



COMMONWEALTH OF THE BAHAMAS
THE BAHAMAS ARCHIVES

DEPARTMENT OF ARCHIVES
MINISTRY OF EDUCATION, YOUTH, SPORTS
AND CULTURE

ANNUAL REPORT
2007

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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 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 2007 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 Assata Kokayi (**A.K.A. 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** ♦ Miss Patrice Dorsett, **BINDER, GRADE III** ♦ Miss 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:

Accession, arrange and describe records and produce finding aids.

(a) APPRAISALS

During 2007 the Archival Teams conducted appraisals of records at:

- Ministry of Works. A team visited the Buildings Control Section, Ministry of Works, surveyed and appraised the records, (building plans). Due to the large volume which continues to grow at a very rapid pace, and the fact that they are continually being accessed, it was not practical to acquire them. The team advised that provision be made for adequate accommodation with steel shelving and temperature and a humidity controlled environment.
- Arcorp Ltd. At this private institution the architectural drawings of Ray Nathaniels' were appraised for eventual deposit to the Department of Archives.
- The Bahamas High Commission, Ottawa, Canada.
- The Registrar General's Department and the Department of Lands and Surveys. (partial).

Additionally, a team visited the Registrar General's Department to discuss the proposed relocation to Beaumont House. The team offered suggestions regarding proper record keeping, storage and safety in transferring records from one place to another.

Attempts to appraise and acquire records from the Passport Office were unsuccessful due to a change in administration at that office.

(b) ACQUISITIONS

In 2007 the Department acquired:

- Approximately **fifty (50)** boxes of records which were shipped from the Consulate Office in Miami. The records were immediately fumigated because they had been in storage for a considerable length of time.
- **One hundred and sixty-six (166)** architectural drawings of Ray Nathaniels. The records, which span the period 1940 - 2004, were deposited in a metal case. The drawings had been sorted and listed, alphabetically and chronologically, by an employee of Arcorp Ltd. The records were deposited by Mrs. Liz Nathaniels, wife of Ray Nathaniels.
- **Four (4)** boxes of records from the Ministry of Transport and Local Government.

RECORDS AND PUBLICATION WERE RECEIVED FROM THE FOLLOWING INDIVIDUALS:

Paul Aranha	Arlene Nash Ferguson	Edith Sturup
Ms. Adderley	Peter S. Guterman	Sherriley Strachan
Queenie Butler	Portia Ingraham	Commodore Davy Rolle
Mr. Ken Butler	Clement Maynard	Sherriley Strachan
Linda Clark	Dr. Harold Munnings	Dr. Gail Saunders
Angela Cleare	Ms. Murphy	Dr. Ezekiel Stubbs
Ivy Curry	Til Shiloh Oliver	Krista Thompson
Mrs. Elma Campbell	Joyce Rolle	Ms. Elaine Tooté
Agatha Cumberbatch	Bradley Roberts	Patrice Williams
Paul H. Farquharson	Garth Roberts	Darius Williams

REPORTS AND PUBLICATIONS WERE RECEIVED FROM:

Bahamas Information Services
Department of Statistics
Department of Social Services
Her Majesty's Prison
Ministry of Education, Youth, Sports and Culture
The Governor General's Office
The Nassau Public Library
The Central Bank of the Bahamas

RECORDS AND PUBLICATIONS WERE RECEIVED FROM THE FOLLOWING INSTITUTIONS:

The National Art Gallery
The Bahamas Historical Society
The Bahamas National Commission for **UNESCO**
Center for Digestive Health
Society of American Archivists

Table 1: 2007 Accessions by Format

FORMAT	QUANTITY	FORMAT	QUANTITY
Annual Reports	17	Magazines	19
Archival Deposits	3	Microfilm (reels)	3
Articles	51	Newsletters	21
Audio Cassettes	10	Pamphlets	136
Brochures	1	Parliamentary Communications	2
Books (Reference)	30	Photographs	36
Booklets	21	Printed Article/Speech/Papers	54
Compact Discs	3	Programmes	21
Digest & Reviews	5	Reports	5
Directories	4	Souvenir Booklet	1
Funeral Programmes	33	Video Tapes	3
Gazettes	101	Newspaper Supplements	9
Handbooks	8	Theses	0
Journals	4	Miscellaneous	11

(c) ARRANGEMENT AND DESCRIPTION OF DEPOSITS

The Ministry of Education's deposit is being upgraded to include newly acquired records and publications. The project started in 2006 and is ongoing.

In June, 2005, the process of updating the photographic collection began. Reference Guides were made for each album. The albums targeted dealt with Exhibitions, Buildings, Government, Family Islands and the Public Records Office. To date **sixty-seven (67)** albums, hosting **six hundred and twenty-nine (629)** photographs in total have been processed. **Twenty-two (22)** were completed in 2007.

(d) INVENTORY OF RECORDS

Attempts were made to conduct a complete inventory of all deposits. Unfortunately, this was not accomplished due to staff shortage, illness and other issues. This project is ongoing as circumstances permit.

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

Outcomes:

Conservation of documents
Preservation microfilming

CONSERVATION OF DOCUMENTS

During the year 2007, a total of **270** documents and books were sewn, bound and printed. They included:

**The Bahamas Official Gazette
Draft and Approved Estimates of Expenditure
Reports, Theses, Articles and Reference Books**

Some of these were stripped and rebound because of a mould attack on the leatherette.

PRESERVATION MICROFILMING AND PHOTOGRAPHY

During the year, the section functioned fairly well. Due to the demand for and subsequent damage to microfilmed documents, emphasis had to be placed on the re-filming of some original volumes. The backlog of newspapers remains and renewed efforts have to be asserted to attain current status.

The following documents were microfilmed during 2007:

**Baptism, Marriage and other records, St. Andrews Anglican Church, Exuma
Baptism, Marriage and Burial Registers, Christ Church Cathedral, Nassau**

Digital images have taken the place of conventional photography. With the use of a digital camera and scanning equipment, the use of the dark room has become obsolete. The inter-office transfer of Ms. Edith Sturup (along with the scanner) should adequately meet the demands of research requests and the continued digitization of our photographic holdings. A substantial number of photographs have been scanned which resulted in less handling of originals except when oversized prints are requested.

