



COMMONWEALTH OF THE BAHAMAS
THE BAHAMAS ARCHIVES

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION

ANNUAL REPORT
2006

TABLE OF CONTENTS

ORGANIZATIONAL OVERVIEW	2
HISTORICAL BACKGROUND	2
LEGISLATION	2
ROLE OF THE ARCHIVES	2
ORGANIZATIONAL STRUCTURE	3
PERFORMANCE REPORTS	5
<i>Objective 1: Acquire the Literary and Documentary Heritage of The Bahamas</i>	5
<i>Objective 2: Preserve the Literary and Documentary Heritage of The Bahamas</i>	8
<i>Objective 4: Educate the Bahamian Populace Regarding their Heritage, History and Culture</i>	10
<i>Objective 6: Train Young Bahamians in the Field of Archivology, Micrographics and Repair Bindery</i>	11
<i>Objective 8: Provide Efficient and Courteous Service that Meets the Needs of Researchers</i>	11
<i>Objective 10: Continue Training of Archives Staff</i>	23
<i>Objective 13: Provide Proper Archival Accommodations for the National Archives of The Bahamas</i>	25
<i>Objective 22: Develop a Strategic Collection Plan Throughout the Entire Bahamas For the Collection of Oral History</i>	25
<i>Objective 26: Provide Cost Effective Storage for Non Current Records of the Government of The Bahamas ...</i>	26
HUMAN RESOURCE MANAGEMENT.....	26
RECRUITMENT OF STAFF	26
STAFF MOVEMENTS	27
PROMOTIONS	27
PROPERTY MANAGEMENT	27
MAINTENANCE OF THE BUILDING	27
SECURITY SYSTEMS	28
MAINTENANCE OF AIR CONDITION UNITS	28
GENERATOR	28
SPECIAL PROJECT.....	29
INFORMATION TECHNOLOGY INFRASTRUCTURE AND SERVICES	29
THIRTY FIFTH ANNIVERSARY CELEBRATIONS	29
ADVISORY COUNCIL	34

Organizational Overview

HISTORICAL BACKGROUND

Dr. Robert Claus, United Nations Deputy Chief of Communications, Archives and Records Service, recommended in 1968 that an experienced professional Archivist be appointed, that suitable legislation for the preservation of records be passed and provision be made for a suitable central records repository, and that a small staff be recruited and trained to assist the Archivist. These recommendations have by and large been implemented. 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 and was replaced by Mrs. D. Gail Saunders who had trained in Archives Administration and Records Office Management at University College, London in 1968 to 1969 and who worked with Mr. Carson for the year 1970-1. A Trainee Archivist Assistant, Miss M. E. Colebrooke, was transferred to the Archives Section in March, 1971 and awarded a United Nations fellowship in November, 1971 for six months at the Jamaica Archives.

The second United Nations fellowship was awarded to Miss Sherriley Voiley who trained for three months respectively at the Jamaica Archives and the Department of Archives, Barbados.

The Archives Section was given Departmental Status under the Ministry of Education and Culture in 1981.

LEGISLATION

The Public Records Act came into effect in December, 1971 establishing the office to be called the Public Records Office, for which the Chief Justice is legally responsible. The Act was revised in 1987 changing the term Public Records Office to The Bahamas Archives. For administrative purposes, the office is the responsibility of the Minister of Education.

Under the provisions of the 1971 Act, the Chief Justice is responsible for the execution of the Public Records Act and supervision of the care and preservation of the public records in The Bahamas.

ROLE OF THE ARCHIVES

Under the provisions of the Act, the Archivist (Director of Archives) under the direction of the Chief Justice is responsible for the day to day running of The Bahamas Archives, the custody, preservation, arrangement, repair and rehabilitation and for such duplication and reproduction of records at The Bahamas Archives, and for the preparation and publication of inventories, indexes, catalogues and other finding aids and guides facilitating the use of such records.

The Department of Archives accepts on 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.

The Department of Archives services firstly, the government by preserving and making available records which are essential for the effective administration of public business. Secondly, it services the public which uses the records for a variety of reasons.

MISSION

To ensure that the historical, documentary material and cultural heritage of The Bahamas are preserved for future generations by:

- **acquiring documents from both government and private sources**
- **preserving documents through conservation methods, microfilm, microfiche, digital technology etc.**
- **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**
- **and providing security for the records and their custodians**

ORGANIZATIONAL STRUCTURE

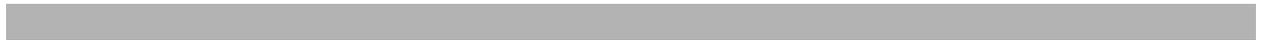
In 2006 the staff comprised:

Ms. M. Elaine Toote, **DIRECTOR OF ARCHIVES** ♦ Miss Patrice M. Williams, **ASSISTANT DIRECTOR OF ARCHIVES** ♦ Mrs. Bridgette Stuart, **FIRST ASSISTANT SECRETARY** ♦ Mrs. Sherriley Strachan and Mr. David Wood, **CHIEF ARCHIVISTS** ♦ Mrs. Lulamae Collie-Gray, **CHIEF RESEARCH OFFICER** ♦ Mrs. Stacey Arthur, **FINANCE AND ACCOUNTING OFFICER III** ♦ Miss Sherrine Thompson, **SENIOR ASSISTANT ARCHIVIST** ♦ Mrs. Princess Taylor, **CHIEF EXECUTIVE OFFICER** ♦ Mrs. Portia Ingraham, **CHIEF EXECUTIVE SECRETARY** ♦ Miss Joycelyn Rolle, **REGISTRY SUPERVISOR** ♦ Mrs. Hazel Storr-Rolle, **SUPERINTENDENT, REPAIR AND BINDERY** ♦ Mrs. Queenie Butler, **ASSISTANT RESEARCH OFFICER** ♦ Miss Karen Dorsett and Miss Cindy Simon, **TRAINEE ASSISTANT ARCHIVISTS** ♦ Mrs. Ivy Curry, **EXECUTIVE SECRETARY** ♦ Mrs. Edith Sturup, **ARCHIVES ASSISTANT** ♦ Miss Jennifer Grant and Miss Nameiko Hall, **SENIOR CLERKS** ♦ Miss Raj-Anne Brennen, Miss Tarma Peterson and Miss Kishanna Scavella, **CLERKS** ♦ Patrice Dorsett, **BINDER, GRADE III** ♦ Natara Braynen, **JUNIOR PRINT MACHINE OPERATOR** ♦ Mrs. Rosalie Moss and Mrs. Lynette Smith, **HEAD MESSENGERS** ♦ Mrs. Roseleen Moncur, **HEAD JANITRESS** ♦ Mr. Brian Conliffe, Mr. Gerard King, Miss Evangeline Farquharson and Miss Garnell Johnson, **TRAINEE REPAIRER/BINDERS** ♦ Mrs. Linda Clarke, **OFFICE ASSISTANT** ♦ Mrs. Tiffany Cooper, **SECURITY ASSISTANT** ♦ Miss Ida Farrington, Mrs. Christine Duncombe and Ms. Estelle Demeritte, **JANITRESSES** ♦

DIRECTOR GENERAL OF HERITAGE

In July, 2004, Dr. Gail Saunders, Director of Archives, was promoted to the post of Director General of Heritage. She is responsible for the development of Bahamian Heritage and acts as Consultant to the Minister of Education regarding Heritage Institutions.

