



GOVERNMENT OF BERMUDA

ARCHIVES

PATI Information Statement

Name of Public Authority: Department of Archives

Introduction

The general purpose of the *Public Access to Information Act* (2010) is to make information (not subject to exemptions) accessible to the public in order to increase transparency and accountability about the department's administration and decision-making processes.

This information statement has been issued to provide the public with an understanding of the information generated by the Archives and how accessible information may be obtained regarding the decision-making processes and operations of the department.

This statement summarizes the functions and services of this department and the records types generated in the performance of mandated duties and managerially identified objectives.

Section A: Structure, Organization and Legislation [s5(1)a]

The Archives is governed by the *Bermuda Archives Act* (1974).

Other relevant legislation includes:

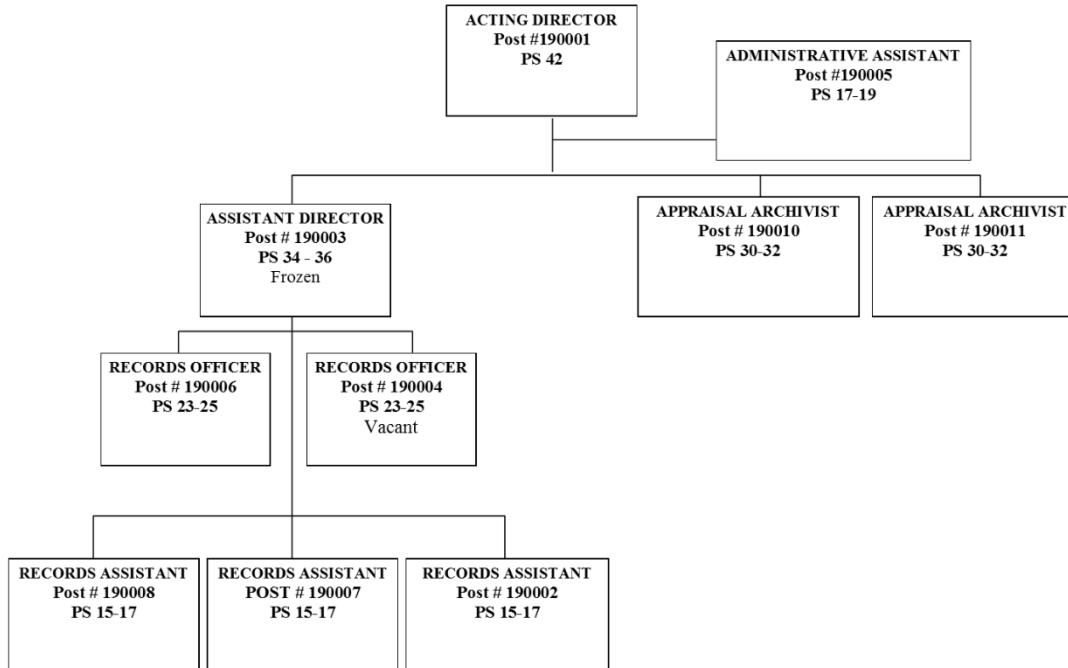
- *Bermuda Archives (Reproduction of Public and Judicial Records) Regulations 2002 (BR 22 / 2002)*
- *Historical Articles (Export Control) Act 1983*

Subject to the *Bermuda Archives Act*, the department is under general control and management of the responsible Minister, who is advised by the Records Committee (s.3; s.6). The Archives Director is responsible for the administration of the department, subject to any general or special directions of the Minister (s.5 (1)).

The Archives is essentially comprised of two functional programs:

1. Archives services, which include management of the Bermuda Archives
2. Records management services, which include management of the Government Records Centre

ARCHIVES ORGANIZATIONAL CHART



Section B: I) Functions, powers, duties of the Authority [s5(1)b]

Mission Statement

The Department's mission is to ensure that the essential records of the Bermuda Government and private collections relevant to Bermuda are preserved and made accessible to the Island's citizens, public servants, and others.

