

# National Archives News

The Newsletter of the Archives and Records Management Unit

March/April 2010

## Celebrating Records & Information Management Month

Locally, we are observing the month with a Week of activities, April 12-16, under the theme: "Archives For National Development!" Look out for the calendar later!!

While you should already be practicing records management every day, maybe you've been less diligent than you had hoped. Your office's filing system consists of "vaguely related piles". Your storage room or workspace is filled with records that haven't been looked at for 10 years. You haven't seen the surface of your desk since 1997. Your computer desktop is filled with a bewildering mix of files with esoteric names. You can never find anything in your email box. It's OK. We know things get out-of-hand sometimes.

This April, resolve to change your ways and celebrate RIM Month by making a dent in the clutter and bringing order out of chaos. ARMU Management is happy to help you make sense of your professional life by assisting you with identifying, classifying, and disposing of your records, whether through scheduled destruction or transfer to the archives. Practicing good records management saves time and money by helping you organize and find the records you need when you need them. It lets you separate the wheat from the chaff and keeps only those records that are worth keeping. It prepares you for complaints, grievances, grading appeals, and legal action. We won't promise that records management increases overall happiness, but we do think it reduces overall stress.



Of course, Rome wasn't built in a day, and your office's records management compliance won't be built overnight. Fortunately, you don't have to suspend your office's normal operations to build up your programme a little at a time-- every little bit helps! Enclosed is a "top 10" list in honour of RIM Month: Ten things you can do for your own records management needs. We also encourage you to glance over the

rest of the Records Procedure Manual for additional tips for managing records and sending them to the ARMU for permanent preservation.

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## Archives for National Development!!

Archives and Records Management is essential in Government administration for efficiency, transparency, authenticity and relevance.

Archives and records are an invaluable resource for all areas of National development, which include development planning, cultural growth, economic progress, educational progress, research /scientific discovery, heritage and National Identity.

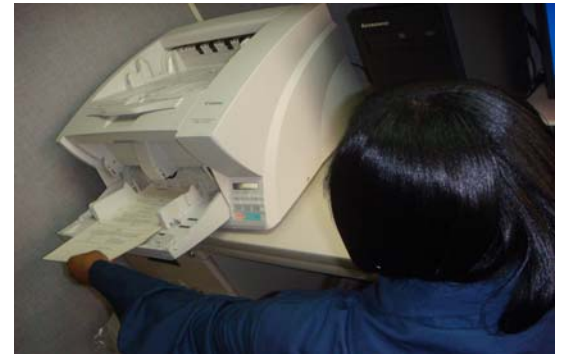
## The Official Gazette Part II

### The Gazette- a Source For Family Historians

Government gazettes, especially the earlier ones, frequently list or refer to named individuals. They are an important source for family historians, in addition to the internal records of government. Some of the more common entries in which individuals appear in gazettes are lists of immigrants and emigrants, voters' rolls, and notifications of appointments to positions in official bodies, the police and military services. Other items about individuals include notices concerning deaths and estates of the deceased, divorce, insolvency, and legal disputes and criminal cases. Frequently, the gazette will give valuable information about the person in question, including his or her address.

Prior to March 1, 1967, when the Virgin Islands Gazette was officially launched, BVI articles and other information were included in the Leeward Islands Gazette published in Antigua. Although many references in the early gazettes were of settlers, names of colonised populations do appear in the records. For example, where local people, at certain points, played a role in the workings of government - as policemen, clerks, customs officers, for instance. Where people were legal property they might also appear in the records. Gazettes from the Caribbean, for example, carry advertisements for the return of slaves who had escaped. Some gazettes - depending on time and place - contain lists of In-

*(Continued on page 6)*



Shavorn Sprauve—Scanning the VI Gazette

### VI Black History: Local Authors

ARMU is dedicated to preserving and promoting VI History 365 days of the year! In this issue we highlight three local authors.

Since the 1970's, **Dr. Norwell Harrigan** and **Dr. Pearl Varlack** have produced scholarly works, especially histories and educational studies, which have gained international acclaim. Among others, they jointly wrote 'The Virgin Island Story' (1975) which is a now classic.

Dr. Harrigan—The Long March to Freedom (1985), and Higher education in a micro-state: A theory of the Raran Society (1972). Dr. Varlack — 'Teacher Education in the Virgin Islands' (1974); and several journal articles

**Dr. Quincy Lettsome** has developed interesting studies in Secondary Education Curricula: Innovation in the High School Curriculum on a micro-scale: University of Manchester (1977) and The development of Secondary and Tertiary Education for microstates (1990). Other works include poetry anthologies and articles. -*J. Flemming-Henry*

*(Sources: Virgin Islands: World Bibliography series. V. Penn-Moll. Oxford: Clio Press, 1991)*



## Today in VI History: March

March 1— The Virgin Islands Official Gazette was launched and published fortnightly on the 2nd and 4th Thursday of each month. Prior to that BVI information was included in the Leeward Islands Gazette.