She is involved in the Clifton Heritage Authority and is the Chairperson of the National Art Gallery of The Bahamas Board.



VISION

To ensure that the Bahamian populace is educated on the importance of the nation's historical, documentary and cultural heritage.

PERFORMANCE REPORTS

The Department of Archives' *Strategic Plan 2004 – 2009* provides the basis for the Department's work, planning, resource allocation and performance assessment in accordance with government's resources and policies. The performance reports which follow provide an assessment of the Department's progress towards achieving its objectives as stipulated in the strategic plan.

OBJECTIVE 1: ACQUIRE THE LITERARY AND DOCUMENTARY HERITAGE OF THE BAHAMAS

OUTCOMES:

Appraisals, Acquisition, Accession, arrange and describe records and produce finding aids.

(a) APPRAISALS

During 2006 the Archival Teams conducted appraisals of records at the Civil Aviation Department, the Customs Department, the Old Administrator's Office, Fresh Creek, Andros and The Bahamas Consulate in Miami, Florida. At the conclusion of the appraisal of the records at the Consulate Office in Miami, approximately **fifty (50)** boxes were prepared for shipment to The Bahamas National Archives.

(b) ACQUISITIONS

In 2006 the Department acquired:

- Eleven (11) boxes of records from the Police Reserves. The records span the period 1960-1990.
- 1 box of original documents and books from Mrs. Inez Miller of New York. These were added to the William H. Miller Collection.
- A document, with the signatures of all those who attended the 1963 Constitutional Conference and a photograph of the Emerald Beach Hotel, was deposited by Mrs. Helen Astarita

RECORDS AND PUBLICATIONS WERE RECEIVED FROM THE FOLLOWING INDIVIDUALS:

Bro. Zubair Clarke Ali	Nameiko Hall	Ezekiel Stubbs
Paul Aranha	Portia Ingraham	Paul & Sharyn Thompson
Cynthia Barrow-Giles	Roger Jones	Sherrine Thompson
Drs. Jane Eva Baxter & John Burton	Sir Durward Knowles	Elaine Toote
Queenie Butler	Patricia Knowles	Grace Turner
Peter Carroll	Ronald G. Lightbourne	Anthony W. White
Dr. Desiree Cox	Patricia Glington-Meicholas	
Ivy Curry	Blanche Moss	Alexander Williams
Allison Dean	Winifred Murphy	Nathalie M. Wood
Stephanie Dean	Joycelyn Rolle	
Anthony Foster	Gail Saunders Ph.D.	
Deborah Fox	Winston Saunders	
	Patricia de Glanville Johnson Soyer	

REPORTS AND OTHER PUBLICATIONS WERE ALSO RECEIVED FROM:

Bahamas Agricultural and Industrial Corporation
Bahamas Information Services
Bahamas National Geographic Information Systems Centre
Central Bank of The Bahamas
College of The Bahamas (Vice President Research & Planning)
Court of Appeals
Department of Statistics
Government Publications
Ministry of Agriculture
Ministry of Education
Ministry of Finance
Office of the Judiciary
Public Service Commission

RECORDS AND OTHER PUBLICATIONS WERE RECEIVED FROM THE FOLLOWING INSTITUTIONS:

Bahamas Historical Society
 Broadcasting Corporation of The Bahamas
 Nassau Public Library
 The National Art Gallery of The Bahamas
 University of The West Indies, St. Augustine Campus

(c) ACCESSIONS

The items accessioned during the year 2006 included annual and general reports from Government Ministries/Departments and other organizations, the Official Gazette, conference papers, speeches, books and magazines; audio cassette recordings of history lessons on Island F M Radio by Dr. Gail Saunders, panel discussions and talks to the Bahamas Historical Society and other forums; microfilm copies of records pertaining to the Bahamas purchased from the National Archives, **U.K.**; photographs of the Governor General and Government Ministers, compact disks of Cemetery Inscriptions and the Bahamas National **GIS** Centre 2005, **GIS** User Conference Proceedings and video tape “**Hall of Ocean Life Coral Reef Programs**”

Table 1: 2006 Accessions by Format

FORMAT	QUANTITY	FORMAT	QUANTITY
Annual Reports	16	Magazines	13
Archival Deposits	3	Microfilm	29
Articles	11	Newsletters	11
Audio Cassette	14	Pamphlet	1
Brochure	1	Parliamentary Communications	1
Books (Reference)	8	Photographs	9
Booklet	5	Printed Article/Speech/Papers	38
Compact Disc	2	Programme	6
Digest & Reviews	7	Reports (miscellaneous)	3
Directory	1	Souvenir Booklet	2
Funeral Programmes	41	Video Tapes	1
Gazette	341	Newspaper Supplement	6
Handbook	2	Thesis	3
Journal	5	Miscellaneous	7

(d) ARRANGEMENT AND DESCRIPTION OF DEPOSITS

Beginning 20th June, 2005, the process of updating the photographic collection was set in motion. The photographs were relabelled and placed in new protective sheets and albums.

A reference guide was then placed at the beginning of each album. A total of **forty-nine (49)** albums have been processed thus far. These included buildings, exhibitions, Family Islands, Government and Private deposits. In addition the profiles of **one hundred and nine (109)** politicians, past and present, were updated during the year. This project is on going.

RECALLS

In 2006, the Roland Rose Collection (**13 boxes**) was recalled by Mr. Lorenzo Lockhart part owner of the deposit.

OBJECTIVE 2: PRESERVE THE LITERARY AND DOCUMENTARY HERITAGE OF THE BAHAMAS

Outcomes:

Conservation of documents
Preservation microfilming

CONSERVATION OF DOCUMENTS

Strategy:

Continue in-house conservation methods.

During 2006 a total of 3 manuscripts, 16 books, 3 reports and 6 theses were repaired, sewn and bound. They are:

Original documents

- Grant Books A and B
- Index to Grant Book B (3 copies)
- The Nassau Quarterly Mission Papers volume 17th June, 1892

Reports

- ***Report on the Public Health and on Medical Conditions in New Providence, Bahama Islands*** by Sir Wilfred W. O. Beveridge, 1927.
- Ministry of Education and Training Testing and Evaluation Section Statistical Report: BJC and BGCSE 1996
- Annual Report on the Mangrove Cay District, Andros Island 1958 by Arthur Benson Barnett - Commissioner

Books

- ***The Blockade and the Cruisers*** by J. R. Foley
- ***Bush Medicine in the Bahamas*** by Leslie Higgs
- ***The Bahama Islands 1905*** by George Burbank Shattuck (3 copies)
- ***Navigations: The Fluidity of National Identity in the Post Colonial Bahamas*** by Nicolette Bethel (3 copies)
- ***The Quiet Revolution in the Bahamas*** by Doris L Johnson
- ***Bahama Songs and Stories*** by Charles Edwards
- ***Inagua*** by Gilbert C. Klingel
- ***Bahamia: A Review of the Arts and Ideas. Easter 1971*** by Robert Johnson (Ed.)
- ***1993 Archaeological Investigations at Promise Land Plantation, New Providence Island, Bahamas*** by Paul Farnsworth, Ph.D 1995

