government Records Centre (GRC) at Church Street, Kingston, which is home to semi active and inactive files generated within the Public Sector. GRC is the Centre from which RIM standard-setting and support emanates. The GRC location also houses the Office of the Government Archivist. We receive deposits from MDAs and other organisations with materials of national significance.

Journey We at JARD, along with RIM Professionals in MDAs, have sought to keep pace with the exponential increase in the capacity of officials to create documents from any number of devices on-site and off-site and most often out of the sight and knowledge of our registries. Like our global counterparts, we confronted the reality that long held RIM procedures and practices could no longer serve us well. We came to the inescapable conclusion that we needed to create, embrace, and perform exponentially well in a new paradigm.

JARD Units

Contributors: Kimberly Skyers, *Records Management Analyst, JARD*; and *JARD Senior Archivists: Mrs Zinith Lettman-Thomas; Mrs Racquel Strachan Innerarity; and Mrs Carol Grant-Brown*

JARD consists of three main units which provide records and information management and archival support. These units are: The Government Records Centre, the Jamaica Archives Unit, and the Audio-Visual Unit.




Government Records Centre (GRC)
GRC provides advice and assistance to government organisations to ensure the proper management of official records. It also offers temporary storage for official records deemed inactive and non-archival awaiting their final disposition in keeping with their retention schedules. GRC is charged with providing training in records and information management to government entities, assisting and advising MDAs in the management of their records throughout their lifecycle by:

1. Developing and setting standards in Records Management. For example, the classification and appraisal of records.
2. Conducting workshops and training sessions.
3. Guiding organisations in the disposition process – transfer of records to the Records Centre, and assist in identifying archival records.

Additionally, GRC coordinates the network of Government Records and Information Managers (G-RIM). The Unit was also instrumental in spearheading the implementation of the Access to Information (ATI) Act. During the implementation phase of the ATI Act, the Records Management Analysts (Analysts) were actively involved in assisting MDAs with the preparation of their records and the correct records management procedures. As well as guiding the preparation

of the facilities for requesting and accessing ATI requests.

Presently, GRC comprises of one (1) Senior Archivist, one (1) Senior Records Management Analyst, five (5) Records Management Analyst, two (2) Records Clerks and one (1) Registrar. Providing a secure and efficient facility which saves your organisation:

-  Time
-  Money
-  Space

GRC's Role in the GoJ RIM Implementation

The RIM Implementation consists of six (6) components: plan, resource, sensitise and train, hand hold, quality assurance, and review. Throughout each process, an assigned Analyst plays a crucial role from the initiation of RIM in MDAs to the completion of the implementation process.

The GRC offers technical assistance to MDAs through the assistance of finalising the strategies for RIM implementation, to support the implementation of the RIM programme in various entities, and documentation of RIM Systems and procedures for each entity. GRC and its Analyst also provide technical support to entities in the drafting of institution specific RIM Policies and Procedures Manuals, conducting records surveys, development of the classification schemes, conducting decongestion, creating retention/disposition schedules, and witnessing final destruction of records.

Jamaica Archives Unit

This Unit is the main repository for the country's archival collections, which dates to the 17th century. The collections include records from local and central governments, statutory bodies, and private collections, as well as records from different religious organisations. The Clinton Black Reading Room, where these collections are made available is opened to the public from Mondays to Thursdays, 9:00 to 4:30 p.m., and on Fridays from 9:00 to 3:30p.m. It provides reference and research services to a wide clientele of researchers, including academics from universities locally and abroad, genealogists, historians, authors, media personalities, community groups, students, and the general public. The collections, which include maps, plans, photographs, manuscripts, and publications, provide a rich source of information for films, books, and research papers. Information on the Unit's holdings is disseminated on an annual basis through outreach programmes in the form of tours, displays and exhibitions.

The Unit also houses facilities for the preservation and conservation of its holdings. This is undertaken by the Conservation Section which consists of the Bindery and the Reprographic areas. This section ensures the protection and preservation of records that are in a state of disrepair for future use and posterity using different conservation methods and microphotography.

