



PRESERVING THE PAST TO PROTECT THE FUTURE



Department Of Archives
Ministry Of Education
Commonwealth Of The Bahamas
46TH Anniversary Supplement



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Message From Her Excellency Dame Marguerite Pindling

I am delighted to extend greetings to the Department of Archives as they observe the 46th Anniversary of establishment.

I am aware that the Department came into being as a result of the Act of Parliament passed in 1971. From its beginnings as a small section of the then Ministry of Education and Culture, it eventually became a separate Department in 1981, and over the years its work and responsibilities have expanded in quantity and quality.

The original purpose of the establishment of the Department was to centralize

all records and archives of important historical value, and to collect, codify and store these records into a single repository. These duties, which are undertaken by qualified and dedicated public officers continue to the benefit of all Bahamians.

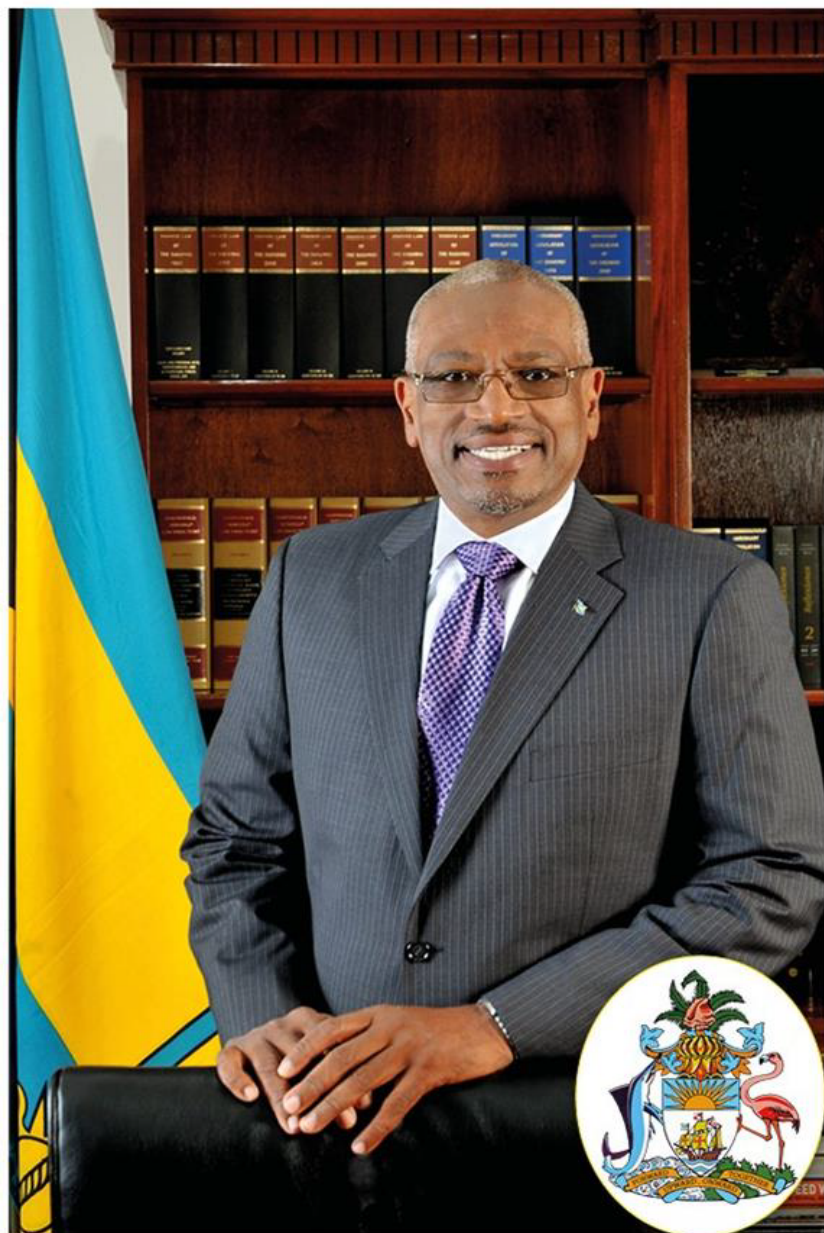
The work undertaken by the fine staff of the Department over the years has contributed to the development of other agencies including the Antiquities, Monuments and Museums Corporation, and the National Art Gallery of The Bahamas, both of which serve as positive indications of the recognized importance

of preserving vital historical and cultural matters. In addition, the Department serves as a valuable resource for research and authentication for many public and private entities.

It is therefore with pleasure that I congratulate the Director and staff of the Department of Archives on this important milestone, and I am confident that in the years to come, Bahamians and others will continue to appreciate the dedicated work and responsibilities undertaken within Department.

I wish you continued success as you celebrate.

Dame Marguerite Pindling,
GCMG
Governor-General



Message From The Prime Minister Commonwealth Of The Bahamas

THE Department of Archives is the depository for records and archives of the Government of The Bahamas and over the last forty-six years it has fulfilled its mandate of preserving the documents and records of the Government and our country and making them accessible to the public with the utmost dedication and commitment.

Operating as the nation's literary and documentary custodian, the Department has also been instrumental in the creation of the Antiquities, Monuments and Museums Corporation in 1999 and the National Art Gallery of The Bahamas in 2003. The former institution oversees museums, historic buildings and sites in The Bahamas and the latter provides for the acquisition, preservation and exhibition of outstanding examples of Bahamian works of art.

The Department of Archives not only produces publications, but it has held many exhibitions locally and internationally. These exhibitions have served to not only heighten national and

international awareness of Bahamian history, but they have also garnered interest in the Department's record keeping processes. Consequently, thousands of Bahamians and visitors alike utilize the services offered by the Department of Archives. I am also very pleased to note that numerous publications have resulted from the research done at this institution.

I would be remiss not to acknowledge that there remains much work to do, particularly in view of the varied technological advances made globally. However, I am confident that the Department of Archives, given its facilities and resources, will confront the myriad of new challenges which exist and embrace emerging new opportunities.

The commemoration of this forty-sixth anniversary is undoubtedly an occasion of immense pride and accomplishment and one has only to reflect upon the many extraordinary publications and exhibitions produced over these many years to affirm this. I particularly wish to highlight some of the more

memorable ones, namely: Constitutional Development of The Bahamas; the Tri-Centenary of Nassau; Highlights in History of Communication in The Bahamas 1784-1956; the Development of The Bahamas up to the early Twentieth Century; the Bahamian American Connection and Junkanoo. In so doing, I wish to encourage all Bahamians to take full advantage of the resources of the Department of Archives.

I wish to pay special tribute to all those persons who have led, worked and contributed to the development of this important Bahamian institution.

Finally, I extend warmest congratulations to the Director and staff of the Department of Archives on the achievement of this important milestone.