- ***The Influences of the American Loyalists*** by Astrid Melzner Whidden
- ***The Development of a Securities Exchange in The Bahamas: Recapturing Paradise Lost*** by Leslie N. Moss December, 1997
- ***The 1942 Riots in Nassau, Bahamas: Scene of Race Relations Antagonism*** by Nicole E. Fair

Theses

- A History of Bahamian Education by A. Deans Peggs
- Music in the Bahamas: Its Roots, Development and Personality by E. Clement Bethel 1978
- The Effects of Absenteeism on Academic Performance by Theresa Williams 1995
- The American Loyalists and the Plantation Period in the Bahamas by Thelma P. Peters, June, 1960
- A Study of the Intelligence and Educational Attainment of Children in the Bahamas by Thomas E. Hutchinson
- A Collection and Re-creation of Bahamian Traditional Dances by Roderick T. Johnson 1992

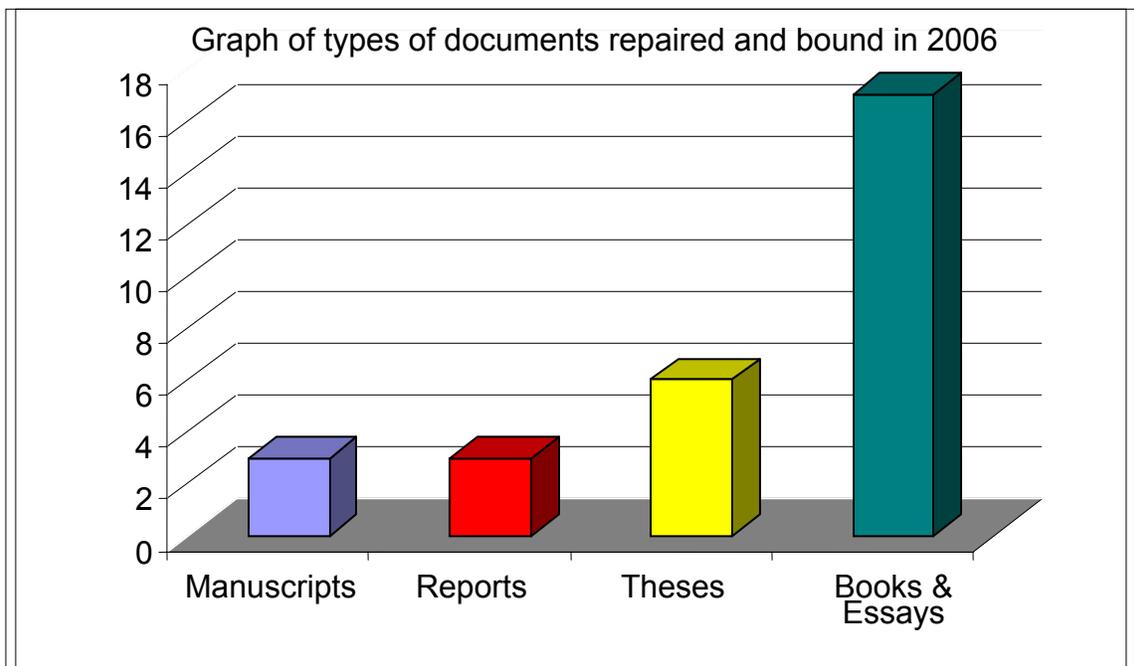
Essays

- Commonwealth Caribbean Legal Essays, **UWI Law Faculty Decennial (1970-1980)** Lectures by Francis Alexis et al

The work done by three Trainee Repairer Binders, which entailed the sewing, binding and printing of 5 books were as follows:

- ***The Bahamas Between Worlds*** by Dean W. Collinwood
- Records of some Southern Loyalists by Lydia Austin Parish
- ***Volume One: Nurses Footprints Bahamas up to 1983 Plus*** by Hilda V. Bowen **M. B. E.**
- ***Bird's Eye View of Nurses Footprints Bahamas up to 1983 Plus*** by Hilda Bowen **M.B.E.**
- ***Exuma: The Loyalist Years 1783-1834*** by W.H. James

Graph 1: Types of Documents Repaired and Bound in 2006



PRESERVATION MICROFILMING AND PHOTOGRAPHY

During the year, preservation microfilming continued. **Sixty (60)** reels of microfilm were produced. The records filmed included the following:

ITEMS	QUANTITY
Birth Registers Registrar General 1853-1958	46 reels
Double Indexes Registrar General 1957-1960	2 reels
Anglican Church Inagua, register of baptisms, marriages, services, members (Inagua) 1852-1972	6 reels
Documents Rum Cay and San Salvador 1832-1968	4 reels
Anglican Church Long Island, Baptism Registers (Long Island)1932-1957	1 reel
The Liberator Newspaper 1944-45	1 reel
Total number of microfilms produced	60 reels

OBJECTIVE 4: EDUCATE THE BAHAMIAN POPULACE REGARDING THEIR HERITAGE, HISTORY AND CULTURE

Outcomes:

Mount Exhibitions

Produce historical booklets

PUBLICATIONS

During the period in review, the Publications Unit printed **one (1)** booklet:

Settlements in New Providence	500
Total number of publications produced	500

OBJECTIVE 6: TRAIN YOUNG BAHAMIANS IN THE FIELD OF ARCHIVOLOGY, MICROGRAPHICS AND REPAIR AND BINDERY

Outcomes:

The Archival Cadet Corp Programme (**ACCP**)

Wendia Ferguson and Deangelo Leadon, the final two students from the Archival Cadet Corp Pilot Programme established in September, 2003, graduated in March, 2006. Wendia completed the programme with a 4 week attachment during the summer of 2006.

OBJECTIVE 8: PROVIDE EFFICIENT AND COURTEOUS SERVICE THAT MEETS THE NEEDS OF RESEARCHERS

Outcomes:

Improved onsite reference service
Offer improved online service

ON-SITE REFERENCE SERVICE

From 2nd January to 29th December, 2006, approximately **two thousand, six hundred and fifty-nine (2,659)** researchers visited the Department of Archives using approximately **thirty-nine thousand, two hundred and fifty-eight (39,258)** documents. Of the number of researchers **seven hundred and sixty-two (762)** were new applicants.

There were approximately **five hundred and eighty-three (583)** other visitors including:

Mrs. Jennifer Lord Bakker with **fourteen (14)** students of Grade 10 (History option) from Jordan Prince William High, Ms. Molly McKay, Ms. Jennifer Parker and **fourteen (14)** Grade 8 students from Deep Creek Middle School, Deep Creek Eleuthera, Mr. Ednal Missick and **nine (9)** students of Grade **nine (9)** from Pace Christian Academy, Ms. Willamae M. Johnson, C.O.B. Chief Librarian, **twenty (20)** Masters Librarian Programme Students along with Ms. Sonya Wisdom, C.O.B. Officer's Graduate Programme, Nova Albury, Paula Hall, D.W. Davis High School and **thirty-five (35)** students, L. Gardiner-Forbes, M. Mortimer and **fourteen (14)** students of D. W. Davis High and visitors to the Department's Open House held 15th and 18th through 22nd September, were approximately **four hundred and sixty-seven (467)** persons.