Audiovisual Unit (AVU)

AVU was established in 1997, as part of the Jamaica Archives and Records Department. The Unit houses audio-visual collections of the now defunct Jamaica

Broadcasting Corporation (JBC), Air Jamaica Airlines, collections from MDAs of the Government, as well as private collections donated by the citizens of Jamaica for our safe-keeping and preservation.

In keeping with the provisions of the Archives Act, the Unit carries out its functions of retention, preservation, custody, care, and management of official documents in audio visual formats in order to ensure the longevity of these records for present and future generations.

The video archives consist of a large variety of historical programmes covering news, commentaries, documentaries, important events in politics and other topics of traditional life in Jamaica. The audio library contains an assortment of vinyl records, both LPs & 45s of Jamaican, regional and international artistes. There is also a large collection of audio cart tapes, compact discs, reel-to-reel tapes, and audiocassettes.

The Air Jamaica collections consists of models, awards, trophies, photographs, CDs, posters, maps, videos, plaques, cutlery and crystals and other memorabilia. The Unit endorses digitisation as the preservation strategy to ensure the longevity and accessibility of the audio-visual records in its custody. The Unit showcases its collections through exhibitions and tours and satisfies requests from the public.

Access to the collections is granted subject to the Jamaica Copyright Act (1993) and the Copyright (Amendment) Act, 2015 and the Copyright regulations in keeping with the ownership and assignment of intellectual property rights.

BENEFITS OF RECORDS MANAGEMENT

- Controls the growth of records
- Reduces operating costs
- Improves efficiency and productivity
- Assimilates new records management technologies
- Ensure regulatory compliance
- Minimize litigation risks
- Safeguard vital information
- Support better management decision making
- Preserve the corporate memory
- Foster professionalism in running the business