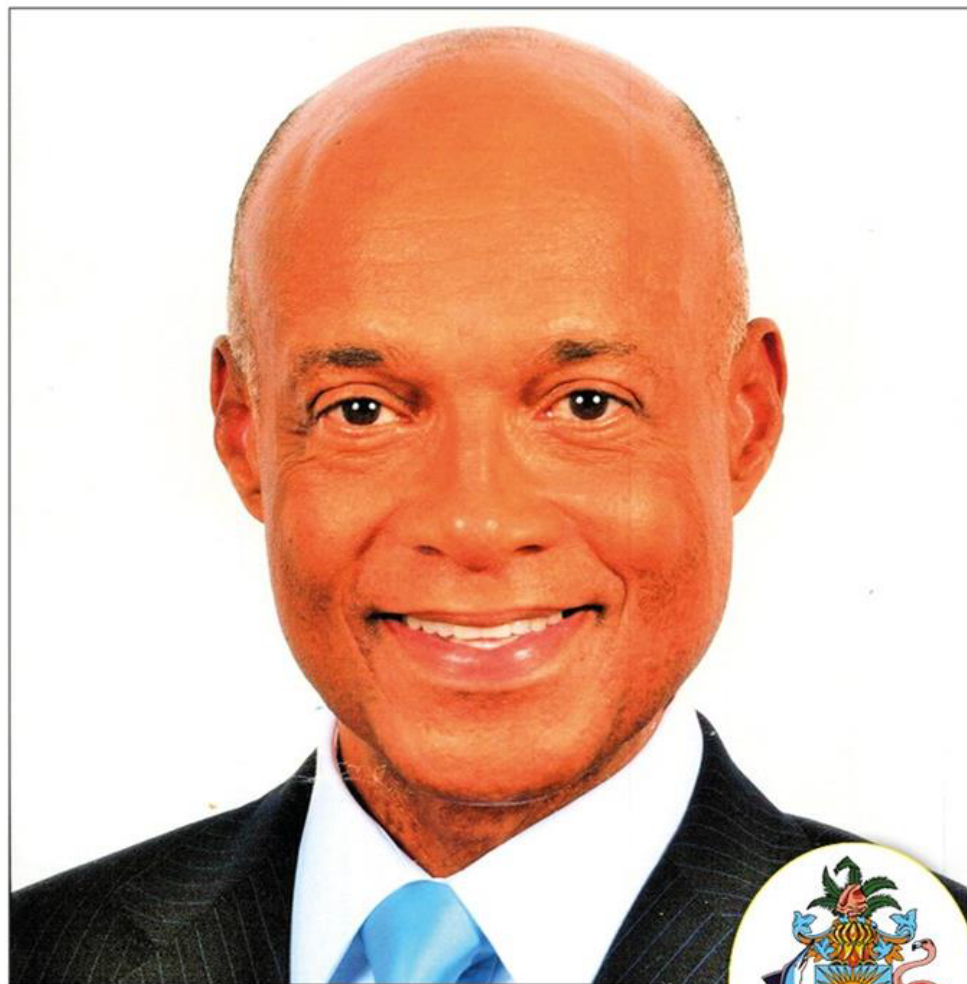
Dr. The Hon. Hubert A. Minnis
M.P. Prime Minister

Message From The Minister of Education

THE Department of Archives, ever since coming into existence in 1971, has been an integral part of The Ministry of Education except for the period of 2011-2012, when it performed a brief stint in the Ministry of Youth, Sports and Culture. The Archives was originally established in the Ministry of Education for practical purposes, but over time it has evolved into one of its most valuable components.

The proper recording of the constant technological, social and cultural changes taking place in The Bahamas is of vital importance to our future development. Therefore the existence of an agency such as the Archives that preserves records of events in our country's history, whether as stunning as a gold medal performance by a Bahamian athlete or as mundane as a weather report, is essential in a society such as ours that is characterized by both continuity and change.

The Department of Archives has established itself not only as a central storage facility for Government records, but also as an important resource for research. Access to archival records thirty (30) years and older is a public right, which I urge



all Bahamians, especially students, to exercise. I commend this department for 46 years of bringing Bahamian history to the public through its wonderful exhibitions. I believe the use of the Archives will allow Bahamians to better understand their history and culture, as well as appreciate the progress this nation has made over the decades.

I extend my personal support and

congratulations to the Department of Archives on the occasion of its 46th anniversary, and to its staff, I wish you every success in all of your future aspirations.

Jeffrey L. Lloyd, M.P., South Beach
Minister Of Education

Anniversary Message By Sir Hartman G. Longley, Chief Justice

THE Public Records Office of The Bahamas, the forerunner to The Bahamas Archives, was established by the Public Records Act 1971. That enactment also gave to the Chief Justice collaborative responsibility for the care and preservation of public records in The Bahamas.

Over the years, my predecessors and I have had the pleasure of working with the Archivist and a cadre of highly skilled and well trained public officers all of whom have made it possible by their skills, zeal and commitment to excellence

that the goals set out in the Act for the care and preservation of Public records in the Commonwealth of The Bahamas are met and maintained to the highest internationally accepted standards. Bahamians, can rest assured that their public records are in very good hands.

I therefore wish to extend congratulations and best wishes to the staff of the Department of Bahamas Archives on the celebration of this significant milestone for the future success and development of this important area of our national life.



Sir Hartman G. Longley
Chief Justice

The Commonwealth of The Bahamas



Message From Acting Director Of Archives

FOR the past forty-six (46) years The Bahamas National Archives has executed its mandate to preserve, conserve and make ACCessible public records within its holdings. As the premier custodian of our nation's historical, literary and documentary heritage, the staff of the Department of Archives realized then and now the importance of the historic resources they protect. As the late Arthur Doughty, Dominion Archivist of Canada stated "Of all national assets, Archives are the most precious. They are the gift of one generation to another and the extent of our care of them marks the extent of our civilization."

The Bahamas National Archives, as a part of a global community, has membership in organizations such as the International Council on Archives (ICA) and the Association of Commonwealth Archivists and Records Managers (ACARM) and regional groups such as CARBICA (the Caribbean division of the ICA). As such it hosted the Third Caribbean Archives Conference in 1979 and has contributed significantly to the development of archives in the region by assisting in the training of individuals from Barbados, Bermuda, Antigua and Barbuda and St. Kitts and Nevis.

Nationally the Department continues to educate the public to the fact that "Archives are a unique and irreplaceable heritage passed from one generation to another." (Universal Declaration on Archives) This is done through publications of exhibition booklets, guides, indices, school tours and facebook posts.

As a member of the team of dedicated civil servants both past and present, I salute the Bahamas National Archives for 46 years of stellar service in preserving, conserving and making accessible the nation's invaluable documentary heritage.

ABOUT THE DEPARTMENT OF ARCHIVES

In 1968, Dr. Robert Claus, United Nations Deputy Chief of Communications, Archives and Records Service, recommended to The Bahamas Government that an experienced professional archivist along with a small staff be appointed to preserve the government's records. He also recommended that suitable legislation for the preservation of records be passed.

Mr. Edward A. Carson, Archivist and Librarian of H.M. Customs and Excise, London, served as Archivist for the year October, 1970 to September 1971. He was replaced by Mrs. D. Gail Saunders who had trained in Archives

Administration and Records Office Management at University College London in 1968 and 1969 and who worked with Mr. Carson for the year 1970-1971.

The Department of Archives was established by an Act of Parliament in 1971 and received departmental status in 1981. It is the final repository for permanent records and archives of the government. The Chief Justice is the legal Head of The Department. However administratively the office is under the Ministry of Education. Daily management and control is performed by the Director of Archives.