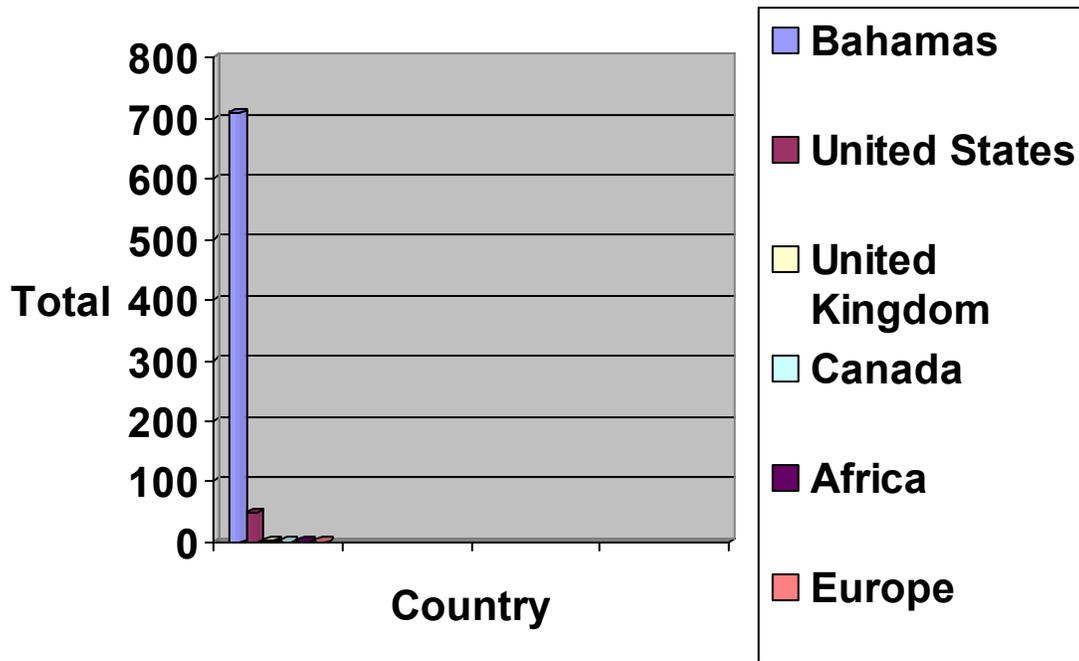
Number of Copies Processed

Xerox	5,195
Microfilm	2,102
Computer & Scanner Photographs	300

Table 2: New Applications for Research by Country

Month	Number of Researchers	Bahamians	Visitors
January	53	49	4 (USA)
February	98	94	1 (CANADA) 1 (UK) 2 (USA)
March	102	98	1 (AFRICA) 3 (USA)
April	65	56	1 (EUROPE) 8 (USA)
May	70	62	8 (USA)
June	46	39	7 (USA)
July	49	46	1 (UK) 2 (USA)
August	41	34	1 (UK) 6 (USA)
September	48	46	2 (USA)
October	98	97	1 (USA)
November	70	70	0
December	22	17	5 (USA)
	Total 762 Researchers	Total 708 Bahamians	Total 54 Visitors

Graph 2: 2006 New Applications for Research by Country



<u>Country</u>	<u>Total</u>
Bahamas	708
United States	48
United Kingdom	3
Canada	1
Africa	1
Europe	1

SERVICE SURVEY

In an effort to continually upgrade our service to researchers, we ask them to complete a questionnaire in which they rate the service they received as well as the relevance of the material provided.

The results of the 2006 survey show that a high percentage of researchers expressed satisfaction with the performance of the staff and relevance of the material provided. **One hundred and sixty three (163)** users completed the forms. **One hundred and five (105)** reported that the staff's attitude was excellent and **seventy one (71)** said that the source material was excellent. However, the Research Room staff is continually encouraged to familiarize themselves with the records in order to give not only quick but efficient service.

Graph 3:

How would you rate our service?

Attitude of Staff:

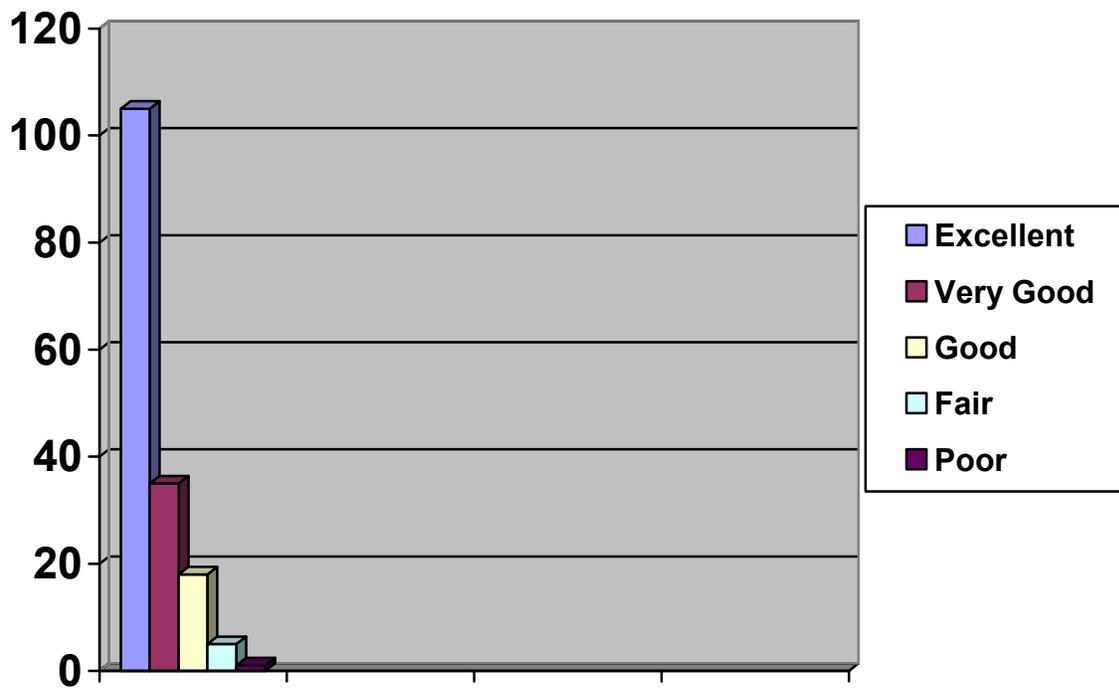
Excellent – 105

Very Good – 35

Good – 18

Fair – 5

Poor – 1



Graph 4:

Relevance of source material provided:

Excellent – 71

Very Good – 53

Good – 31

Fair – 5

Poor – 0



As many as **84** suggestions were given for improving the service at the Department of Archives.