Contributor: Samantha Robinson-Edwards, *Records Manager, HEART NSTA Trust*

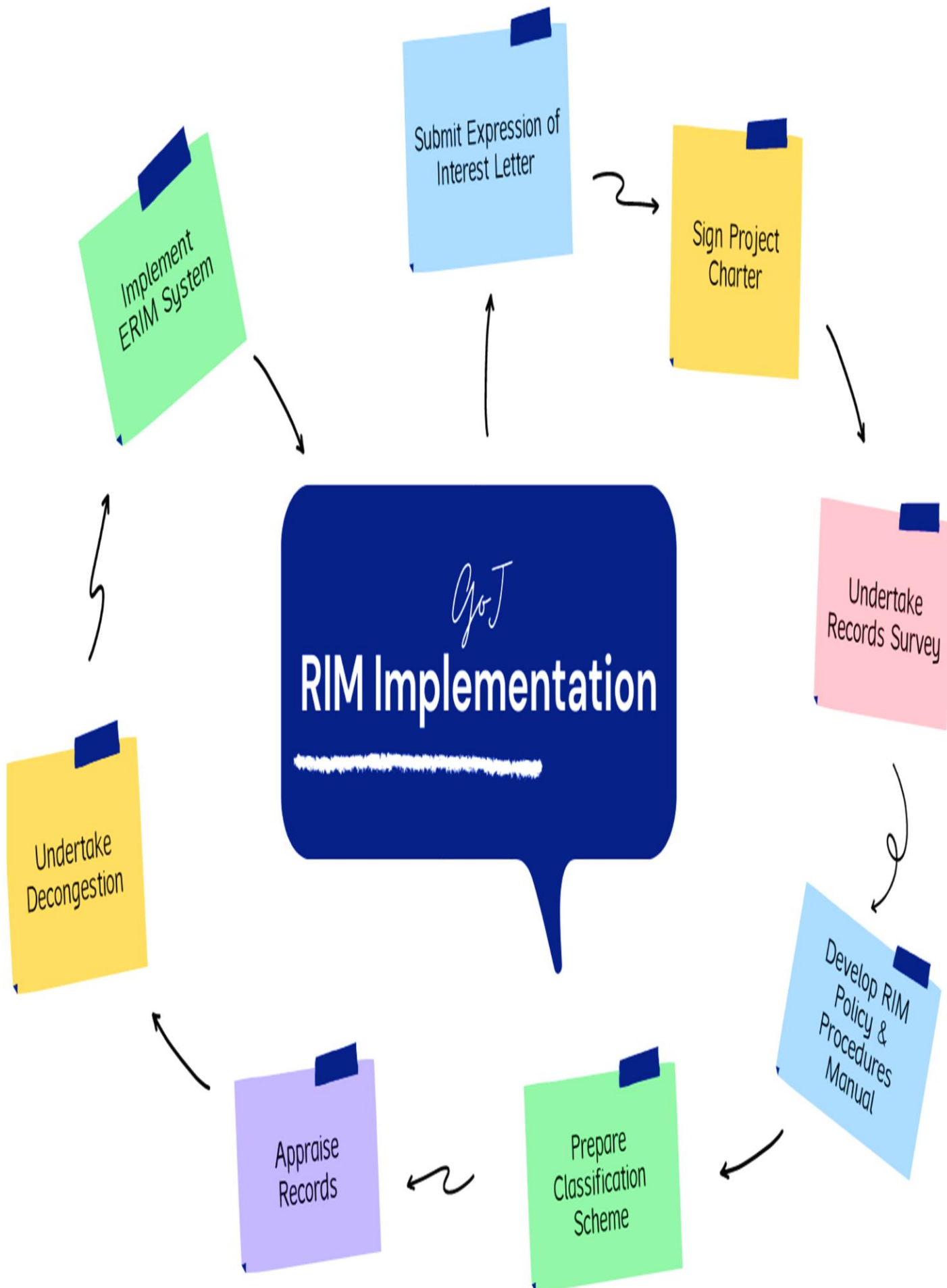


WHERE'S THAT FILE? ARE YOU UP TO THE CHALLENGE OF MANAGING YOUR RECORDS?

If not managed effectively, records can cost the organization time and money as well as open the door to the risk of litigation or exposure.

The efficient management of records facilitates quicker and easier access to information; therefore, less time is spent searching for information.

Contributor: Samantha Robinson-Edwards, *Records Manager, HEART NSTA Trust*



RIM Implementation Reflections

The Government of Jamaica's (GoJ) RIM Implementation Project started in 2016 with four (4) pilot entities: Jamaica Archives and Records Department, Office of the Cabinet, Office of the Prime Minister, and Auditor General's Department. At the conclusion of the pilot implementation, the first Cohort was engaged in 2017. Thereafter, Cohorts Two and Three were organised in 2019 and 2020 respectively. Engagement with Cohort Four is scheduled for June 2022. The RIM Implementation is scheduled for one (1) year and consists of the following eight (8) activities:

1. Preparation of Project Charter
2. Conducting Records Survey
3. Development of RIM Policy
4. Development of RIM Procedures Manual
5. Preparation of Classification Scheme and File Plan
6. Appraisal of Records
7. Execution of Decongestion
8. Implementation of ERIM System

Below are the MDAs by Cohorts

Cohort 1 (eight entities)

- Jamaica Archives and Records Department
- Auditor General's Department
- Office of the Cabinet
- Office of the Prime Minister
- Ministry of Education, Youth & Information
- Ministry of Labour & Social Services
- Ministry of Justice
- Tourism Product Development Company

Cohort 2 (nine entities)

- Ministry of Transport and Mining
- Jamaica Tertiary Education Commission
- Planning Institute of Jamaica
- Child Protection & Family Services Agency
- Institute of Jamaica
- Broadcasting Commission of Jamaica
- Firearm Licensing Authority
- HEART NSTA Trust
- eGov Jamaica Ltd.

Cohort 3 (twenty-two entities)

- Ministry of National Security
- Ministry of Tourism
- Ministry of Economic Growth & Job Creation
- Private Security Regulation Authority
- Department of Correctional Services
- Betting Gaming & Lotteries Commission
- Real Estate Authority of Jamaica
- Overseas Examination Commission
- eLearning Jamaica
- Court Administration Division
- Office of the Public Defender
- Ministry of Finance and the Public Service
- SCJ Holdings
- Cannabis Licensing Authority
- National Education Trust
- Forestry Department
- Tax Administration Jamaica
- Passport Immigration and Citizenship Agency
- Bureau of Standards Jamaica
- Ministry of Foreign Affairs and Foreign Trade
- National Irrigation Commission
- Ministry of Health and Wellness