PUBLIC RECORDS.

[CH.177.]

2121

CHAPTER 177.

PUBLIC RECORDS.

AN ACT TO PROVIDE FOR THE PRESERVATION OF THE PUBLIC RECORDS OF THE BAHAMAS; TO ESTABLISH A PUBLIC RECORDS OFFICE FOR THE BAHAMAS; AND FOR MATTERS CONNECTED THEREWITH OR INCIDENTAL THERETO.

26 of 1971,
5 of 1987

[19th August, 1971.]

[Commencement 9th December, 1971.]

1. This Act may be cited as the Public Records Act.

Short title.

2.—(1) In this Act, unless the context otherwise requires—

Interpretation.

“Archivist” means the Archivist appointed under the provisions of section 4;

“Government department” includes any office or any other body or establishment whatsoever existing by virtue of the Constitution or being under the Government of The Bahamas;

“Minister” means the Minister responsible for Archives;

“public records” or “records” means all public records, archives, documents and other historical matter of every kind, nature and description which are in the custody of any Government department or which may, after the commencement of this Act, be transferred to or acquired by The Bahamas Archives.

5 of 1987, Sch.

(2) Unless the contrary intention appears, references in this Act to a section are references to a section of this Act and references in a section to a subsection are references to a sub-section of that section.

3. The Chief Justice shall be generally responsible for the execution of this Act and shall supervise the care and preservation of the public records in The Bahamas.

General responsibility of Chief Justice for public records.

4.—(1) There shall be established an office to be called The Bahamas Archives with as many branches as may be deemed necessary or convenient, in which shall be preserved such public records of historical value as are transferred thereto under section 6 or acquired by the Archivist under section 7.

Establishment of Bahamas Archives and appointment of Archivist.
5 of 1987, Sch.



Old Public Records Office Building, Mackey Street

Prior to September 1988, the Department of Archives operated out of three locations - the main repository, research room and administrative offices were in the Old Post Office building, Mackey Street; the Repair-Bindery and Photographic Laboratory in the Learning Resources Unit Building, Mackey Street; and three storage rooms in the then Ministry of Development, Mosko Building, Hawkins Hill.



The Department of Archives and Records Centre

In September 1988, the Department of Archives moved to its new location immediately behind the old Archives building on Mackey Street. As a result, all sections and the records from the Mosko Building were relocated to the new premises. The Records Centre was built between 1999-2000 to store and dispose of non-current files. Prior to this, The Department's Record Centre was located on Moss Road off Thompson Boulevard.

ARCHIVES STAFF



1971



1979



1985



1999



2002



2012

DEPARTMENT OF ARCHIVES TEAM 2017



Names of staff sitting, Front row, left to right: Hazel Storr-Rolle, Portia Ingraham, Melanie Swaby, Marva Brown, Patrice M. Williams, Sherriley Strachan, Brian Conliffe, Lynette Smith. Standing, Back row, left to right: Queenie Butler-Barry, Olive Adderley, L'Shae Davis, Natara Braynen, Roseleen Moncur, Bendeisha Moss, Tomoko Smith, Tarma Peterson, Kishanna Scavella, Raj-Anne R. Brennen, Linda Sands, Tiffany Cooper, Leshelle Delaney, Tiffany Nottage, Estelle Demeritte.



Our Mission

What is our mission?

TO ensure that the historical, documentary and literary heritage of The Bahamas are preserved for future generations by:

- acquiring documents from both government and private sources
- preserving documents through conservation methods, preservation microfilming, and digital technology.
- providing the right environment in which to store the documents
- establishing and maintaining an effective Records Management Programme
- implementing a comprehensive workable disaster preparedness plan
- providing security for the records and their custodians
- providing access to records open to the public

What We Hold

THE Department of Archives accepts as permanent deposit records of enduring value which have been created in the course of the conduct of affairs of any kind, public or private. Most records on deposit originated in the executive, legislative and judicial branches of the Government of The Bahamas. However, the department also holds deposits of private archives including family, business and ecclesiastical records.



1. Book (secondary source)
2. Sound (tape) recording
3. Microfilm
4. Manuscript loose



MANUSCRIPT (bound)



BAHAMIAN Women (The Windsor Memorabilia Deposit)

Preserving Our Cultural Heritage: Unesco's Memory Of The World

UNESCO established the Memory of the World Programme in 1992. It is an international initiative launched to safeguard the documentary heritage of humanity against collective amnesia, neglect, the ravages of time and climatic conditions, and willful and deliberate destruction. In 2008, The Bahamas submitted Farquaharson's Journal to be included in UNESCO'S Memory of The World Register.

A handwritten diary by Charles Farquaharson, planter, and owner of the cotton growing Prospect Hill Plantation, located on the east side of Watlings Island (now known as San Salvador) records the day-to-day happenings on the plantation from 1 January, 1831 to 31 December, 1832. As most plantation owners were absentee landlords, this journal from the lived experience of an owner provides unique insights into plantation life. In 2009 it was inscribed into the Memory of The World.



UNVEILING the Memory of the World plaque. Left Hon Charles Maynard, Minister of Sports and Culture; M. Elaine Toote, Director of Archives; Hon Desmond Bannister, Minister of Education and Dr. Gail Saunders, Director General, Heritage.



Microphotography

THE Microfilming section of The Department of Archives was established in February 1972 with the use of a camera at the Lands and Surveys Department. Later that year the department purchased its own camera. Since its inception the Microfilming Section has embarked on a vigorous programme concentrated in the areas of (a) Preservation (b) Acquisition (c) Reference microfilming and (d) Security filming. This approach has not only enabled the Department to preserve fragile and heavily used original documents but also to acquire copies from foreign repositories and to make these easily accessible to researchers.

The Department of Archives possesses a large collection of microfilmed documents and has in-house microfilming, processing and duplication facilities. However, this area is currently unstaffed.

The modest photographic facility, established in 1977, was able to meet the demands of the annual exhibitions and the numerous requests from researchers for photographs. At present any requests for photographs are done through digitization. The constant acquisition and production of photographs have created one of the best photographic collections in The Bahamas.

Who we serve?

The Department of Archives however, exists first to serve the Government by preserving and making available records that are essential for the effective administration of public business. Secondly it services the public which uses the records for a variety of reasons. Each year the department receives many inquiries by email, mail, and telephone. However most researchers visit the Archives and undertake their own research.

Who are our customers?

The Department of Archives serves a broad spectrum, of Bahamian Society as well as researchers worldwide:

- The Executive, Legislative and Judicial Branches of The Bahamas Government
- Genealogists and Family Historians
- Students and Teachers
- Academic and Historical Researchers
- Journalists
- Business Owners
- Photographers
- Lawyers
- Film Producers
- Publishers
- General Public

THE DEPARTMENT OF ARCHIVES SALUTES

Dr. D. Gail Saunders

First Bahamian Archivist and Director of Archives

DR. D. GAIL SAUNDERS, the first Bahamian trained as an Archivist, studied Archives Administration and Records Management at University College, London. She worked along with Mr. Edward Carson, Archivist and Librarian of Her Majesty Customs and Excise, London who served as Archivist from October 1970 to September, 1971. She succeeded him as the Government's Archivist in 1971 when he demitted office. She became Director of Archives in 1981 and Director General of Heritage in July, 2004.