There is an urgent need for additional staff if the Microfilming and Photography Section is to properly function. During the year, **one hundred and one (101)** conventional colour photos were produced and **five hundred and forty-nine (549)** scanned images and CD's were produced.

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

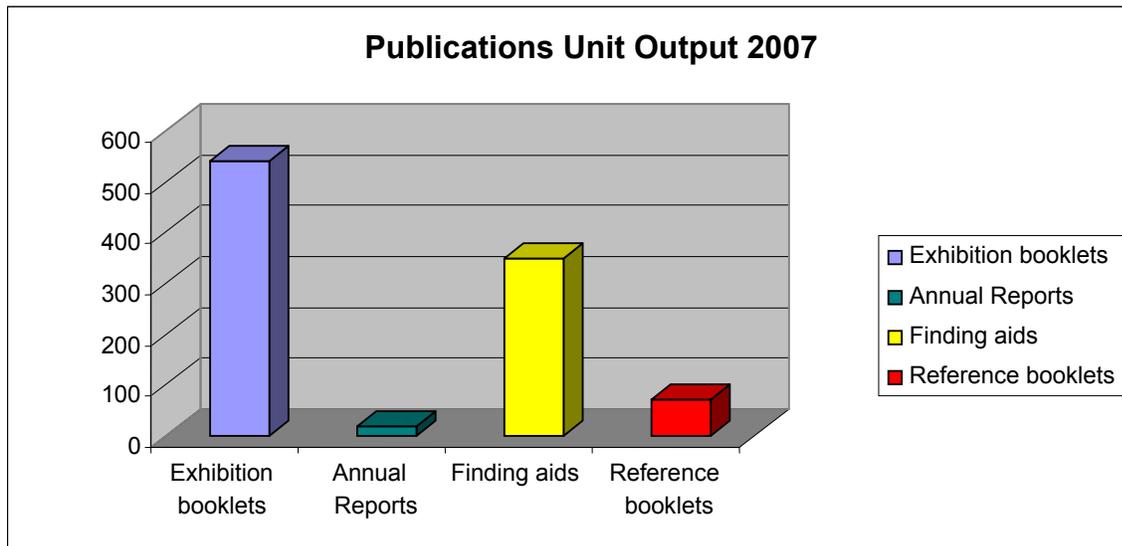
Outcomes:

Mount Exhibitions
Produce historical booklets

PUBLICATIONS UNIT

During 2007, the Publications Unit produced **nine hundred and eighty (980)** copies of archival booklets. Of these, **eight hundred and ten (810)** were reprints while **one hundred and seventy (170)** were new booklets.

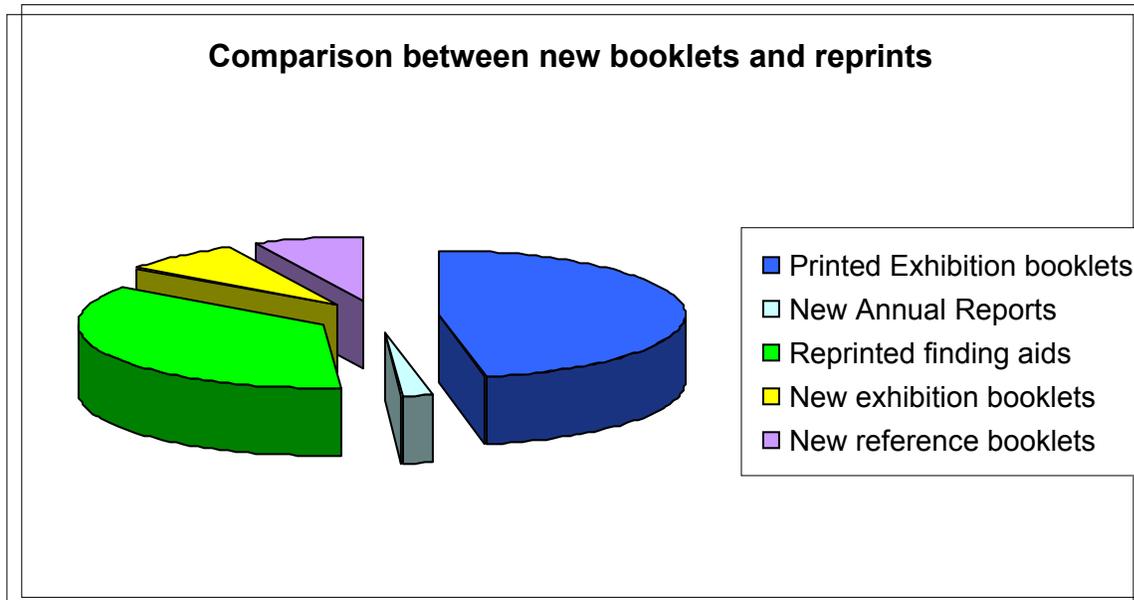
Graph: 1a



Publications Unit Output 2007

Exhibition Booklets	540
Annual Reports	20
Finding Aids	350
Reference Booklets	70

Graph: 1b



Publications Unit Output 2007 - Comparison

Printed Exhibition Booklets	460
Annual Reports	20
Reprinted Finding Aids	350
New Exhibition Booklets	80
New Reference Booklets	70

- **Manuscripts - transcribing The History of The Bahamas by Mary Moseley - on-going project.**

Booklets prepared for printing and collation:

- **Crimes and Fires Reported:- The Nassau Guardian 1875 -1885**
- **Tour of the Windward Islands of The Bahamas 1879.**
- **The Bahamas: A letter from Epes Sargents.
(Printed in The Nassau Guardian 11th December, 1875)**
- **Documenting Life: Vital Statistics from The Nassau Guardian, 1875-1885.**

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

Outcomes:

Recruit students for Archival Cadet Corp Programme

THE ARCHIVAL CADET CORP PROGRAMME

In June, 2007 Deangelo Leadon, a graduate of the Archival Cadet Corp pilot programme began work in the Microphotography Section. He was scheduled to work until 31st August. Unfortunately he did not complete the work study programme because of some personal challenges.