RIM Implementation at the Office of the Cabinet

Contributor: Garfield Thomas, *Director-Documentation, Information and Access Services*

Journey Towards a Modernised RIM System

The Office of the Cabinet (OoC) began its journey towards a modernised Records and Information Management (RIM) system in 2016 as one of four initial participants under the Government of Jamaica's (GOJ) RIM Implementation Pilot Project. The Public Sector Transformation and Modernisation Division (PSTMD) was selected for our initial small-scale implementation project. The PSTMD provided the project team with the ideal circumstances to complete a venture of this nature as all facets of the RIM implementation programme were completed, given the broad variety of records created within the division. The pilot project ended later that year with some success. The project team was then able to use the experience gained to create an implementation plan, which was used to begin the Ministry-wide implementation programme.

I joined the Information Access Services Unit, then the Documentation, Information and Access Services Unit in 2017. I was introduced to the RIM implementation programme soon after my arrival. The team was then fully

engaged in the process of fine-tuning the classification scheme and other framework documents began as part of the programme's pilot phase. In planning the expansion of the implementation programme, we held several meetings and consultations with specific divisions and units to ensure that their functions and the associated records created within those functions were identified within the Ministry's file plan. With competing priorities and a small team, we were not able to begin the wider implementation programme until 2018.

The RIM post-pilot phase of the implementation programme got underway using a "division by-division" method with the Performance, Monitoring and Evaluation Branch (PMEB) being the first area of focus. All stages of the RIM implementation programme were completed with the reclassification and reorganisation of the records that remained within the division. The division was also provided with an electronic index which is used to fully manage all physical records. A few training sessions followed, with

the division's staff members sensitised regarding the classification of records and the utilization of the recently created electronic index. The successful completion of this phase gave the team further knowledge and expertise which was a vital asset as we aimed to successfully complete the remaining divisions under our project charter.

Using the knowledge and experience gained from the pilot project and the completion of the first division under the implementation programme, the team was now in a stronger position to complete the remaining divisions. In the following year, we were able to make significant progress by completing several divisions and units. With the completion of each unit, the team continued to gain vital experience and useful knowledge which was applied going forward.

Throughout 2020, the team was severely hampered regarding the completion of the remaining divisions because of the COVID-19 pandemic. Fortunately, through experience,

innovative thinking, and the assistance of eager staff members, we were able to safely complete the remaining divisions under our project charter. We are now focussed on maintaining the RIM standards implemented through compliance checks and other quality conservation techniques.

A fully functional RIM system is singularly important in the GoJ's vision of ensuring the integrity and authenticity of records created. The GoJ RIM implementation programme allowed the OoC to ensure that our RIM mechanisms were updated, thereby guaranteeing the proper management of all records in our custody. Using this experience, we are on the path of maintaining the previously set standards, while also adhering to related RIM policies and legislation, all with the aim of remaining at the forefront of the management of physical and electronic records created with the GoJ.

RIM Implementation at Jamaica Tertiary Education Commission

Contributor: Dr Dameon Black, *Commissioner*

Commitment to Quality Records and Information Management

The Jamaica Tertiary Education Commission (J-TEC) has a three-fold mandate regarding the higher education sector: Regulation, Registration, and Development. The successful execution of its mandate is highly dependent on the quality, efficiency, and effectiveness of the management of its records and information.

Inclusion in the National RIM Implementation Project

J-TEC was approved to participate in the national RIM Implementation Project in January 2019. The RIM Implementation Project signals transformational change. The RIM policy establishes appropriate standards to ensure quality management of the Government of Jamaica's records and information. The timely access to and the use of information are critical variables for operational success and sustainability.

Benefits of RIM to J-TEC

The pursuit of the RIM Implementation Project has assisted J-TEC in terms of changing

the culture regarding the management of records. The implementation of RIM has helped to conserve records, reduce the time it takes to retrieve and review documents for the purpose of decision making, ensuring compliance by all members of staff.

Agency Orientation and Specialised Training of Staff

Members of staff have benefitted from numerous workshops and training initiatives provided through the Office of the Cabinet and Jamaica Archives and Records Department (JARD). We have been exposed to project management, file indexing and classification, records appraisal and retention scheduling, *inter alia*. The sessions were conducted by presenters from the Office of the Cabinet, JARD, and the Ministry of Education Youth and Information (MoEYI).