Areas in which there was room for improvement included, increased access to research materials online, automation of finding aids, archival and reference material, increased manpower and facility, improvements to copying service and extended hours and days of operation.

SELECTION OF USERS COMMENTS 2006

"I don't know what your company's secret is, but I have never seen such constantly helpful persons in any establishment. I have visited this place many times and I have never had a bad experience."

"Keep phone conversations quiet and private."

"It seems as if a lot has improved from the last time I was here. Maybe the hours could be extended until 5:30 p.m. or 6:00 p.m."

"Excellent, Excellent service!"

"More staff members would help research for customers tremendously."

"Computerize catalogue system will make searching for article easier."

"Being open to the public on the weekends. Also allowing people to be able to Xerox and collect the same day."

"The equipment needs updating."

"Staff was extremely helpful and courteous. I planned to spend 15 minutes which turned into 3 hours! Will refer others and will return myself when I can spend an entire day!"

RESEARCH INQUIRIES

Between January and December, 2006, the Bahamas National Archives received **296** written, faxed and e-mail inquiries. This number increased by **84** over the 2004 figure and by **33** over the 2005 figure.

E-mails, as the medium through which inquiries were made, increased from **227** to **265** an increase of **38**. This is obviously the preferred medium as inquiries by letters and telephone decreased during 2006 while those by fax increased by **3**.

In 2004 the Department received **50** e-mails and **15** letters from the United States. In 2005, **99** e-mails and **15** letters were received. The number of e-mails increased to **126** in 2006 while the letters decreased to **9**.

Genealogy requests continued to increase in 2006. In the previous year we received **52** requests while in 2006 we received **64**. Requests regarding History and Culture decreased from **77** in 2005 to **67** in 2006. This figure included requests for information to be used in local and international documentaries. The demand for wills and land grants rose from **35** and **20** in 2005 to **42** and **22** in 2006. The vital statistics requests, however, decreased slightly. In addition, digitization requests for photographs decreased from **24** in 2005 to **12** in 2006.

Table 3a: Research Inquiries by Countries and Statistics

COUNTRY	NUMBER OF INQUIRIES
Australia	3
Bahamas	46
Barbados	1
Belize	1
Canada	11
Cuba	1
France	1
Hong Kong	2
Indonesia	1
Martinique	1
Saint Barthelemy	1
Scotland	1
South Africa	1
Spain	3
St. Kitts	1
Trinidad	2
Turks and Caicos	1
United Kingdom	38
United States	138
Unknown	42
Total	296

Graph 5: Topics of Research Inquiries by Countries and Statistics

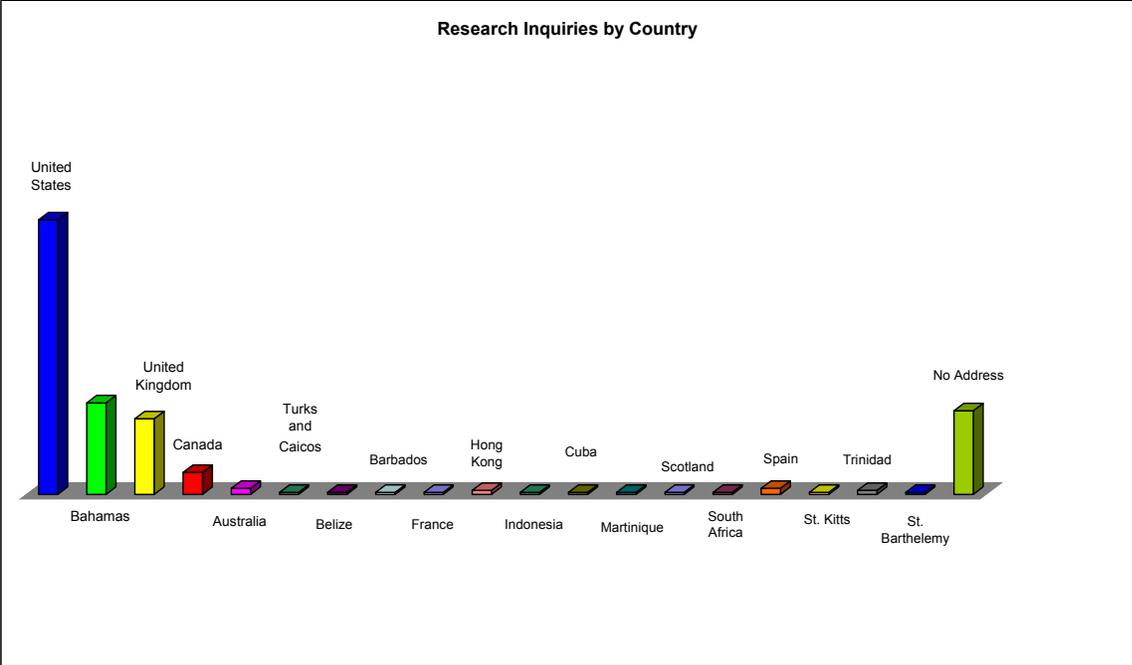


Table 4: Statistical Data: Research by Region

REGION	STATISTICS
North America (including Canada).....	149
United Kingdom & Europe.....	43
The Caribbean.....	8
Australia	3
South America.....	1
Africa.....	1
Asia.....	3
The Bahamas.....	46
Unknown Country.....	42
Total.....	296

Graph 6: Research Inquiries by Region

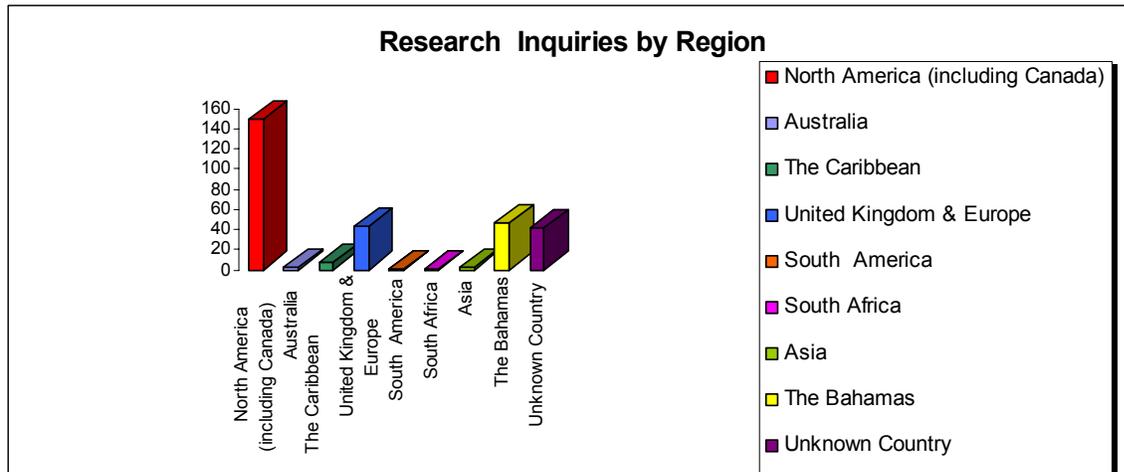


Table 5: Topics of Research Inquiries and Statistics

TOPIC	NUMBER
History and Culture.....	67
Genealogy.....	64
Wills.....	42
Vital Statistics.....	33
Requests for photographs.....	12
Land.....	22
Archival Records & Publications.....	31
Miscellaneous.....	25
Total.....	296