As Director, Dr. Saunders trained a cadre of young officers in the appraisal, acquisition, and arrangement and description of records. She encouraged staff to qualify themselves and to make the Archives their profession. Additionally, she tried to sensitize government officials in the wider service about the proper care and handling of records. As a proponent of Bahamian history, Dr. Saunders introduced the historical exhibition when, in February, 1973, the Archives Section hosted the first one entitled "Aspects of Slavery." These exhibitions continued annually until 2003.

During her tenure, Dr. Saunders served as President of The Caribbean Archives Association, President of the Association of Caribbean Historians and The Bahamas Historical Society. She also served as a member of the Executive Council on Archives in the International Council on Archives (ICA) between 1978 and 1982. Additionally, she assisted the governments of Dominica and the British Virgin Islands in the establishment of their National Archives. As a pioneer she pushed for the establishment of the Antiquities, Monuments and Museums Corporation and The National Art Gallery of The Bahamas and served as a board member for both organizations. Dr. Saunders retired in March, 2009.



Monica Elaine Toote

MS. M. ELAINE TOOTE became the second Director of Archives in July, 2004. She joined the Public Service in January, 1970 and in March of that year was transferred to the Public Records Office. Ms. Toote has the distinction of being the first person recruited and trained to assist Mrs. D. Gail Saunders in the initial work of establishing the National Archives of the Bahamas. The recipient of a United Nations Fellowship in Archives Procedure and Records Control, she served a six (6) months attachment at the Jamaica Archives, Spanish Town, Jamaica. During her training, she became competent in the fundamentals of document repair and bookbinding and, on her return home, established the Repair and Bindery Section. She trained a small staff in the art of bookbinding and document repair and supervised that section for ten (10) years. Later, after she received training in Records Management, she established and supervised the Records Management arm of the Department of Archives.

During her tenure as Director, Ms. Toote focused on arranging and describing backlogged archival deposits, preparing the Public Service for the Implementation of a Freedom of Information Act and ensuring that, in the event of a disaster, copies of the nation's documentary heritage were stored and protected at an offsite storage facility.

Ms. Toote, a Commonwealth Fellowship Foundation Award recipient, served as Secretary and Treasurer of the Caribbean Archives Association (CARBICA). She along with Dr. D. Gail Saunders assisted the governments of Dominica and the British Virgin Islands in establishing their countries' Archives. Ms. Toote retired in May, 2017.



The Department of Archives Remembers With Gratitude its Retirees and Those Who Have Gone On

Retirees

Repair Bindery Delores Darling – Oct. 1996
Administration Bernice Kelly – Nov. 1996
Microphotography David Wood – April 2008
Administration D. Gail Saunders – March 2009
Research Room Lulamae Gray – Dec. 2009
ITU David Mik Bancroft – April 2011
Accounts Rosalie Moss – Dec. 2011

Human Resource Agatha Cumberbatch – Jan. 2013

Repair Bindery Ida Farrington – Feb. 2014

Administrative Ivy Curry – January 2015

Janitorial Jacqueline Ferguson – May 2015

Foyer Linda Clarke – Jan. 2017

Archival Media Nelson Francis – March 2017

Administration Monica Toote - May 2017

Deaths

Nicholas Rolle – 20 August 1991

Jane Whyms – 1 August 1995

Ethlyn Humes – 1 August 1999

Moira Dean – 11 June 2001

Paul Butler – April 2003

Joycelyn Rolle – December 2013

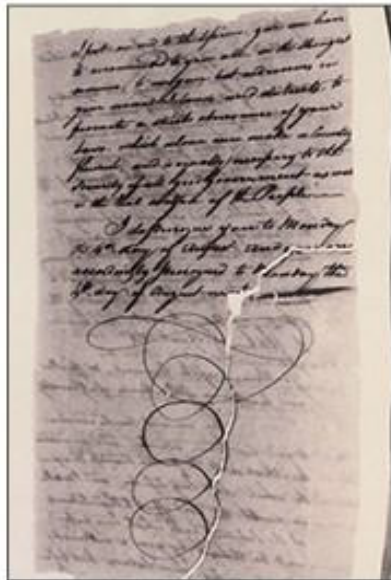
Edith Sturup – July 2015

Repair and Bindery

THE Repair and Bindery Section, established in 1973 at the Ministry of Education, Shirley Street, was mandated to conserve damaged and fragile documents through hand paper repair. From its inception to the present the staff of the Section has repaired hundreds of documents as well as binding over a thousand books.

Additionally it has facilitated the training of persons from other government departments and the Caribbean.

The Section moved from the Ministry of Education to the Learning Resources Unit in 1975 and to the main Archives building in September 1988.



PHOTOGRAPH showing the type of damage ink can do to paper.



SEATED FROM LEFT TO RIGHT - Mr. Lionel Sands, Director of Education; Mrs Elma ???, P.S. of education; Hon. Dr. Hubert Minnis, Acting Minister of Education, Hon. Charles Maynard, Minister of State for Education. Back row - Patrice M. Williams, Assistant Director of Archives; Raj Anne Brennen, S Clerk; Nelson Francis, Lithograph Stripper (??? Archive Media) and Elaine Toote, Director of Archives.

Archival Media Unit

THE Archival Media Unit performs oral history transcription and conversion from analog to digital formats. The unit has produced various educational media packages of CD's and DVD's using department's oral history collection (comprising audio CD's and DVD's). Some of the media produced include learning packages such as the 1942 Burma Road Riot DVD and the Voices from the Past Collection on CD. The DVD Collection also includes a four-part series called "A

Proud and Singular Heritage." The Oral History Collection includes audio lectures on topics in Bahamian History by Dr. Cleveland Eneas, Dr. Paul Albury, Mr. Horace Wright, Dr. Andrew Esfakis, Winston Saunders, Paul Adderley and E. Clement Bethel. The media unit has also produced special photographic imaging and documentary projects on Independence.

Productions by the Archival Media Unit are available for purchase at the Department of Archives Research Section.



Digitization

IN 2009, The Department purchased the Guardian camera from ICAM Systems which includes book handling options with the ability to capture digital images as well as images on microfilm. Therefore, it allows for the preservation, access and storage of material on two media, both digital and microfilm. The ICAM

GUARDIAN camera is accompanied by "Ar Capture" an image capture and processing software which provides a project based environment to manage multiple captures.

Why Digitize?

Digitization can unlock the hidden treasures in your collection, dramatically increasing accessibility and creating more ways to present your records to new and wider audiences.

Records Management

THE Record Centre is intended to provide intermediate storage for the government's non current, inactive records. The Records Centre has a storage capacity of 2,200 square feet and is heavily used by a number of government ministries and departments.



The Research Room

A Student searches newspapers on microfilm in the Research Room of The Department of Archives. The Research Section opens at 10:00 a.m. and closes at 4:45 p.m. Monday – Friday.

Frequently Asked Questions

CAN I USE A LAPTOP COMPUTER IN THE RESEARCH ROOM?