J-TEC is committed to the development of its staff to ensure that they are actively engaged in the organisational change and development process. Developing staff competence in RIM will lead to compliance with the RIM policy.

Operationalising RIM

During the initial stages, J-TEC benefitted from the assignment of two Housing Opportunity and Production Employment (HOPE) YEDAI team members. They assisted with the completion of the Records Survey. Other student contractors were engaged to support the project's implementation. These part-time team members have given valuable service over time, and continue to do so.

A RIM Committee is in place. They will work to maintain oversight and reviewing reports on a quarterly basis to ensure continuing compliance.

The Unit responsible for RIM operations is the newly established Document Information and Resource Centre (DIRC). It is presently staffed by two persons and they work diligently to ensure that the required procedures are implemented.

RIM has been operationalised at J-TEC. Our records have been arranged in keeping with the approved Classification Scheme. An Index of Files has been prepared. A Policy Manual and

supporting Work Instructions have been generated and approved. Staff have been sensitised as to what is required with respect to how documents are managed.

J-TEC team members have accepted RIM as part of the Government's goal of modernising and transforming the Public Service, and building a knowledge society, and we commit to work towards maintaining compliance with the required policy and procedural framework.

Appreciation

J-TEC commends and expresses its appreciation to JARD, and particularly, Ms Krystelle Scott, the officer assigned to us, and the Office of the Cabinet for the critical support and active guidance provided during the project and now that we have operationalised the DIRC. Both organisations have always responded in a timely manner with the appropriate responses given our requests for assistance and information.

Commendation is also due to our staff who have wholeheartedly participated in the RIM Implementation Project.

RIM Implementation at the National Irrigation Commission

Contributor: Stacy-Ann Gray, *Acting Manager, Strategic Planning and Implementation and RIM Committee Co-Chair*

The National Irrigation Commission Limited (NIC) is responsible for the establishment, expansion, and operation of public irrigation schemes as well as drainage services in gazetted areas in Jamaica. To meet its mandate under the Irrigation Act, the NIC continually streamlines and improves its systems to achieve greater operational efficiencies towards the continued growth and development of the Agricultural Sector.

The NIC operates nine (9) office locations and multiple irrigation systems across the island. Numerous files and documents that are critical to the history and functioning of the organisation accumulated over the period of its operations. The records vary in volume, description, and categories. Specialised data capture such as parcel data sets, maps, drawings, and infrastructure network are critical inputs into daily operational activities as well as project planning and implementation. Further, the expansion of irrigation services is ongoing through development projects such as Essex Valley Agricultural Development Project in Manchester and St. Elizabeth and Southern Plains Agricultural Development Project in St. Catherine and Clarendon.

Implementation of the Government of Jamaica's Records and Information Management (RIM) Policy will enable the NIC to attain efficient and systematic control of the creation, receipt, maintenance, use and

disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions.

The NIC commenced implementation of RIM in November 2020, aimed at an enterprise-wide records management system including electronic filing (eRIM) to: -

- provide more accurate and timely retrieval of documents;
- reduce storage and printing costs;
- track and account for company records;
- dispose of outdated records legally and logically; and
- expedite sharing of information across the NIC.

A Committee comprising eleven (11) managerial employees and ten (10) supervisory/administrative attendees oversee the implementation of NIC RIM. This Committee meets monthly.

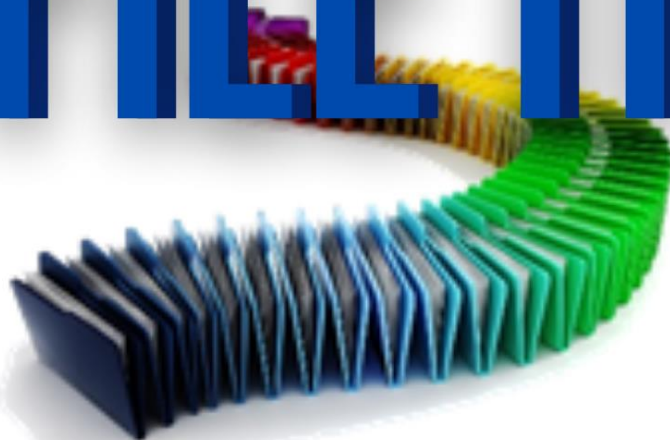
Nine (9) HOPE Interns were engaged to assist with the records survey process, which is ninety percent (90%) completed. The records survey is scheduled for completion by April 30, 2021. Overall, the NIC RIM Project is slated for completion March 31, 2022.

