

RESOLUTIONS
ON
ESARBICA 2013 PRE-CONFERENCE WORKSHOP
(DISASTER MANAGEMENT FOR ARCHIVES AND RECORDS)
KENYA SCHOOL OF MONETARY STUDIES
03-04 JUNE 2013

Introduction

- The purpose of the workshop was to discuss the issue of disaster management in archival and records management institutions, while providing a platform for different countries to share experiences on the same matter.

RESOLUTIONS

1. Having noted disparities in ARM guideline in various countries, the workshop recommends that all matters related to all records and archival records and legislation to be vested upon the National Archival Institutions
2. All archival and records management institutions should comply to the archival laws and any other related laws relating to the management of their records.
3. Need to have counter disaster strategies for all records in all archival and records management institutions covered by the ACTs
4. Records Disaster management policy to be formulated adopted, implemented and reviewed periodically.
5. The disaster management team to be created according to the provisions of the policy.
 - Building teams strategically considering knowledge, attitude and skills of the member + the need of the institution
6. Create a list of vital records which is readily available for retrieval when disaster strikes.
7. Intended Records and Archives buildings to be planned and constructed according to a standard that accommodates disaster management plans.
8. National disaster management programmes should incorporate records management disaster plans.
9. ESARBICA board: training for advocacy that will enable them to lobby for funding from their respective authorities for disaster management planning.
 - Archival institutions should lobby for finances for disaster management programmes

10. ESARBICA board to have capacity building programmes in disaster management for archives and records management staff.
11. Health, safety and environment issues to be incorporated into disaster management strategies on staff members.
12. Digitize and make security copies of vital records for backup at an off-site storage.
13. National Archives to be on call to respond to and participate in disaster recovery where public records are involved.
14. ESARBICA to develop toolkits, standards and guidelines for adoption by National Archival Institutions

TEAM MEMBERS

- Buyabu Karani: Kenya
- Joster Choombe: Zambia
- Sarah Negumbo: Namibia
- Beatrice Komen: Kenya
- Omar S. Khamis: Zanzibar
- Koki Mokwatlo: South Africa