On 3rd July, Wendia Ferguson, a graduate of the Archival Cadet Corp Pilot Programme began work in the Research Room. She worked until 17th August. She also worked in the Research Room for **three (3)** weeks in December.

OBJECTIVE 7: ENSURE THAT BACKLOG DEPOSITS ARE PROCESSED

Outcomes:

Make public records accessible to the Public
 Arrange, describe, create indices, catalogues and lists for all archival deposits

PREPARATION OF INFORMATION

Eight hundred and ninety-seven (897) Passport application forms (1939 – 1946) and **three hundred and seventeen (317)** Colonial Secretary's files for 1905 were sorted, arranged, described and boxed.

FIGURE 1

**SAMPLE DATA BASE FOR PASSPORT APPLICATION FILES
 COLONIAL SECRETARY OFFICE PASSPORT FILES 1939-1940**

A

Passport	Name	Date	Place	Age	Parent/Spouse	Parent/Spo.	Address	Profession	Date of	Endorsed	Status
Number		of Birth	of Birth		names	Profession			Application	By	

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

Outcomes:

Offer improved on line service
Offer improved on site service

RESEARCH INQUIRIES

Between January and December, 2007, the Bahamas National Archives received **328** written, faxed and e-mail inquiries. This number has steadily increased moving from **213** in 2004 to **298** in 2006. Requests came from as far as Australia and New Zealand to as near as the Turks and Caicos Islands.

E-mails, the medium through which inquiries were made, grew from **289** to **305**, an increase of **16**. This is obviously the preferred medium as inquiries by letters equalled **12**; telephone inquiries totalled **2** and fax requests numbered **4**.

Interestingly there was also a writ from the Supreme Court for the Director of Archives to appear in court in connection with verification of an archival document.

Genealogy requests continued to increase in 2007 from **64** in 2006 to **69**. The greatest increase, however, was seen in requests relating to History and Culture which grew from **67** in 2006 to **91** in 2007. Included among these queries were requests for information on:

- i) Marcus Garvey
- ii) An African document written in Arabic found in the Colonial Office records
- iii) Woodes Rogers, first Royal Governor of The Bahamas
- iv) Lord Dunmore, last Royal Governor of Virginia and Governor of The Bahamas
1787 - 1797
- v) Stephen Dillet
- vi) Slavery
- vii) Clifton Plantation/ Clifton Heritage Authority
- viii) The American Loyalists
- ix) The American Civil War
- x) Bahamian culture

The demands for wills and land grants decreased from **42** and **22** in 2006 to **37** and **17** respectively in 2007. The vital statistics requests also showed a slight decrease from **33** in 2006 to **28** in 2007. These requested were categorized as follows: **4** births, **16** deaths, **7** marriages and **1** divorce. In addition, digitization requests for photographs increased from **12** in 2006 to **19** in 2007. However this did not surpass the 2005 figure which was **24**.

There were **11** e-mails requesting visits to the Department of Archives, three requests for information about other Caribbean Archives and **2** archaeological requests. Of the visits **two (2)** persons wanted to conduct family searches, **two (2)** were interested in historical search, **(one (1))** of these was an Assistant Professor from the Department of History at University of Virginia), while another, the Director in a Museum in a neighbouring Island state, desired to visit the Director professionally and last but not least a school group requested a tour of the Archival facility.

TYPE OF RESEARCHERS

The following is a breakdown in the profession of some of the researchers making inquiries in 2007:

PROFESSION	NUMBER
University/College Students	7
Film producers	4
High school students	4
Professors/Lecturers/ Teachers	10
Lawyer/Legal Assistant	4
Archival/Librarian/Historical Society	7
Curator/Conservation Technician	4
Writers/Reporters	5
Other Professionals	18
Private Researchers	4
Minister of the gospel	1

CHALLENGES

The challenge facing the Research Inquiries Division lies in providing the information requested in a timely manner. As the area does not have designated staff, the work has to be assigned to staff members who are stationed in other areas. This causes the response time to overseas inquiries to be longer as staff conduct research when circumstance permit. This challenge will be addressed in the near future so that the Research Inquires Division could operate more efficiently and effectively.

Table 2a: Research Inquiries by Countries and Statistics

COUNTRY	NUMBER OF INQUIRIES	
	2006	2007
Australia	1	1
Bahamas	46	37
Barbados	1	3
Belgium	-	1
Belize	1	1
Canada	11	15
Caribbean	-	1
Cayman Islands	-	1
Cuba	1	3
Denmark	-	1
Europe		1
France	1	1
Germany	-	3
Ghana	-	1
Guam	-	1
Hungary	-	1
India	-	2
Jamaica	1	1
Luxemburg	-	1
Nevis	-	1
New Zealand	-	1
Poland	-	1
Scotland	1	2
South Africa	1	3
Turks and Caicos Islands	1	5
United Kingdom	30	36
United States	120	148
Unknown	42	56
Total	294	329*

*** This number reflects that 2 individuals sent a joint e-mail representing two (2) different countries, England & Canada.**