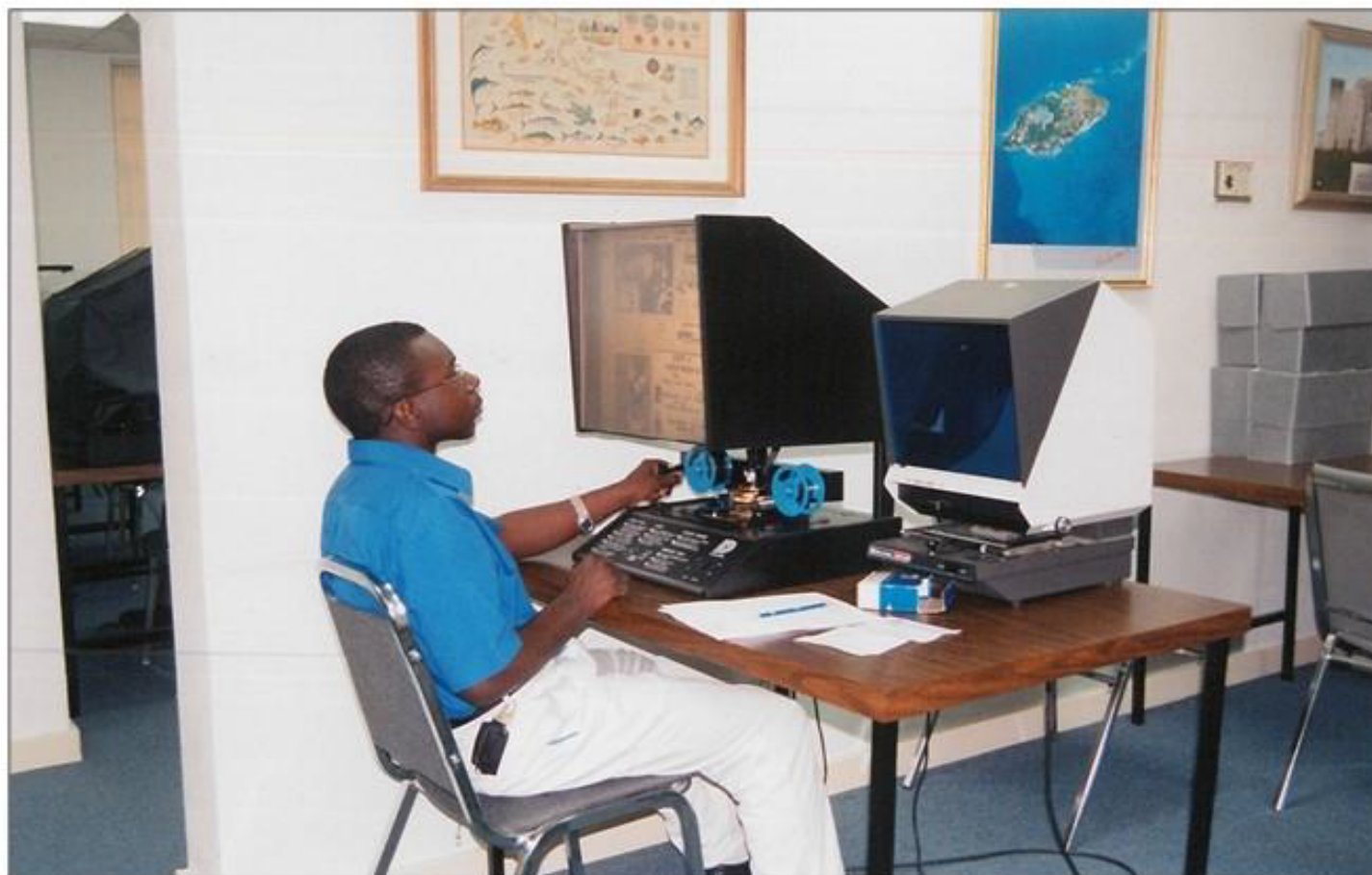
Persons wishing to use laptop computers should seek permission from the Archivist in charge of the Research Room BEFORE visiting the Archives. Note that electrical outlets are limited so ensure that batteries are up to strength,

CAN I USE A CAMERA OR OTHER ELECTRONIC RECORDING DEVICES TO TAKE PHOTOGRAPHS OF DOCUMENTS OR PRINTS AT THE ARCHIVES?

The use of cameras and other electronic devices is strictly prohibited. Permission to use them is only granted by the Director of Archives upon written request. The Director reserves the right to refuse any or all requests.

CAN I CALL THE ARCHIVES AND HAVE INFORMATION RESEARCHED FOR ME?

Due to the number of requests that the Department receives daily, we are unable to accommodate these from local researchers. They are encouraged to visit the Archives to conduct their own research. However, enquire are accepted from overseas researchers who are unable to visit the archives. Limited research is conducted for these requests but those requiring in-depth research are referred to a professional researcher or research firm.



THE Research Room, where researchers are accommodated, is located on the ground floor and is open to researchers Monday to Friday from 10:00a.m. to 4:45p.m (excluding public holidays). Here professional staff members carefully supervise researchers and cater to their research and photocopying needs.

Many finding aids describing records have been prepared. These include The Guide to the Records of The Bahamas and its supplement, lists of individual deposits, detailed descriptive lists, subject guides and catalogues of reference books and indexes to newspapers. These are available in the Research Room to guide researchers to relevant sources of information. Finding aids are not yet available on-line.

When researchers enter the Research Room, the staff conducts an informal interview to determine the nature and depth of the research to be undertaken, suggests relevant sources, gives instruction in the use of archival research tools, and provides information on the services and facilities of The Department of Archives. Researchers are also familiarized with the RULES AND REGULATIONS which govern the use of the research facilities. Anyone who refuses to obey these regulations can be evicted. These include: no pens, no food and no smoking.

Service Charges:

Research Fee (<i>students exempted</i>)	\$2.00
DIGITAL IMAGING & PHOTOGRAPHY	
Digital copies (<i>colour 8½x11/8½x14</i>)	\$2.50
Digital copies (<i>colour 11x17</i>)	\$5.00
Digital copies (<i>black/white 8½x11/8½x14</i>)	\$1.50
Digital copies (<i>black/white 11x17</i>)	\$3.00
Scanned image	\$5.00
CD	\$10.00
Photograph size 5x7	\$8.00
Photograph size 8x10	\$12.00
OTHER ITEMS	
Historical Note Cards (<i>pack</i>)	\$5.00
Set of 5 (<i>packs</i>)	\$20.00
COLOURED COPIES	
Coloured copies per page (<i>8½x11</i>)(<i>regular paper only</i>)	\$1.85
XEROX COPIES	
Xerox copies (<i>8½x11 and 8½x14</i>) @ 30¢ per page up to 10 & 15¢ thereafter	
Xerox copies (<i>11x17</i>) @ 50¢ per page up to 10 & 25¢ thereafter	
Xerox copies per page (<i>certified</i>)	\$3.00
<i>(All Copies from original documents are \$1.00)</i>	
MICROFILM COPIES	
Microfilm copies per page (<i>regular</i>)	\$1.00
Microfilm copies per page (<i>certified</i>)	\$3.00
National Symbols	\$5.00
Souvenir Calendars 2003, 2005, 2007	\$5.00

PICTORIAL HISTORY - GOVERNMENT DIGNITARIES



Opening of The Public Records Office by Hon. Carlton Francis, Minister of Education and Culture 1971.