Over the period of the project, the assistance from the Jamaica Archives and Records Department has been invaluable. To date, three (3) workshops and four (4) training sessions were completed.

RIM Tip #1



FILE IT



File daily. Insert file in correct location.

If the file is out, create a temporary folder.

Use minute sheets and charge-out systems.

Close file if no correspondence is added after 5 years.

Open new volume/part when a file is about two (2) inches thick or spans more than 5 years.



FILE IT SO YOU CAN USE IT!

Digitisation: Transformed Access Efficiency and Service

Contributor: Kimberly Blackwin, *Records Management Analyst, JARD*

Digitisation is converting something non-digital into a digital representation. The most common form of digitisation is scanning a physical document. The scanned document would be in a digitised format where it can be easily transferred and shared. Records digitisation plays an effective role in the protection and preservation of records within the Government of Jamaica's Ministries, Departments and Agencies (MDAs). Government entities create records which are deemed to be of long-term value and as such it is the responsibility of these entities to provide a suitable environment to protect these records. They should also be able to provide long-term access to these records in an efficient manner.

The Records & Information Management (RIM) Policy, 2018 speaks to improving the digitisation capacity of the Jamaica Archives and Records Department. The project assumptions of the RIM Policy also speak to MDAs ensuring that Information, Communication and Technologies (ICT) resources and services are in place to facilitate development and deployment. Also, it addresses MDAs implementing policies and procedures to ensure secure and safe access.

One milestone of the RIM Policy is the implementation or improvement of Electronic Content Management Systems which includes digitisation of records as one of the sub-activities. It is necessary that MDAs engage in

digitisation projects as a significant benefit and advantages are expected to be achieved from digitisation.

Digitisation is a suitable mode which would facilitate protection and preservation of records and providing efficient access to these records. Digitisation also lessens the need to handle the physical document, which will offer increased security and preservation to original documents. The Access to Information Act, 2002 gives citizens the right to legally obtain access to government documents which do not fall within the exempted categories. Digitisation is ideal to facilitate the objectives of the Access to Information Act, 2002 as it allows data to be shared and transferred across MDAs.

Moreover, records digitisation facilitates easy migration to new formats of storage when needed. Additionally, records digitisation facilitates ease in research, as users all over the world can gain access to digitised content. Other advantages which are provided to researchers are full text searching, resulting in improvements in research.

However, it is costly and time consuming. As such, MDAs should ensure that they carefully implement a strategic plan before they embark on digitisation. Professionally and technologically, appropriate resources must be utilised for the digitisation project to be

successful. It would be futile to conduct digitisation if the result will be inaccessible information. MDAs will need to ensure that employees who will undertake digitisation projects have sufficient training and expertise. The correct equipment and infrastructure must be selected. The MDAs should also ensure that records selected for digitisation are those needed for long term access. Thus, ensuring that time is not spent digitising records whose life cycle will come to an end within a few years. As such, digitisation of records should be specifically for records of vital importance and with long-term value.

Digitisation also requires constant transfer to suitable media for continued access to be facilitated. The continued development and advances in technology requires that media used to store information is always accessible as obsolete media is a current issue within institutions such as libraries, archives and other entities which create records. The issue of obsolete media should be taken into consideration so that a plan can be designed and implemented to ensure the continued conversion of storage media to current formats.

Often, digitisation is confused with digitalisation, and the terms are misused. On one hand, digitisation refers to using equipment to create a digital version of analogue (physical) things such as paper documents, photographs, microfilm images and even sounds. These digital versions are stored on computerised systems and can be used for various reasons. On the other hand, digitalisation is associated with business processes, operations and functions ensuring efficiency and ease of doing business. Digitalisation leverages digital technologies such as digitisation. An example of digitalisation is an organisation upgrading its system to facilitate online applications where previously customers would need to visit the physical locations to submit applications. The online application would now facilitate ease and efficiency in getting business done and will result in an improvement in business services.