Graph 1a

Research Inquires by Country for 2007

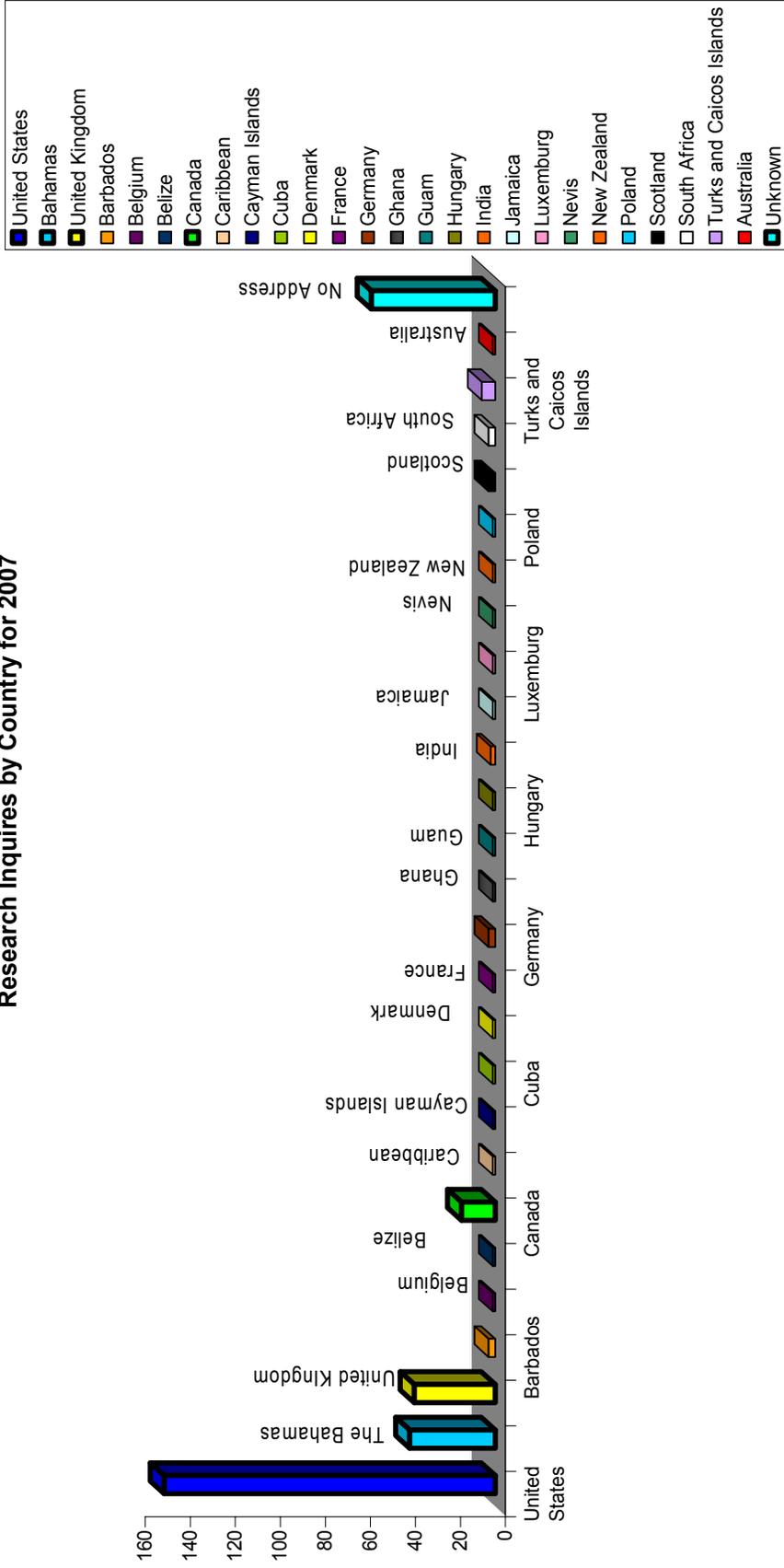
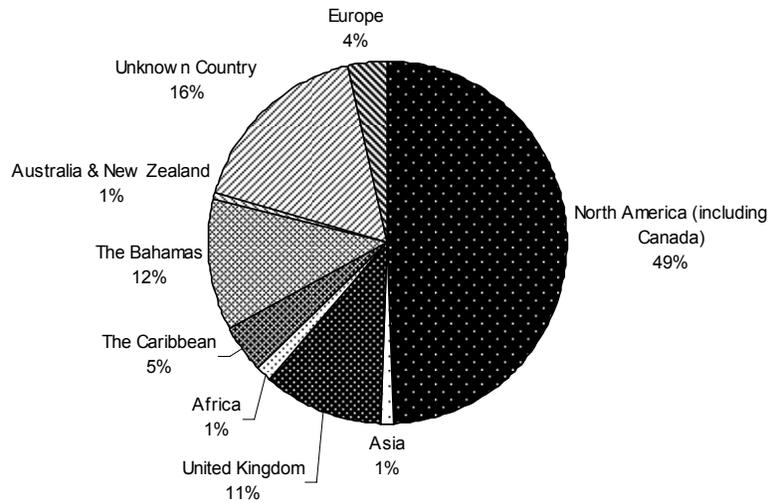


Table 2b: Statistical Data: Research by Region

REGION	STATISTICS
North America (including Canada).....	163
United Kingdom	36
Europe.....	12
The Caribbean.....	16
Australia & New Zealand.....	2
Africa.....	4
Asia.....	3
The Bahamas.....	37
Unknown Country.....	56
Total.....	329