Prime Minister Sir Lynden Pindling tours the new archival building 1988.



Ms. Collie, The Hon. C.A. Smith Minister of Education Dr. Saunders and Mrs. Moira Dean viewing documents being repaired 17 September 1992.



Dame Ivy Dumont speaks with Ms. Patrice M. Williams and Dr. Saunders at an exhibition September 1996.



Opening of Exhibit Historical Documents-Aspects of Slavery by the Hon. Livingstone Coakley, Dr. Gail Saunders and Mrs. Coakley 1974.



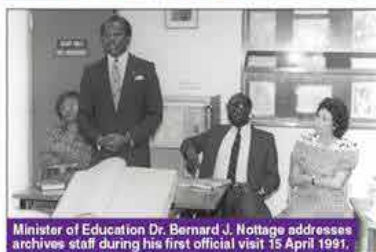
Representatives of The Department of Archives pay a courtesy call on The Prime Minister, Hubert Ingraham during Archives Week, 17 September 1996.



Minister Alfred Sears views an Exhibition at The Archives.



Deputy P.M. A.D. Hanna and Mrs. Coakley wife of Minister of Education view Exhibition in February of 1975.



Minister of Education Dr. Bernard J. Nottage addresses archives staff during his first official visit 15 April 1991.



Dr. Saunders explains items on display to Minister Foulkes and Sir Orville and Lady Turnquest at the 25th Anniversary of Independence exhibition.



The Road to Independence Exhibition; 2003. Prime Minister Perry G. Christie views The Union Jack and The Bahamas National Flag used in 1973 at the Independence celebrations held at Fort Charlotte.



Minister Paul Adderley views documents being repaired by Repair & Bindery at the official opening of the Archives building on December 4 1988.



Opening of the Salt Industry Exhibition 1980 Minister of Education Darrel Rolle and Mrs. Rolle.



Archives staff pay a courtesy call on the Minister of Education and Training 16 Sept 1996.



Minister Desmond Bannister tours the repository with Director of Archives Ms. Elaine Toote 2011.

What Is The Difference Between An Archives And A Library?

ARCHIVES

Archives collect ORIGINAL UNPUBLISHED MATERIAL-official records of government organizations or private papers OF AN INDIVIDUAL, FAMILY or BUSINESS. These are categorized as PRIMARY SOURCES.

Archival material can only be CONSULTED IN SUPERVISED READING ROOMS

Material CANNOT be borrowed. Materials do not circulate and must be accessed on site. Only select materials are available online.

A group of material is described on a number of different levels within the collection. (e.g., fonds, series, sub-series, file, item).

LIBRARY

Traditional Libraries collect PUBLISHED MATERIALS (BOOKS). These are categorized as SECONDARY SOURCES



Users can usually BROWSE FREELY THROUGH THE STACKS.

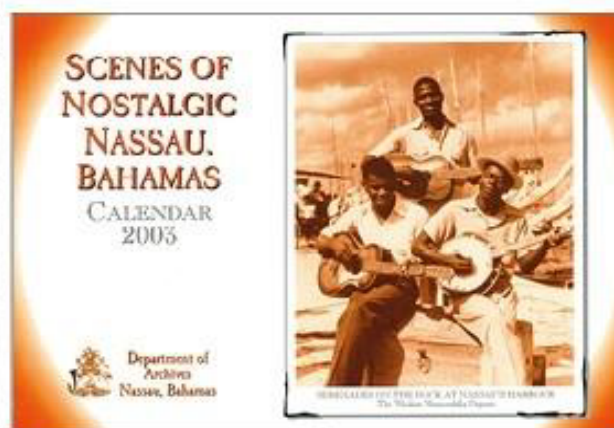
Users CAN Borrow library material. Most library materials circulate or can be accessed online. Some items (e.g., special collections, course reserves) do not circulate

Material is described on an individual level (e.g., catalogue record for a single book)

HISTORIC CALENDARS AVAILABLE AT THE DEPARTMENT OF ARCHIVES



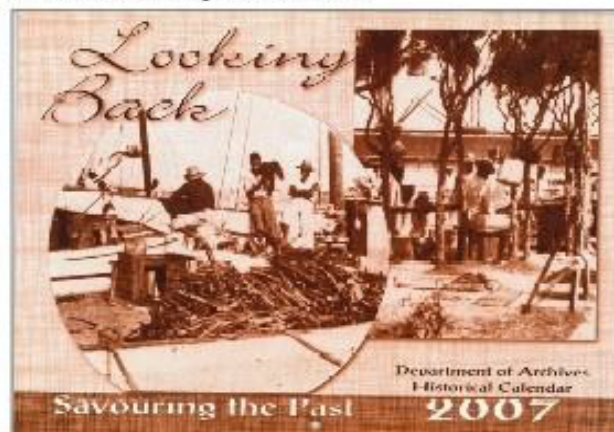
HISTORICAL Notecards



SCENES of Nostalgic Nassau 2003



GLIMPSES of Our Past Souvenir Historical Calendar 2005



SOUVENIC Historic Calendar 2007

NATIONAL SYMBOLS OF THE BAHAMAS

The National Symbols of The Bahamas depict the rich cultural, environmental and historical heritage of the country.

NATIONAL ANTHEM OF THE BAHAMAS
"March On, Bahamaland"

By Timothy Gibson

The National Anthem of The Bahamas

Lift up your head to the rising sun, Bahamaland;
March on to glory, your bright banners waving high.

See how the world marks the manner of your bearing!
Pledge to excel through love and unity.

Pressing onward, march together to a common loftier goal;
Steady onward, tho' the weather hide the wide and treacherous shoal.

Lift up your head to the rising sun, Bahamaland,
Til the road you've trod lead unto your God,
March on, Bahamaland.

Written by the late Timothy Gibson, "March On, Bahamaland" was the winning entry in a national competition and officially became the National Anthem of The Bahamas on July 10th, 1973.

NATIONAL Symbols



Exhibitions & Publications

FROM 1973 to 2003 the Department of Archives mounted exhibitions annually. The main purpose of these exhibitions is the education of the Bahamian populace in the area of history and culture. Exhibitions of archival materials show what an archives acquires, preserves and makes available to researchers.

Along with the displays, the Department published booklets or catalogues as an accompaniment. They allow the Archives to share some part of the exhibitions with distant audiences, future readers as well as current readers who see the exhibition and want to study the subject in more depth.



Other Books For Sale At The Department Of Archives:

(All prices subject to 7.5% VAT.)