Digitisation is envisioned to change the professional arena of archives and records management in Jamaica. Advances in technology will bring both benefits and disadvantages. However, challenges can be bypassed if the digitisation project is thoroughly planned and executed.



STORE IT



Records storage elements shall take into consideration:

Format/Media

**Nature and use of
the records**

**Migration requirements
for electronic and
digital records**

**Adequate storage space and facilities shall be
provided to cater for current and inactive records
of short term value.**

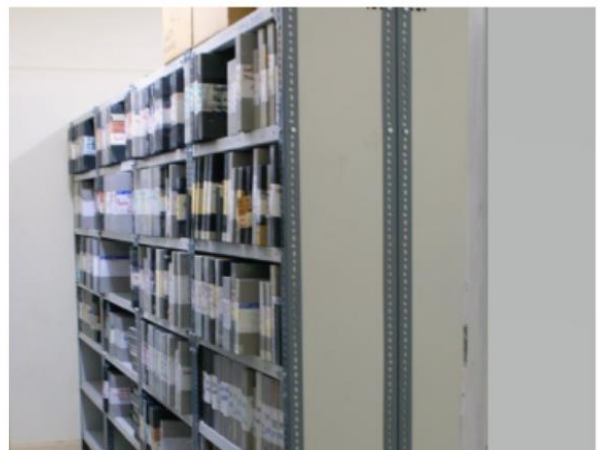
IF NOT STORED PROPERLY, YOU WILL **LOSE IT!**



Audio Visual Equipment



Audio Visual Collections



What is Records Appraisal?

Contributor: Joan Brown-O'Connor, *Records Management Analyst, JARD*

Appraisal seeks to determine which records need to be captured into the RIM system as well as how long the records need to be kept (AS 4390, 1996). Records appraisal is defined as the act of determining the value of the records and prescribing the mode of disposition (GOJ RIM Procedures Manual, 2018). The appraisal process distinguishes among records of temporary, permanent, or archival value.

Why Records Appraisal?

Records are required for accountability and transparency in business transactions. Yet, not all records, whether paper or digital, can be retained forever. Overtime, storage become expensive and access becomes problematic. Therefore, decisions must be made pertaining to the retention of records.

Benefits of the Records Appraisal?

Records appraisal will aid in identifying the categories of records that are permanent, vital, important, and have historic value. It will help to determine the period for retaining records. As records appraisal is systematic, it will ensure that retention periods are objectively established. This documented process will demonstrate the rationale behind the decisions taken. Once records are appraised, it will likely

lead to continuous records disposition. Thus, availing storage space and reducing operating costs.

Development of the Appraisal Process

MDAs have statutory responsibilities to manage and dispose of records, under the Archives Act, 1982 and Regulations, 1988 and other legislations and standards.

Every MDA must identify the value of its records, bearing in mind existing legislative frameworks. For example, the Financial Administration and Audit (FAA) Instructions mandates the minimum period of seven (7) years for receipts.

Value of Records

It is important to note that all record values fall into two broad categories – primary and secondary values.

Primary Values demonstrate the way records are needed to execute the MDA's mandate. All records must be retained for the duration of the primary value. They fall into three (3) main categories:

- (a) Administrative value includes policies and procedures required to carry out the activities of MDA;
- (b) Legal value pertains to the rights/ mandates of the organisation and individuals. enforceable by the courts; and

(c) Fiscal value relates to records showing the financial administration, management, and transactions.

Secondary Values exist when records are of interest to other persons based on the information they contain on the origin, policies, and procedures of an agency as well as the information relating to persons, places and events created as a result of government policies. Secondary values are: evidential, historical, and informational. These are the type of records which are usually selected for permanent preservation by the Jamaica Archives and Records Department.

Approaches to Appraisal

File-by-file appraisal is impractical. Records must be appraised by series, at the macro level. It should also be noted that retention periods should not be set for individual records, but for the records series. A records series is a group of records that pertains to the same function and is filed as a unit. This requires the RIM Professional asking pertinent questions such as:

- How, why and by whom are records created? Do they have short or long-term value?