Graph 7: Pie Graph of Topics of Research Inquiries

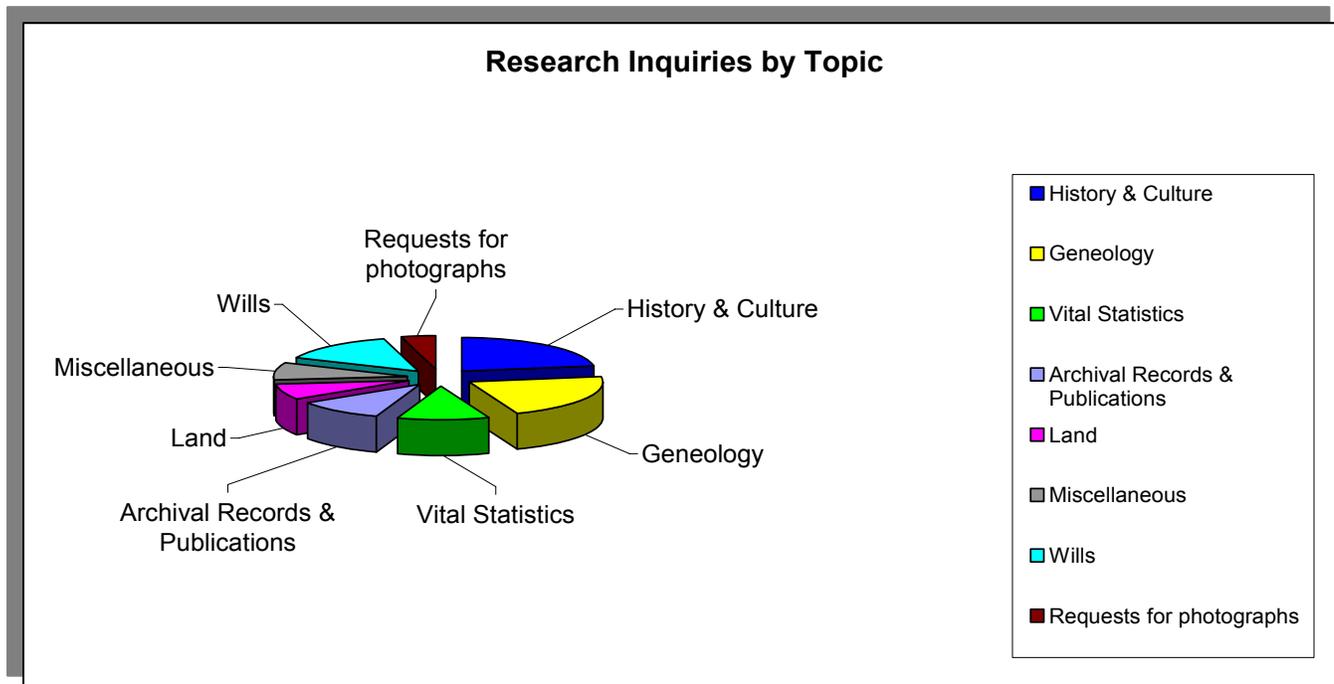


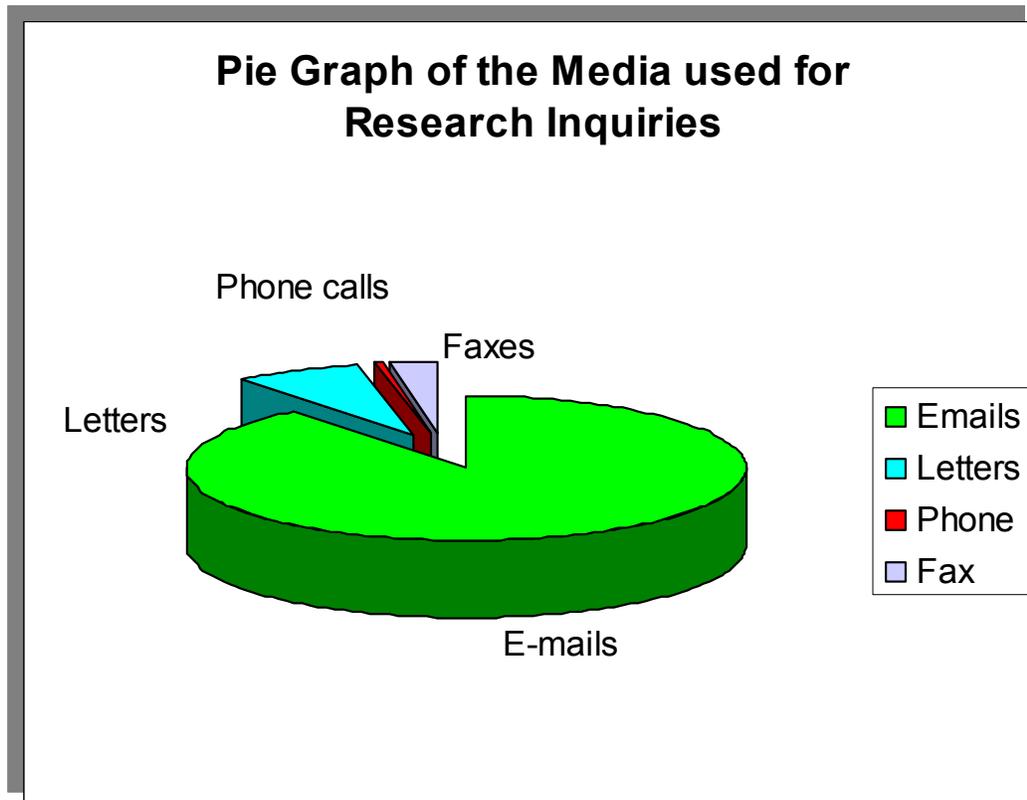
Table 6a: Statistical Chart of the Media used for Research Inquiries by Countries

COUNTRY	E-MAILS	TEL.	LETTERS	FAX	UNKNOWN MEDIA	TOTAL
Australia	3					3
Bahamas	38	1	1	6		46
Barbados	1					1
Belize	1					1
Canada	9		2			11
Cuba	1					1
France	1					1
Hong Kong	2					1
Indonesia	1					1
Martinique	1					1
St. Barthelemy	1					1
Scotland	1					1
South Africa	1					1
Spain	3					3
St. Kitts	1					1
Trinidad	1		1			2
Turks and Caicos	1					
United Kingdom	32		6			38
United States	126	1	9	2		138
Unknown country	42					42
					2	2
Total	265	2	19	8		296

Table 6b: Statistical Chart of the Media used for Research Inquiries

E-mails	265
Letters	19
Phone	2
Fax	8
Unknown media	2
Total	<hr/> 296 <hr/>

Graph 8: Pie Graph of the Media used for Research Inquiries



OBJECTIVE 10: CONTINUE TRAINING OF ARCHIVES STAFF

STAFF TRAINING AND DEVELOPMENT

Outcomes:

Obtain training for staff locally and internationally

Training at Public Service Centre for Human Resource Development

Participant(s)	Course	Duration
Jennifer Grant Senior Clerk	Enhancing Your Professional Image	6 th to 18 th May, 2006
Tarma Peterson Clerk		
Joycelyn Rolle Registry Supervisor	Appraising Employees Performance Effectively	2 nd to 14 th June, 2006
Hazel Storr-Rolle Superintendent (Repair/Bindery)		
Kishanna Scavella Filing Assistant	Enhancing Your Professional Image	27 th to 29 th June, 2006
Portia Ingraham Chief Executive Secretary	Developing the 21 st Century Writer	24 th to 26 th June, 2006
Hazel Storr-Rolle Superintendent (Repair/Bindery)		
Portia Ingraham Chief Executive Secretary	Pre-Retirement Seminar	5 th to 8 th December, 2006

Local Training

Participant(s)	Course	Duration/Facilitator(s)
David Wood Chief Archivist	Logical Framework Approach for Project Development and Management	25 th and 26 th January, 2006 UNESCO & Ministry of Education
Ivy Curry Executive Secretary		
Lulamae Gray Chief Research Officer	Developing the Leader Within You	6 th April, 2006 Phoenix Institute
Joycelyn Rolle Registry Supervisor		
Hazel Storr-Rolle Superintendent (Repair/Bindery)		

Participant(s)	Course	Duration/Facilitator(s)
Bridgette Stuart First Assistant Secretary	Conflict Resolution	4 th and 5 th May, 2006 Margaret McDonald Policy Management and Administration Centre
Gerard King Trainee Repairer/Binder	Youth Forum	25 th October, 2006 Bahamas Public Service Union
Bridgette Stuart First Assistant Secretary Gerard King Trainee Repairer/Binder	Conference Regarding Bahamas Government and Bahamas Public Service Union Industrial Agreement	26 th October, 2006 Bahamas Public Service Union
Bridgette Stuart First Assistant Secretary	Symposium on Strengthening the Workforce through Mental Health Education	16 th November, 2006 Sandilands Rehabilitation Centre (Public Hospital Authority)

International Training

Participant(s)	Course	Duration/Location
David Wood Chief Archivist Sherrine Thompson Senior Assistant Archivist	IT Training for Practicing Archivists Society of American Archivists (SAA)	18 th to 21 st May, 2006 Atlanta, Georgia U S A

Other Training

Tarma Peterson, Clerk, was assigned to the Registry Section of the Ministry of the Public Service during the period 20th to 24th November, 2006, to receive exposure/training in Public Service records management procedures.

Employment/Training Facilitated by the Department

The Department accommodated **five (5)** persons for four weeks each in July, 2006 as part of the Ministry of Youth, Sports and Housing Summer Employment Programme 2006.

Four (4) high school students completed the one-week work experience component of their graduation requirement at the Department; two in April and two in October.

Two (2) high school students were assigned to the Research Section (for five to fifteen hours) as part of the community service component of their school's programme.

OBJECTIVE 13: PROVIDE PROPER ARCHIVAL ACCOMMODATIONS FOR THE NATIONAL ARCHIVES OF THE BAHAMAS

Outcomes:

Acquire Crown Land and produce a plan for the National Archives Complex.

ARCHIVAL ACCOMMODATION

In 2006, the Department began the first phase of acquiring **5 to 10** acres of land for the construction of a state-of-the-art purpose-built Archival compound. The Director of Lands and Surveys was contacted and a formal written request submitted for the acquisition.

OBJECTIVE 22: DEVELOP A STRATEGIC COLLECTION PLAN THROUGHOUT THE ENTIRE BAHAMAS FOR THE COLLECTION OF ORAL HISTORY

Outcomes:

A comprehensive repository of the socio-economic history of The Bahamas. Increased programme support and co-operation with local educational institutions.

ORAL HISTORY

In the Department of Archives Strategic Plan 2004 – 2009, the Department identified the development of a strategic collection plan throughout the entire Bahamas as one of its objectives. It hopes to establish a comprehensive repository of the socio-economic history of The Bahamas by collaborating with other educational institutions and individuals to collect oral histories.

In March, 2006, the tape duplication process commenced. In our efforts to preserve the master copies, **two (2)** duplicates of each were made. One of the duplicates therefore replaced the master copy and is available for public use.

The Oral History tape collection consists of taped talks and CDs from The Bahamas Heritage Festival, The Bahamas Historical Society and interviews conducted with local Bahamians. These include:

<u>Subject</u>	<u>Total</u>
Narrative Porch	31 tapes completed
Food Ways	17 tapes completed
Junkanoo Shack	23 tapes completed
Saw Music and Talks	23 tapes completed
Sacred Music	15 tapes completed
Interviews	155 tapes completed

OBJECTIVE 26: PROVIDE COST EFFECTIVE STORAGE FOR NON CURRENT RECORDS OF THE GOVERNMENT OF THE BAHAMAS

Outcome

Implement proper records management practices throughout the Public Service

RECORDS MANAGEMENT PROGRAMME

The Department of Archives advertised for a suitable candidate to fill the post of Records Officer. It is envisaged that the Records Officer will implement and manage a comprehensive records management programme throughout the Public Service.

The following records were received from various Government Departments:

MINISTRY /DEPARTMENT	QUANTITY
Court of Appeal	48 boxes
Department of Archives	23 boxes
Supreme Court Registry	1 box
Ministry of The Environment	1 box
Ministry of Foreign Affairs	21 boxes
TOTAL :	94 boxes

The number of files requested by various Government Departments were as follows:

Department of Public Personnel	26
Ministry of Education	20
Court of Appeal	11
Registrar General	1
Supreme Court Registry	3
TOTAL	61

HUMAN RESOURCE MANAGEMENT

The Human Resources Section is responsible for the management and development of the human resources within the Department of Archives. It reports the following activities for the year 2006:

RECRUITMENT OF STAFF

Action was taken in December, 2005 to have the following positions filled via advertisement:

- 1 Records Officer, Scale A14
- 1 Photographer, Scale T11
- 1 Micrographic Technician, Scale T14
- 2 Trainee Assistant Archivists, Scale I
- 1 Research Assistant, Scale C.

To date, only the post of Records Officer has been advertised. The closing date for applications for this post was 24th November, 2006. The outcome is awaited.

STAFF MOVEMENTS

Karen Dorsett, Trainee Assistant Archivist, was redeployed to the Office of the Attorney General effective 3rd January, 2006.

Sherrine Thompson, Senior Assistant Archivist, is on leave of absence/unpaid leave effective March, 2006. She is serving a one-year contract with the Technical and General Service Department of the International Monetary Fund, Washington, D. C., which will end in April, 2007.

Assata Kokayi (formerly Cindy Simon), Trainee Assistant Archivist, who was on extended unpaid leave (effective 22nd August, 2005) to pursue a Masters Degree, resumed full-time duty effective 14th June, 2006. She successfully completed her Bachelor's Degree in 2005.