1973	Guide to The Records of The Bahamas by D. Gail Saunders and E. Carson	\$5.00
1980	Supplement to the Guide to The Records of The Bahamas by Patrice M. Williams	\$3.50
1980	A Guide To Selected Sources for the History of The Seminole Settlements at Red Bays Andros by David Eugene Wood	\$3.50
1976	St. Matthew's Cemetery and The Eastern Burial Ground	\$3.50
1976	Christ Church Cathedral Tombstone and Memorial Plaque Inscriptions by Ruth Bowe and Jolton Johnson	\$3.50
1979	The First Ten Years 1969 -1979 - History of The Bahamian Archives By D. Gail Saunders	\$3.00
1981	Proceedings of the Caribbean Archives Conference Oct. 22-26 1979	\$10.00
1982	Official Reports of The Out Islands of The Bahamas by Thos. Chapman Harvey, Esq. 1858	\$5.00
1987	A User's Guide To The Records Centre by M. Elaine Toote	\$3.50
1979	A Guide to African Villages in New Providence by Patrice M. Williams	\$5.00
1992	Some Personalities in Bahamian Education by Jolton Johnson	\$5.00
1993	Important Facts about The Bahamas	\$5.00
1996	Looking Back : A Guide to Genealogical records by Patrice M. Williams	\$ 3.50
1996	The Department of Archives 25 Years of Excellence in Preservation, Conservation, Research, Documentation and Education.	\$3.50
1996	Preservum (Journal of The Department of Archives) Vol.1 by Patrice M. Williams (Editor)	\$3.50
1998	Preservum (Journal of The Department of Archives) Vol.2 1st December 1998 Patrice M. Williams (Editor)	\$3.50
2000	Preservum (Journal of The Department of Archives) Vol.3 by Patrice M. Williams (Editor)	\$3.50
2006	Documenting Life: Vital Statistics from The Nassau Guardian 1875-1885 by Patrice M. Williams (Editor)	\$15.00
1970	Report of The Royal Commission to Review The Hawksbill Creek Agreement Vol. 2 Appendices	\$5.00
1972	Independence for The Commonwealth of The Bahamas	\$3.00
1973	The Bahamas Independence Order 1973	\$5.00
1974	Agriculture and Fisheries Sector Working Paper	\$5.00
1976	Bahamian Symbols by Whitney Smith	\$5.00
1978	Commonwealth of The Bahamas Fifth Anniversary of Independence	\$1.50
1979	250th Anniversary of Parliament History of The Anglican Church in The Bahamas 1631-1986 to mark the 125th Anniversary of The Diocese of Nassau and The Bahamas	\$5.00 \$1.00*
1989	San Salvador the Forgotten Island by Pedro Grau Triana	\$10.00
1992	Prehistoric and Historic Archaeology Field Research in Abaco, Bahamas: 1988-1991	\$5.00
2003	Historic Forts of Nassau (Bahamas Development Bank) Commonwealth of The Bahamas Cultural Perspectives on The Heritage Festival	\$5.00 \$5.00
2004	The Caricom Single Market and Economy	\$5.00
1976	The Royal Victoria Hotel by Henry Villard	\$5.00

Exhibition Booklets

1973	"Aspects of Slavery"	\$3.00
1974	"The Sponging Industry of the Bahamas"	\$5.00
1975	"A Selection of Historic Buildings of the Bahamas"	\$5.00
1976	"The Bahamian American Connection"	\$5.00
1977	"The Pineapple Industry of The Bahamas"	\$5.00*
1978	"Junkanoo"	\$7.00
1979	Constitutional Development of The Bahamas	\$5.00
1980	"The Salt Industry of The Bahamas"	\$5.00
1981	The Boat Building Industry of The Bahamas	\$5.00
1982	Settlements in New Providence	\$7.00
1983	The Loyalists Bi-Centennial	\$7.00
1983	The Bahamas Ten Years After Independence 1973 – 1983	\$10.00
1984	Aspects of Slavery II	\$5.00
1985	The Bahamas During the World Wars 1914-1918 and 1939-1945	\$5.00
1985	"Highlights In Bahamian History"	\$5.00
1986	The Bahamas During The Early Twentieth Century 1900-1914	\$5.00*
1987	The Bahamas In The Late Nineteenth Century 1870-1899	\$5.00
1988	The Bahamas In The Mid Nineteenth Century 1850-1869	\$5.00
1989	"The Bahamas in the Age of Revolution 1775 – 1848"	\$5.00
1990	"The Bahamas In the Early and Mid Eighteenth Century 1700-1775"	\$5.00*
1991	"The Exploration and Settlement of The Bahamas 1500-1700"	\$5.00
1992	"The Lucayans, Columbus and The Encounter 1492"	\$5.00
1993	"The Historical Development of the Southern Bahama Islands up to 1900"	\$5.00
1994	"The Early History of The Church in The Bahamas Up to 1910"	\$5.00*
1995	The Tri-Centenary of Nassau: The Development of the Metropolis Of The Bahamas up to The Early Twentieth Century	\$5.00
1996	"The Peoples of The Bahamas"	\$5.00*
1997	"The Central Bahama Islands"	\$5.00*
1998	"Highlights in the History of Communication in The Bahamas 1784-1956"	\$5.00
2001	"Highlights in The History of The Twentieth Century Bahamas 1900-2000"	\$5.00*
2003	The Road To Independence	\$8.00

* Out of Print Copies can be made from Research Copy.

Archives Matter

ARCHIVES matter because they hold much of our personal, corporate and social memory. What are archives and why should we keep them? Archives are records created during the course of daily activity and are selected for preservation because of their evidential, cultural or historical value. #Exploreyourarchives.#ArchivesMatter. The National Archives of The Bahamas - Preserve Our Past and Create a Better Future!



E-Repositories: The Next Frontier

By Leshelle Delaney, Trainee Assistant Archivist

THE introduction of computers and associated information technologies to government record keeping systems in the mid-twentieth century has undoubtedly transformed the information management landscape. In the bureaucratic context of the twenty-first century, computer software is used during the course of every-day business activities. Subsequently, electronic records are being created at a rapid pace, alongside their paper-based counterparts, fashioning a unique hybrid records environment. Therefore, archivists are compelled to take a multidisciplinary approach to the management of electronic records.

E-records forced archivists into collaborations with different disciplines. In response, archivists adopted terms from information technology, publishing, and knowledge management. They began to grapple with born-digital documents and to become familiar with arcane aspects of technology used to record and authenticate electronic documents, such as ciphers, encryption keys, and encoding schemes.¹

Three national archives operating within this framework which have strategically implemented effective system designs include: The National Archives (UK), The National Archives of Australia and The National Archives and Records Administration (USA). These institutions are highlighted on the basis of their holistic approach to the management of digital records within their geographical regions. They represent the leading institutions on three continents with respect to preservation of digital records. Nevertheless, this approach has worked well in other national archives, such as The Netherlands and France, among others. Ultimately, these national archives are committed to taking an integrated and comprehensive approach to the management of digital records.

Alternatively, where these national archives provide e-repositories for born-digital records, there is evidence that this approach has created an avenue for effective information exchange across organizational and international borders and has contributed to the efficiency of e-government services. Moreover, the transition from management of paper-based systems to electronic records management has created forums for international research, uniquely designed transfer systems and the implementation of institutional policies for digital records. Notwithstanding challenges, there is documented evidence of these three national archives successfully using this approach. For the most part, their success has been based on their commitment to maintain the integrity of digital records over the long-term, continuing education, collaborative research and accurately designed software systems.