Pie Graph 2b: Research by Region with percentage figures



Graph 2c: Research by Region

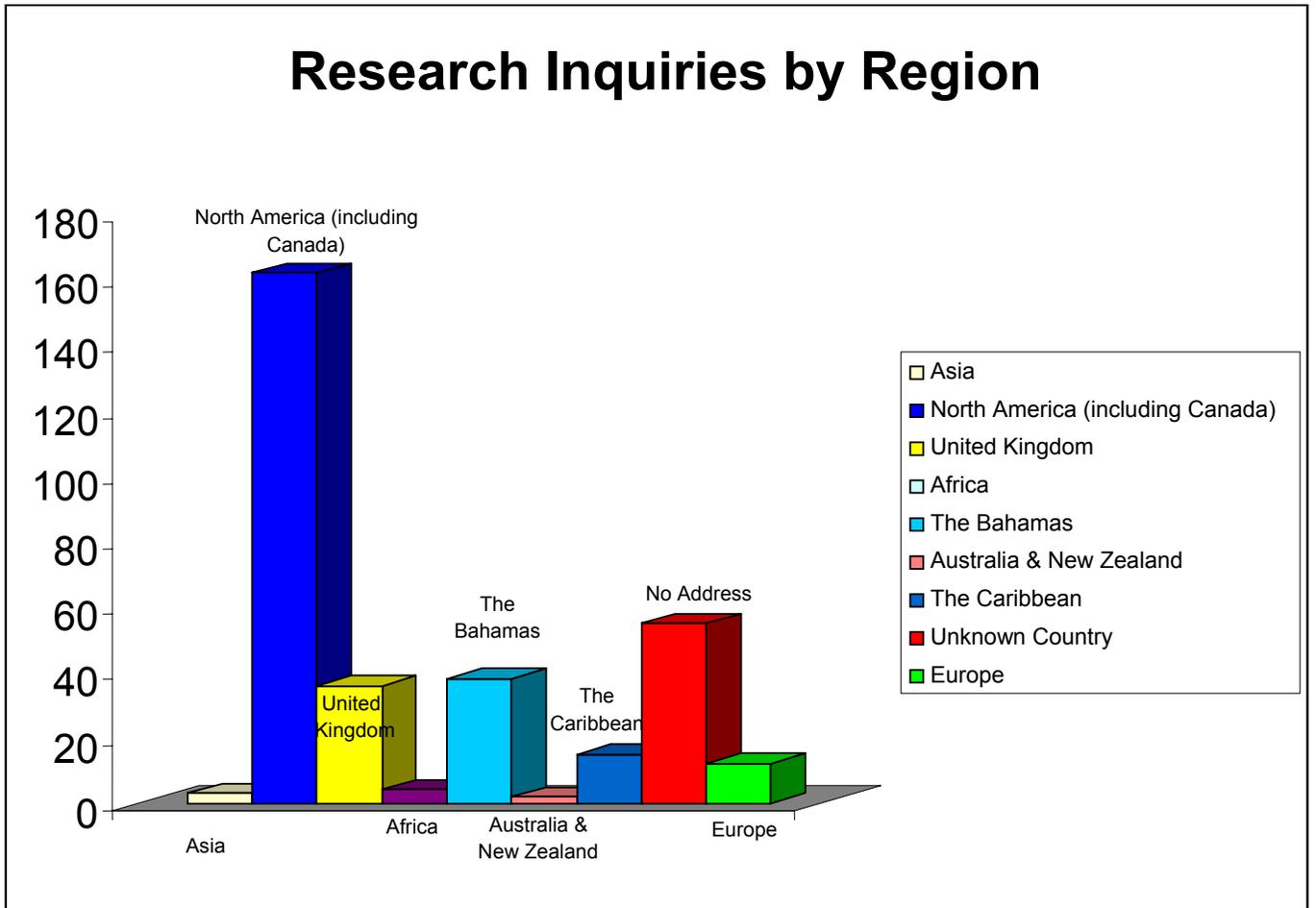


Table 3: Topics of Research Inquiries and Statistics

TOPIC	NUMBER
History and Culture.....	91
Genealogy.....	69
Wills.....	37
Vital Statistics.....	28
Requests for photographs.....	19
Land.....	17
Archival Records.....	17
Archival Publications.....	3
Request for information on other Archival institutions.....	3
Documentaries and films.....	2
General information.....	29
Visit to the Department of Archives.....	11
Archaeology.....	2
Miscellaneous.....	3
Total.....	331*

***This figure reflects the fact that 3 individuals asked for information on two (2) different topics at the same time.**