- How are they used by the creators?
- What functions and purposes do they support? Do they have legal value?
- What should be documented?

Content and context must be assessed. Records shall be appraised from creation. Other questions which should be asked include:

- Do the records have historical value?
- Does it support the function, structure, and strategic decision?
- Does it contain precedent?
- Is it a contract/an agreement?

The following factors should be considered in determining retention periods of records with primary value. (1) frequency of use, (2) statute of limitations, (3) statutory requirements contained in legislation, and (4) nature of transactions dealt with by records.

The Role of JARD in the Appraisal Process

As part of its mandate and legal obligations, JARD has the responsibility to assist MDAs in appraising records. JARD will also provide training in Records Appraisal and offer technical support through sitting on their established sub-committees/working groups for appraisal.

RIM Tip #3



DESTROY IT



95% of the records created internally are temporary. Only 5% is vital and should be retained permanently



To seek approval for the destruction of official records from the Archives Advisory Committee, submit a Cover Letter and the following completed forms, to the Government Archivist:

Request for
Records
Disposition
Authority

Records
Finding
Aid

Approved
Retention
Schedule

ADHERE TO LAW OR BE CHARGED FOR IT!

Entertainment Corner

Poem – RIM Mek Sense

Contributors: Tyrese Blagrove & Brianna Tennant, *Private Security Regulation Authority*

Why all dis mess?

Why so much file?

File inna box, file pon di floor, file inna cabinet.

Why can't all this information be placed on a centralized data system?

Unu fi use RIM!

RIM? ... Afta a no car mi a talk bout!

RIM? ... Wah dat?

Yuh no know bout RIM?

RIM is Records and Information Management.

Every piece of information you create or receive should be maintained, archived or disposed.

Yessssss Man!!!!!! RIM a hard work but it mek sense.

PSRA have whole heap a information,

An' we wan' fi mek sure dem easy fi retrieve.

RIM mek sense!

RIM Puzzle

I	E	T	Y	R	O	T	N	E	V	N	I	I	N	P
M	J	E	L	E	C	T	R	O	N	I	C	O	R	Q
P	E	V	I	S	U	L	C	N	I	N	I	O	G	W
L	A	S	I	A	R	P	P	A	N	T	C	Z	Y	S
E	L	A	U	N	A	M	Y	O	S	E	A	R	T	D
M	L	H	V	N	H	W	I	E	D	N	X	E	I	R
E	I	R	T	K	O	T	G	U	V	Q	Q	T	R	O
N	D	I	V	N	N	N	R	C	P	R	B	E	E	C
T	T	M	Q	E	O	E	X	Y	H	O	U	I	T	E
A	V	H	T	C	S	M	X	U	C	A	O	S	S	R
T	Q	E	E	C	D	Y	P	V	G	I	R	W	O	U
I	R	D	P	R	O	J	E	C	T	K	L	T	P	C
O	N	O	I	T	A	M	R	O	F	N	I	O	E	Y
N	U	R	T	L	S	C	H	E	D	U	L	E	P	R
C	L	A	S	S	I	F	I	C	A	T	I	O	N	D

Appraisal

Creation

Implementation

Inventory

Policy

Project

RIM

Charter

Decongestion

Inclusive

Manual

Posterity

Records

Schedule

Classification

Electronic

Information

Month

Procedures

Retention

Survey

Calendar of RIM Month Activities

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Phases of the Moon: 4: 11: 20: 26:						
Holidays and Observances: 2: Good Friday , 4: Easter Sunday , 5: Easter Monday						

RIM Wednesdays

April 14

RIM Month Media Launch

April 21

Training of Trainers

April 28

RIM Symposium

Concluding Event

April 30

JARD Award Ceremony

JARD

Visit our locations

Office of Government Archivist

59 - 63 Church Street, Kingston

Archives Unit

Corner of King and Manchester Streets,
Spanish Town, Saint Catherine

Audio Visual Unit

Red Hills Road, St Andrew

Government Records Centre

59 - 63 Church Street, Kingston