E-repositories are intended to collect, preserve, and grant access to digital records. Born digital records are described as 'information created in electronic format'. One universal challenge of managing these digital records is technology obsolescence. Managing digital archives within a system where software and hardware change rapidly is one of the challenges that have been examined by experts at the University of Hull within their project: 'Born Digital Archives: An Inter-Institutional Model of Stewardship (AIMS)'. As computer technology advances, electronic records are being created

in diverse formats and institutions require different models of preservation. Regarding the findings of the AIMS project, Simon Wilson, digital archivist for the University of Hull 'realized early on that differences between institutions meant that creating a single model of preservation was neither possible nor meaningful. Instead we have created a framework, based on the principles of traditional archive practice, which can be adopted more easily by archivists working in a variety of settings'.² These realizations are also evident in the unique system designs employed by those three national archives effectively managing e-repositories. Although their systems are founded upon traditional archival principles their models differ in approach. In addition, their detailed knowledge of the systems and context in which these records were originally created is pivotal to the long-term preservation of these digital records.

Public accessibility to digital records within an e-repository is central to the mandate of these national archives. As national archives are part of the network of e-government services, their role is pivotal within this framework of government. A primary aspect of their function is the preservation of the documentary and cultural heritage of a nation for future generations. Accessibility to these records by the public is also essential to the success of an e-government system. E-government is defined as 'the use of ICT (Information and Communication Technology) in public administrations combined with organizational change and new skills in order to improve public services and democratic processes, and strengthen support to public policies'.³ In the United States, these improvements are reflected in The National Archives and Records Administrations Open Government Plan. NARA'S Plan is in compliance with the grander 'Digital Government Strategy' implemented by The Obama Administration 2012 to improve digital services.⁴ Among the milestones NARA has achieved using this strategy is 'making existing high value data and content available through web API's'. This feature ensures greater accessibility to NARA's catalogue and allows for efficient and accurate search for data. The National Archives (UK) via its website has personified the role of e-government in a national agency. They have managed to responsibly provide the content of its e-repository through its online catalogue using a platform that is user friendly and easy to navigate. To date, 'The National Archives (UK) received its first born-digital records from a government Department in 2015 as part of their Digital Transfer Project'.⁵

Despite the technological challenges of managing born digital records, these national archives are on the cutting edge of confronting challenges through policy planning, system redesign, education and research initiatives. Ultimately, they present a holistic approach to the life cycle management of digital records by interacting with records at each stage of the cycle for their long-term preservation. The Bahamas Department of Archives anticipates its first official deposit of born-digital records from agencies in the near future and is establishing the framework for reception of these records through research, training and education of its staff.

1. Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*, ed. by Laurie Baty (Chicago Illinois: The Society of American Archivists, 2005), p. xiii-xiv
2. The University of Hull, *Archives in the Digital Age - University of Hull*; The University of Hull, 2012
3. Efthimios Tambouris, Nikos Manouselis and Constantina Costopoulou, 'Metadata for Digital Collections of E- government Resources', *The Electronic Library*, 25.2 (2007), 176-92 in European Commission (2003), "The role of e-Government for Europe's future"
4. *Digital Government Strategy - Milestones* <http://www.archives.gov/digitalstrategy/milestones.html> [accessed 22 October 2015].
5. The National Archives, 'The National Archives Receives First Born-Digital Records from Government Departments', *The National Archives* [accessed 16 October 2015].

EXCELLENCE IN PRESERVATION, CONSERVATION, RESEARCH, DOCUMENTATION AND EDUCATION



Archive Week: September 11th-15th, 2017
Public Open House: September 15th, 2017



The Exploration and Settlement of The Bahama Islands 1500 - 1700

A booklet of the Department of Archives Exhibition held in the Foyer of the Post Office Building, East 10th Street, 6-23 February, 1991
Official Opening by
Dr. The Honourable Bernard J. Nottage, Minister of Education.

Archives Exhibition
"THE PEOPLES OF THE BAHAMAS"

at the
THE POST OFFICE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday, 10th February, 1988 at 4:00 p.m.

by
THE RT. HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
THE BAHAMAS DURING THE WORLD WARS 1914-1918 AND 1939-1945

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 4th February 1985, 5:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

The Telegraph
and the original telegraph records 1844
The first telegraph line in the world was laid between London and Dover in 1841. The first telegraph line in the Bahamas was laid between Nassau and New Providence in 1844.

Early Types of Communication
Communication the exchange of information signal message through talk, gesture or writing. From the giving of time, has devised ways communicating use of instruments. These include drum, horn, smoke and in modern times, printing press, telegraph, telephone and radio apparatus.

The Undersea Post Office
The first use of the Undersea Post Office was in 1851. The first Undersea Post Office in the Bahamas was in 1851.

COMMEMORATE OF THE BAHAMAS
ARCHIVES EXHIBITION
"THE BAHAMIAN AMERICAN CONNECTION"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
"HIGHLIGHTS IN THE HISTORY OF COMMUNICATION IN THE BAHAMAS 1784-1986"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
CONSTITUTIONAL DEVELOPMENT OF THE BAHAMAS

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

COMMONWEALTH OF THE BAHAMAS 1973-2003

THE ROAD TO INDEPENDENCE

A booklet of the Department of Archives Exhibition in commemoration of the THIRTIETH ANNIVERSARY OF INDEPENDENCE in the Foyer of the DEPARTMENT OF ARCHIVES Mackey Street
6th-24th October, 2003

Official Opening by
THE HON. ROBERT A. INGRAM

ARCHIVES EXHIBITION
"JUNKANOO"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
"THE BAHAMAS TEN YEARS AFTER INDEPENDENCE 1973-1983"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

COMMEMORATE OF THE BAHAMAS
ARCHIVES EXHIBITION
"THE BAHAMIAN AMERICAN CONNECTION"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

COMMEMORATE OF THE BAHAMAS
ARCHIVES EXHIBITION
"THE SPONGE INDUSTRY"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

LOOKING BACK

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

COMMEMORATE OF THE BAHAMAS
ARCHIVES EXHIBITION
"THE BAHAMIAN AMERICAN CONNECTION"

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
SETTLEMENTS OF NEW PROVIDENCE

at the
THE SENATE BUILDING
East 10th Street, Nassau

OFFICIAL OPENING
Monday 10th February 1991 at 4:00 p.m.

by
THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ARCHIVES EXHIBITION
"THE BAHAMAS TEN YEARS AFTER INDEPENDENCE 1973-1983"

at the
THE SENATE BUILDING
East 10th Street, Nassau

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Monday 10th February 1991 at 4:00 p.m.

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THE HON. ROBERT A. INGRAM
Prime Minister

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

HIGHLIGHTS FROM "ARCHIVE WEEK" - SEPTMEBER 11TH - 15TH, 2017



Views earliest newspaper held at the Department of Archives.



SUPERINTENDENT of Repair and Bindery doing a demonstration of repair work.



CHIEF Justice views 1869 Voters Reports.



CHIEF Justice viewing early passport records.



TRAINEE Assistant Archivist Leshelle Delaney and Minister Lloyd with ICAM Digital camera



DR. TRACEY Thompson speaks with Minister Lloyd during Open House.



VISITING researchers viewing records during the Open House.



MINISTER Lloyd interacts with reserchers during Open House.





CHIEF Justice Longley examines legal records.



JUDICIAL records on display on Open House.



MINISTER Lloyd viewing records in the repository.



ACTING Director Williams (right) Chief Justice Hartman Longley (center) and Assistant Research Officer Barry (left) examines 1812 map of New Providence.



MINISTER Lloyd views foyer exhibition.