Graph 3: Pie Graph of Topics of Research

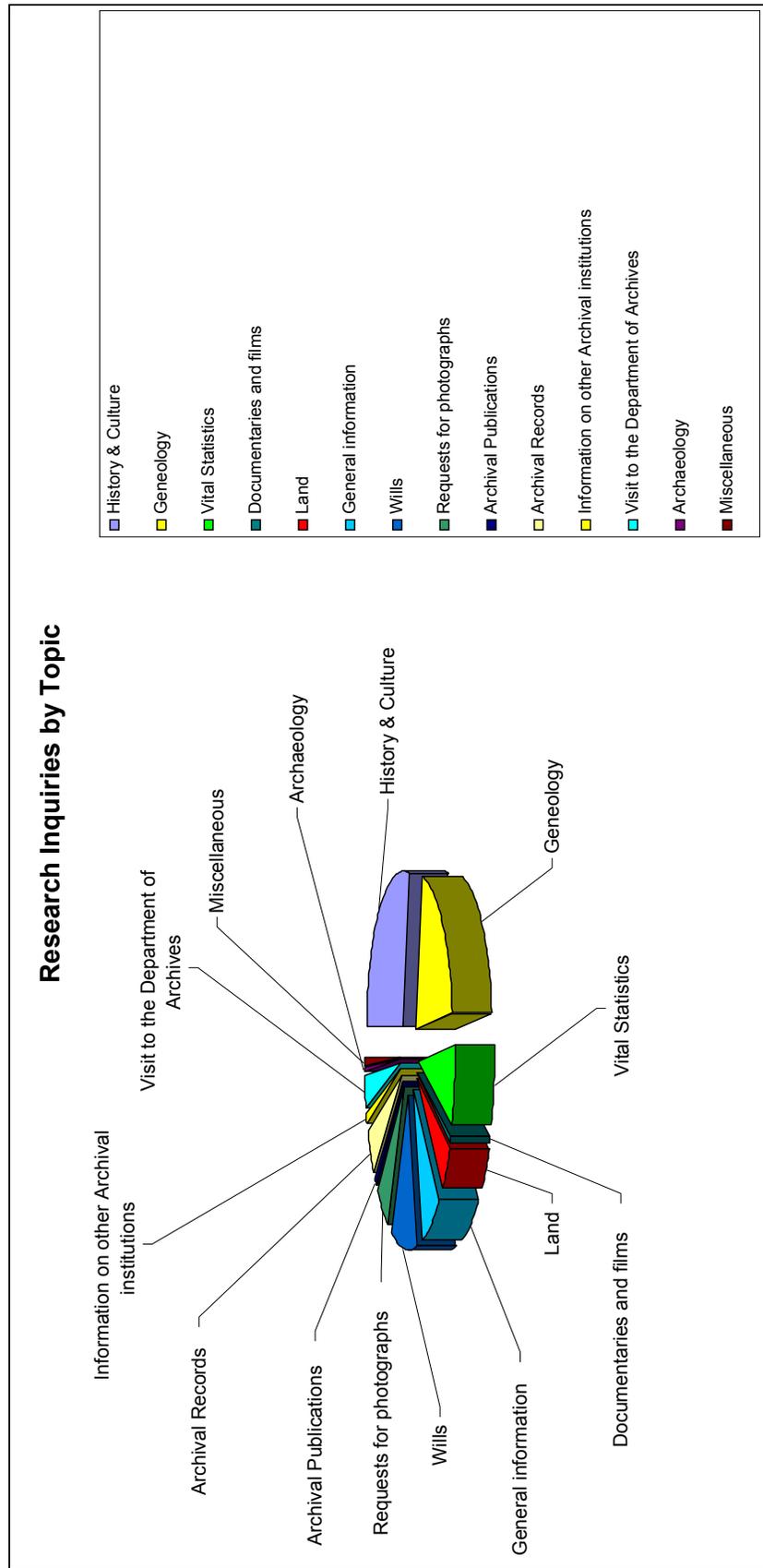


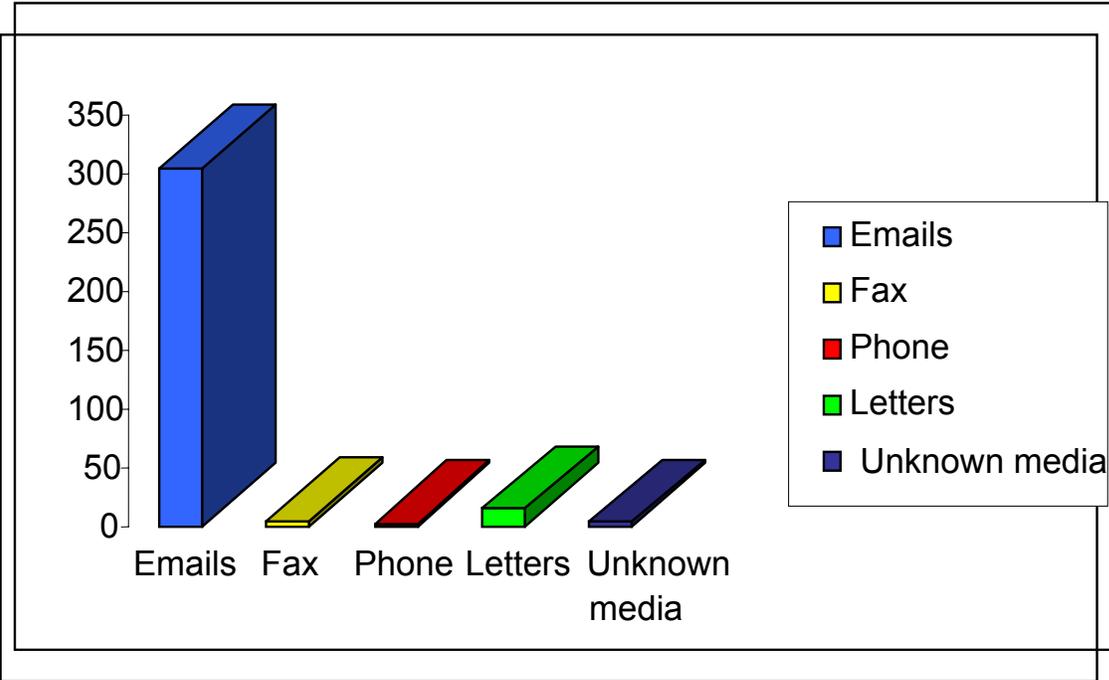
Table 4: Statistical Chart of the Media used for Research Inquiries by Countries

COUNTRY	E-MAILS	TEL.	LETTERS	FAX	TOTAL
Australia	1				1
Bahamas	26	-	6	3	35
Barbados	3				3
Belgium	1				1
Belize	1				1
Canada	14		1		15
Caribbean	1				1
Cayman Islands	1				1
Cuba	1				1
Denmark	1				1
Europe	1				1
France	1				1
Germany	2			1	3
Ghana	1				1
Guam	1				1
Hungary	1				1
India	2				2
Jamaica	1				1
Luxemburg	1				1
Nevis St. Kitts	1				1
New Zealand	1				1
Poland	1				1
Scotland	2				2
South Africa	3				3
Turks and Caicos	5				5
United Kingdom	36		-		36
United States	139	2	7		148
Unknown Country	56				56
Unknown media					3
Total	305	2	14	4	328

Table 5: Statistical Chart of the Media used for Research Inquiries

E-mails	305
Letters	14
Phone	2
Fax	4
Unknown media	3
Total	<hr/> 328 <hr/>

Graph 4: Graph of the Media used for Research Inquiries



ON-SITE REFERENCE SERVICES

From 2nd January to 31st December, 2007 approximately **two thousand, eight hundred and thirty-two (2,832)** researchers visited the Department of Archives using approximately **thirty-five thousand six hundred and twenty eight (35,628)** documents. Of the number of researchers, **six hundred and thirty-three (633)** were new applications.

Year Period	Visitors to Department of Archives	Documents used	New Applicants
2 nd January – 31 st December 2007	Two thousand and ninety two (2,092)	Thirty-five thousand six hundred and twenty eight (35,628)	Six hundred and thirty-three (633)
Total amount of Visitors for the year 2007			2,832

There were approximately **one hundred and twelve (112)** other visitors including:

The Hon. Janet G. Bostwick former Minister of Foreign Affairs

Rev. David Jennings (Mary Moseley Collection)

Mrs. Ferreina J.P. (Teacher) and **eighteen (18)** students of Jordan Prince Williams High School

G. Knowles (Teacher) and **fifteen (15)** students Doris Johnson Senior High School

Kirkwood Ferguson (Lecturer) and **seventeen (17)** students U.W.I. Tourism Research Program

Heomz E. Ross, T. C. Maritime Federation

Endal Adderley (Teacher) and **eight (8)** students of N.G.M. Major High School

David Bowen, Director of Culture, Turks and Caicos Islands

Dr. Iva E. Carruthers, Chicago, Illinois, USA

Emerson S. Rolle (Taxi Driver) Nassau, Bahamas

Ms. J. Lord-Bakker and Ms. D. Brown (Teachers) and **twenty-five (25)** Grades 10 & 11 students of Jordan Prince Williams High School

Mr. Andrew Major (Teacher) and **sixteen students (16)** of Doris Johnson Senior High School

OBJECTIVE 9: UPDATE THE GUIDE AND SUPPLEMENT TO THE RECORDS

Outcomes:

Compile and organize archival guide to the Records

Work is continuing on revising the Guide and Supplement to the Records of The Bahamas. This has proven to be a challenging project as the Guide is **thirty-four (34)** years old and the Supplement **twenty-seven (27)** years old. As a result the updating process will take some time.