PROMOTIONS

The following persons were promoted, retroactively:

Name	Promoted To	Effective Date
Lulamae Gray	Chief Research Officer	1 st July, 2004
Kathleen Butler	Assistant Research Officer	1 st July, 2004

PROPERTY MANAGEMENT

The Maintenance Department continued to improve on the maintenance of the Archival compound during 2006 and achieved its goal of providing a good working environment for the staff of the Department of Archives.

MAINTENANCE OF THE BUILDING

In 2006, the semi-annual cleaning of the entire Archives compound was conducted by Reliable Cleaning Company. This was in keeping with the Department's goal to continue to provide improved air quality in the buildings and the working environment.

During 2006, the roofs of the Record Centre as well as the main building were repaired to prevent leakage during the rainy season. In addition, new custom-made dividers were installed in the foyer of the Record Centre upstairs to accommodate a Clerk assigned to the Registry section. The interior of the main Archives building was further enhanced when a Human Resource Unit was created with the remodeling of two offices and the creation of another. The Director's Secretary occupies the new office while all the Human Resource staff is located in the Human Resource Unit.

During 2006, new cupboards were installed in the lounge and the male bathroom downstairs. In addition, an aesthetically pleasing cupboard was created under the stairs. This has enhanced the foyer to a great extent.

The Department continued to experience some challenges with the old Archives building as between August and November a problem developed with the sewer. A supervisor from the Ministry of Public Works intervened on 30th November and the problem was solved on 1st December, 2006. It took approximately **four (4)** months to get the necessary repairs done.

PAINTING OF THE BUILDINGS

In 2006, the Department made every attempt to have the exterior of the buildings painted. Between May and December, 2006, the Ministry of Education, Science and Technology contracted different companies to paint the two buildings. The old building which includes the Library was started in May and completed in early October, 2006. The contractor for the main Archives building did not report to work until mid September, 2006. By that time, another company had been hired to paint a portion of the building for the 35th Anniversary celebrations which were held from 15th September to 22nd September, 2006. The designated painter did not begin work until November, 2006. He has yet to finish the work.

SECURITY SYSTEMS

In August, 2006, **nine (9)** security cameras were installed by Harding's Security, three inside the building and **six (6)** outside. These cameras provide twenty-four hour surveillance of the entire compound. Everything is recorded. As a result, if any unforeseen event occurs the information can be retrieved and viewed.

Moreover, a buzzer system was installed on both Record Centre doors to ensure that in the event of fire, an exit is available for the staff who work in this area.

AIR CONDITIONING UNITS

In January, 2006, Clean Air and Appliance installed a new 3 ton unit in the old building replacing the old 2½ ton unit which had serviced the Repository for 34 years.

In March, 2006, five additional supply grills were installed in the main repository by Clean Air A/C & Appliances. This will distribute the air evenly in this area.

During 2006, the Department replaced all of the fibre air condition ducts and clean sheet metal ducts both inside and outside of the building. This was in keeping with the Administration's goal of improving the working environment for the staff of the Department of Archives. A new compressor was purchased for the air-condition unit which serviced the Repair Bindery Section. It replaced the old one which was damaged by an electrical surge. In an effort to prevent further damage, a time delay system was installed on all 5 central air-conditioning units.

The Department continues to experience challenges with the Record Centre air-condition unit. Since August, 2004, every attempt has been made to repair the system which was damaged during hurricane Frances which attacked The Bahamas on 2nd and 3rd September, 2004. Unfortunately, these attempts failed and as a result a new system must be purchased in 2007.

GENERATOR

In 2005 the Department began preliminary work for the purchase of a generator. The information was passed to the Ministry of Works which sent the project out to tender. Mr. Cyril Dean was the successful applicant. Work to install the generator began in mid 2005 and has yet to be completed. The generator was brought to The Bahamas by an engineer from the Ministry of Works.

DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES AWARD

In May, 2006 the Department of Archives was awarded third prize for the Department of Environmental Health Services, Ministry of Energy and Environment "Clean, Green and Pristine" Campaign. The Department was entered in the small government building category.

SPECIAL PROJECTS

In December, 2006, the Department produced its third historical calendar under the title ***“Looking Back: Savouring Our Past”***. A total of **1500** were printed and distributed to bookstores throughout New Providence.

INFORMATION TECHNOLOGY INFRASTRUCTURE AND SERVICES

In 2006, the Data Processing Unit of the Ministry of Finance purchased eight Del computers, two individual laser jet printers for the Registry and Accounts Sections and one network printer for the Human Resource Unit of the Department of Archives. The Human Resource Unit was also connected to The Bahamas Government **WAN** system in order to access information from the Compensation Review Committee.

THIRTY FIFTH ANNIVERSARY CELEBRATIONS

In September, 2006, the Department of Archives celebrated its thirty-fifth anniversary under the theme ***“Preserving the Past, Exploring the Present and Anticipating the Future.”*** A special Open House was held on 15th September to which a number of guests were invited to view the work of the Archives and participate in the Department’s birthday party. Approximately **88** persons attended. During the week of 18th through 22nd September, the Department facilitated tours for visitors including members of the public, teachers and students from public and private schools. Four junior members of staff conducted specialized tours for the students who also participated in games and historical quizzes. Additionally, specially prepared anniversary bags were distributed to the accompanying teachers and adult visitors. These packets comprised of information about the Archives, a 2007 calendar, a book mark and an exhibition booklet. The anniversary pencils and rulers, which came later, were distributed to the visiting schools. During this period approximately **three hundred and seventy-nine (379)** persons visited the Department.

SCHOOL VISITS DURING 35TH ANNIVERSARY CELEBRATIONS

Photographs of students visiting the Repair and Bindery Section



Photographs of students visiting the Repair and Bindery Section (Continued)



Photographs of students visiting the Research Room (Continued)



Photographs of students visiting the Research Room



ADVISORY COUNCIL

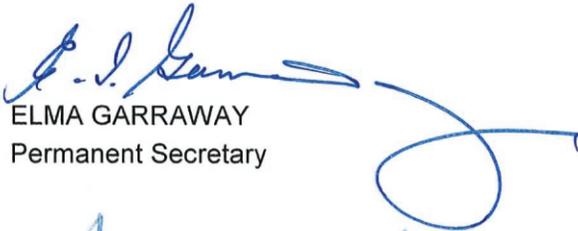
The Minister of Education renewed the appointment of the following members of the Advisory Council on Public Records for the period 1st January, to 31st December, 2006:

Dr. D. Gail Saunders – Co-Chair
Mr. Felix Bethel– Co-Chair *
Mr. Maxwell Stubbs – Co-Chair
Ms. Elizabeth Thompson **was later replaced by** Mr. Shane Miller
Dr. Linda Davis
Mrs. Altamese Isaacs
Mrs. Betty Arnett

There were no Advisory Council meetings during the year 2006 as the Co-Chairs were not made aware of the Board's extension. A memorandum was received in January, 2007 extending the Board for **one (1)** month.

***There was a break in Mr. Bethel's service during this period.**


M. ELAINE TOOTE
Director of Archives


ELMA GARRAWAY
Permanent Secretary


SIR. BURTON HALL
Chief Justice


CARL W. BETHELL
Minister of Education, Youth,
Sports and Culture

DECEMBER 2006