To achieve this mission, the Department:

1. Provides records management guidance and assistance to all Government departments for the management, storage, and disposition of records;
2. Preserves, arranges, describes, and, when applicable, repairs and provides reproductions of public archives and donated records;
3. Manages the Bermuda Archives, which includes public reference service; and
4. Operates a records storage facility.

Some of the functions of the Archives are executed in coordination with the Records Committee (s.6).

The committee is responsible for advising the Minister on the classification, retention, and final disposition of public and judicial records and any prescribed matters. Members are appointed by the Minister and include:

Chairman - Director, Archives
Secretary to the Cabinet
Auditor General
Accountant General
Director, Telecommunications
Solicitor General
Director, ITO
Director, Libraries
Director, Statistics

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

Services for the Public

The Archives provides basic archival research assistance to archives users. Reference enquiries can be made in person, by phone, or mail/e-mail. Reference staff can spend up to 30 minutes attempting to identify or verify relevant archives, and if possible, supply researchers with information from these records. Researchers are responsible for any reproductions costs, which are outlined in the *Government Fees Amendment Regulations*.

In addition, the Archives works with private citizens and organizations to arrange for the transfer of significant historical and cultural private records to the Bermuda Archives, where they can be maintained and made accessible to the public.

Services for Government Departments

The Archives provides records management guidance and assistance to Government departments as outlined in the department's legislative mandate. In addition, the Archives operates a records center for the storage of semi-active and noncurrent Government records. Government departments can contact the Archives for records management assistance and to make arrangements for the transfer of relevant records.

Section D: Records and documents held [s5(1)d]

Administration files – Includes personnel; financial; building and premises; equipment and supplies; and general information files

Policy files – Includes files related to the drafting of relevant legislation and policy; boards and councils; cabinet meetings and ministerial statements

Technical files – Includes files related to reproduction, conservation, and digitization, and automation

Records Management files – Includes ministerial, departmental, commission case files; project and consultant files; accession, request and disposition logs; transfer files

Acquisitions files – Includes files related to the purchase, deposit and loan of government or private records

Institution and Organizations files – Includes files related to local and international heritage organizations and professional archival and records management organizations

Public Service files – Includes files related to the departmental publications and information leaflets; certification of records; exhibitions

Section E: Administration (all public access) manuals [s5(1)e]

Administrative manuals/guidelines include:

- ISO 15489 Information and documentation – Records management: Parts 1 & 2
- ISAD(G): General International Standard Archival Description
- Describing Archives: A Content Standard (DACs)
- Records management and archives policy and procedures
- Employment policies and procedures
- Code of Conduct

Section F: Decision-making Documents [s5(1)f]

Policies and guidelines for decision-making include:

- *Bermuda Archives Act 1974*
- *Financial Instructions (2013)*
- *Relevant Bermuda Laws, including Limitations Act 1984, Audit Act 1990, Public Treasury (Administration and*

Section G: The Information Officer [s5(1)g]

For PATI queries, please contact:

Nicole A. Simons

Appraisal Archivist

nsimons@gov.bm / (441) 297-7737

Section H: Any Other Information [s5(1)h]

Current records held in storage by the Bermuda Archives Records Centre are not accessible to the general public via the Bermuda Archives. Custody of these records is maintained by the record-creating office until these records have been transferred into the public archives. Requests for these records should be made to the appropriate Ministry and Department.

Section I: Any Other Information To be Provided? [s5(1)i]

Bermuda Archives - Reference Services: 8:45 a.m. - 3 p.m.

- Researcher requests must be made no later than 2:15 p.m.
- Research materials are recalled at 2:45 p.m.

For reference queries and requests

Bermuda Archives: reference.archives@gov.bm

Records Centre: recordscentre@gov.bm

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: May 31, 2016

Locations of Information Statement:

- Your principal office:

Y/N

Government Administration Building
30 Parliament Street
Hamilton HM 12

- The Bermuda National Library;
- The Bermuda Archives;

Y/N

Y/N

- Available electronically, **Y/N**
- Website for public authority: **Y/N**
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? **Y/N**
- With the Information Commissioner. **Y/N**

Sign and Date: *Beverley J. Morfitt, Director* June 2, 2016