OBJECTIVE 10: CONTINUE TRAINING OF ARCHIVES STAFF

Outcomes:

Obtain training for staff locally and internationally

TRAINING

Public Service Centre for Human Resource Development

Participant(s)	Course	Duration
Hazel Storr-Rolle Superintendent//Repair and Bindery	Public Administration Seminar for Technical Officers	20 th to 23 rd March, 2007
Linda Clarke Office Assistant	Pre-Retirement Seminar	11 th to 14 th December, 2007

Local Training

Participant(s)	Course	Duration/Facilitator(s)
Brian Conliffe Trainee Repairer/Binder	Protocol Workshop	16 th January, 2007 Ministry of Education
Stacey Arthur Finance Officer III Jennifer Grant Senior Clerk	Revenue Seminar	8 th February, 2007 Ministry of Finance
Portia Ingraham Chief Executive Secretary Ivy Curry Executive Secretary Jennifer Grant Senior Clerk	3 rd Annual Educational Conference on "Professionalism"	22 nd March, 2007 Sunny Isles Chapter of International Association of Administrative Professionals

Tarma Peterson Clerk		
Kishanna Scavella Clerk		
Linda Clarke Office Assistant		
Sherriley Strachan	Time Management Workshop	24 th April, 2007 Phoenix Institute
Stacey Arthur Finance Officer III	Mid-Year Budget Report Workshop	13 th August, 2007 Ministry of Finance
Jennifer Grant Senior Clerk		
M. Elaine Toote Director of Archives	3 rd Annual International African Diaspora Heritage Conference	11 th and 12 th October, 2007 Ministry of Tourism
Lulamae Collie-Gray Chief Research Officer		
Sherriley Strachan Chief Archivist	Introduction to Computers and Word Programmes	October to December Ministry of Education
Ivy Curry Executive Secretary		
Jennifer Grant Senior Clerk		
Natara Braynen Jr. Print Machine Operator		

Overseas Training

Participant(s)	Course	Duration/Location
M. Elaine Toote Director of Archives	Seminar for Managing Officials of Archives	6 th to 20 th September, 2007 Yunnan Province, China
M. Elaine Toote Director of Archives	40 th International Conference of the Round Table on Archives (CITRA)	11 th to 17 th November, 2007 Quebec City, Quebec Canada
Patrice M. Williams Assistant Director		

Other Training

Tarma Peterson, Clerk, continued her training in registry procedures at the Registry Section of the Ministry of the Public Service from 12th to 16th February, 2007.

Kishanna Scavella, Clerk, received training in registry procedures at the Registry Section of the Ministry of the Public Service from 5th to 16th March, 2007.

OBJECTIVE 11: UPGRADE DOCUMENTS TO A TECHNOLOGICAL FORMAT

Outcomes:

Digitization of the entire archival holdings

DIGITIZATION UNIT

In 2007, the newest extension of the Department, the Digitization Unit, was introduced. To date, the unit has:

- produced a booklet for the Ministry of Education, Science and Technology's Commemoration Ceremony for the Bi-Centenary of The Abolition of the Slave Trade held on 30th March, 2007
- scanned a project featuring Highlights in Bahamian History
- scanned Faith Temple Church – Pastor's Council Minutes 1958 -1963 and the Mission Board Minutes 1963 - 1975, (**records kept by the church**). A total of **239** pages were scanned.

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 ACCOMMODATIONS

Further to the Department's plan to acquire 5 to 10 acres of land for the purpose of building a state of the art purpose built Archival compound, officers inspected additional sites on Harrold Road and J.F.K. Drive and Dolphin Drive. This was done on advice from the Director of Lands and Surveys. A formal written report was submitted to the Department of Lands and Surveys in which queries were made regarding the soil composition of the areas and whether or not they were ever used as dumping sites. To date these questions have not been answered. However, plans are being made for the Director and her associates to visit the Archives of North and South Carolina and Georgia on a fact finding mission.

OBJECTIVE 20: TO INCREASE AND IMPROVE THE USE OF THE WEBSITE

Outcomes:

Increased number of users of the Archives and its holdings
Establish greater visibility of the Department of Archives both locally and internationally

WEBSITE

In September, 2007, a brief consultation was held with Mrs. Sheila Bethel, President of Creative Edge Advertising and a member of the "Friends of the Archives Association". During the course of the meeting, we discussed the National Archives' web page and options for making necessary updates, editing applications and software.

Another issue discussed was that the hosting company, Indigo Networks, had, without notification, discontinued hosting our webpage. We are currently seeking a local company that will offer the necessary services.

Hopefully, liaising with Mrs. Bethel will prove successful as we continue to make progress with the webpage by making it an accessible option for researchers locally and abroad.

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

ORAL HISTORY

Outcomes:

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

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. Through the collaborative work with other educational institutes and individuals to collect oral histories, the Department hopes to establish a comprehensive repository of the socio-economic history of The Bahamas.

Though progress has been made into the 2007 work year, duplications have come to a halt due to lack of supplies. Of the **two hundred and forty-four (244)** cassettes in the "Taped Talks" index, only **seventy-five (75)** have been duplicated. There are approximately **one hundred and sixty-nine (169)** awaiting duplication. The Department is currently in the process of purchasing cassette tapes.

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 2007:

RECRUITMENT OF STAFF

Action continued to have the following positions filled via advertisement:

- 1 Records Officer, Scale A14
- 1 Photographer, Scale TII
- 1 Micrographic Technician, Scale T14
- 2 Trainee Assistant Archivists, Scale I

Draft Cabinet Papers were prepared to recruit the following:

- 1 Consultant Conservator
- 1 Records Management Consultant
- 2 Descriptive Archivists, Scale A14
- 1 Micrographic Archivist, Scale A14

The Ministry of Education's assistance was sought for an additional security officer.

STAFF MOVEMENTS

Sherrine Thompson, Senior Assistant Archivist, received an extension of her unpaid leave to April, 2008 to allow her to serve another one-year contract with the Technical and General Service Department of the International Monetary Fund, Washington, D.C.

Princess Taylor, Chief Executive Officer, retired effective 1st May, 2007.

Christine Duncombe, Janitress, was deployed to the Ministry of Education's Headquarters effective 21st September, 2007.

Edith Sturup, Archives Assistant, was assigned to the Microphotography Section effective 5th November, 2007.

PROMOTIONS

Stacey Arthur (Treasury staff member) was promoted to Finance Officer III retroactive to 1st January, 2006.

CONFIRMATION IN APPOINTMENT

The following persons were confirmed in their respective posts.

Name	Post	Effective Date of Confirmation
Natara Braynen	Jr. Print Machine Operator	3 rd May, 2005
Jennifer Grant	Senior Clerk	13 th June, 2005
Nameiko Hall	Senior Clerk	13 th June, 2005
Tarma Peterson	Clerk	13 th June, 2005
Kishanna Scavella	Clerk	13 th June, 2005
Raj-Anne Brennen	Clerk	15 th June, 2005
Garnell Johnson	Trainee Repairer/Binder	13 th June, 2005
Brian Conliffe	Trainee Repairer/Binder	13 th June, 2005
Gerard King	Trainee Repairer/Binder	13 th June, 2005
Evangeline Farquharson	Trainee Repairer/Binder	13 th June, 2005

IN-HOUSE TRAINING

The in-house training of **four (4)** Trainee Repairer Binders in conservation and bindery techniques continued.

ATTACHMENTS

Ms. Penelope Nottage completed a **thirty (30)** hours fieldwork placement exercise at the Department of Archives (**Research Section**) in March, 2007. She was a student enrolled in the Master's Programme in Library and Information Science (**College of The Bahamas/University of South Florida**). Her main interest was to identify relevant sources for significant events in Bahamian history in order to write articles to assist school children in completing projects.

Two (2) staff members from the College of The Bahamas served attachments at Department of Archives, Microfilming and Photography Unit in the afternoons from 1:00 p.m. to 5:00 p.m. during the period 18th through 27th July, 2007.

PROPERTY MANAGEMENT

The Maintenance Department continued to improve and maintain the Archival compound during 2007. The following were achieved during this period:

COMMERCIAL CLEANING

- Frank Hanna Cleaning Company cleaned the entire complex in February. This cleaning was done to ensure that the staff had a healthy environment in which to work.

AIR CONDITIONING UNIT

- The compressor for the 7.5 ton unit, which services the office area of the Record Centre, was installed by Clean Air Air-condition Company, the monthly service provider.

In July, Cool Temp Air Condition Company installed a new 12.5 ton unit for the Record Centre Repository. This was a major accomplishment as the original unit had been damaged during the hurricanes of 2004 and had presented a considerable challenge to at least three different air-condition companies which tried to repair it.

GENERATOR

- The generator, which was installed between May and June, did not function in August when the electricity went off. An investigation revealed that the battery had been stolen so the Ministry of Works and the Police were notified. It was never recovered so the Department of Archives had to purchase a new one.

WATER PUMP

- During May, derelicts attempted to break open the pump house and steal the water pump but did not succeed. However, one vagrant used the spicket on the side of the building and left it running which resulted in damage to the pump. Consequently the pump and all the connected piping had to be changed. In July, the pump mal-functioned again when vandals broke a water pipe. Chief Archivist, Wood and Training Repairer Binder, King repaired the pump and buried the PVC pipes in the hope that further damage could be prevented. Burglar bars were also installed on both pump houses in an effort to deter further vandalism.

VAGRANTS

- In August, vagrants dismantled the scaffold being used by a company to fix the roof of the Eastern Public Library. The dismantled scaffold was strewn in the driveway preventing access to the building. Both the police and the company concerned were called and the scaffolds were removed by four members of the Archives staff.

PLUMBING

- In June, all the toilets in the main Archives building were replaced with new ones. In addition, the pipes for the upstairs bathroom were also changed to prevent leakage.

THE ROOF

- In April, at the onset of the rainy season, the roof developed a severe leak which required urgent attention. In June, Lucayan Roofing was awarded the contract to do repairs. The work proved to be more extensive as the leakage extended to the side of the wall outside the Assistant Director's Office and the stairwell. Work was successfully completed at the end of June.

THE TIGER TEETH

- In December, 2006, technicians from **BEC** damaged the tiger teeth at the entrance of the drive way on Mackey Street. During 2007, every attempt was made to repair them. However, due to the age of the apparatus, the spring needed could not be found. As a result a new set of claws will have to be ordered and installed in 2008 or 2009.

SECURITY

- **The Front Door**

In May, the front door of the Department of Archives was not closing properly. Harding's Security was called in and repairs were made. The door was taken down and a new electronic device installed.

- **The Back Door**

On 23rd May, Harding's installed a new exit device on the back door of the Record Centre. This device allows the back bars to be unlocked keeping the Department of Archives in compliance with fire regulations. Once the door is used it locks automatically and thus provides security for the officers working upstairs.

- **Vent in the Research Room**

An exhaust vent was installed in the copy/supplies room off the microfilm room in June. This will improve the atmospheric environment as it will ensure that the fumes from the copying machines and microfilm reader printers are siphoned out.

- **Drainage**

Ministry of Works personnel cleaned the drains in front of the main Archives building. This was necessary as the yard was prone to flooding.

INFORMATION TECHNOLOGY INFRASTRUCTURE AND SERVICES

In July, 2007, the server crashed because of an officer's action on the internet. This caused a serious problem for the Department as our clients could not contact us via e-mail for sometime. As a result, technicians from DC Technology were called in to fix the problem. This unfortunate incident compelled us to limit internet access to senior officers only.