Ivan Dawson, the 1st Minister of Natural Resources and Labour, was born in 1914

March 7— Hamilton Lavity Stoutt, first and longest serving Chief Minister was born (7 March 1929- 14 May 1995)



March 8—Port Purcell formally opened, 1972

March 10—First Minister of Communication and Works, Terrance Buckley Lettsome, born in 1935

March 17—BVI Heritage Dances organized, 1979

March 20—Social Security Building officially opened on Wickkams Cay, 1989

March 22—British Virgin Islands Fire and Rescue Services Headquarters opening ceremony, 1990

March 24—The Legislative Council held its last meeting under the Leeward Islands, 1902

March 29— Reeial Georges, first Virgin Islander to join the Antigua, Montserrat, and Virgin Islands Police Force, 1960

—Source: Public Library Almanac; Nature's Little Secret: The Virgin Islands 2010 Calendar—BVI Audio Video Production

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## Today in VI History: April

April 1— ZROD started broadcasting, 1992

April 4—Sub-Post Office opened in North Sound, Virgin Gorda, 1981

April 5— Minister of Overseas Developments approved a grant of up to \$617, 000 to improve and extend Peebles Hospital, 1977

April 7—The Legislative Council passed Turtle Ordinance. 1959

April 12—Beef Island Airport opened, 1969

April 16—The Virgin Islands Government declared Diamond Cay a national park, 1991

(Continued on page 5)

## Records Management Tips

### Emergency Salvage of Wet Photographs Part II



#### Freezing Photographs

- If immediate air drying of photographs is not possible or if photographs are stuck together, freeze them.
- Wrap or interleave photographs with waxed paper before freezing.
- Interleave or wrap individual photographs or groups of photographs before freezing with a non-woven polyester material or waxed paper. This will make them easier to separate when they are eventually treated.

#### Drying Frozen Photographs

- Frozen photographs are best dried by thawing, followed by air drying. As a stack of pho-

tographs thaws, individual photographs can be carefully peeled from the group and placed face up on a clean, absorbent surface to air dry.

- Vacuum thermal drying, where the frozen material is thawed and dried in a vacuum, is not recommended for photographs. Gelatin photographs undergoing this procedure have a tendency to mottle severely and stick together.
- Photographs can be vacuum freeze dried; in this process no thawing occurs. Gelatin photographs may mottle during the procedure, they will not stick together.
- Wet collodion glass plates must never be freeze dried; they will not survive, this is also true for all similar collo-

dion processes such as ambrotypes, collodion lantern slides and tintypes.

#### Salvaging Slides

- Slides can be rinsed and dipped in a water/photo-flo mixture, slide cleaner, or similar commercial product and air dried; preferably they should be hung on a line or propped on edge.
- Ideally, slides should be removed from their frames for drying, and then remounted.
- Slides mounted between glass must be removed from the glass or they will not dry.

- Source: By Gary Albright  
Senior Paper/Photograph Conservator  
Northeast Document Conservation Center  
(Phone 978-470-1010/Fax 978-470-6021)

Conclusion from last issue: Volume 4, Nos 1 & 2

#### Top 10 Ways to Take Charge of RM in Your Office

1. Take Stock! Perform a records inventory.
2. Identify and dispose of non-records.
3. Familiarize yourself with retention schedules.
4. Get your electronic records in order.
5. Schedule a regular "records cleanup" time.
6. Identify your vital records.
7. Create a records-friendly environment.
8. Transfer important records to the archives.
9. Prepare non-permanent records for scheduling and/or destruction.
10. Be Knowledgeable! Source University of Wisconsin-Milwaukee

#### Funeral Booklets: A Source of VI History

Funeral booklets are regarded as a primary source of information that is found in other documents. The life story of a person, highlighted by impressive reminiscences of family members and friends, always reflect the social condition and related important events of his/her time that is not found in books, thus enabling readers to get a better understanding of

Virgin Islands society at a certain period. Let ARMU archive your families' and friends' history: submit copies of attained funeral booklets to us.

-Keiyia Jackson-George, Ag. Government Archivist

**Preserve your families' history by sending us copies of funeral/memorial booklets.**

Today in VI...(Continued from page 3)

April 18– First BVI Horse Show was put on by Elaine Thomas Riding School, Sea Cows Bay, 1976

April 20—Women's League in BVI founded by Deaconess Gladys Cooke of England, 1949

April 28—Dr. Orlando Smith appointed to the post of Chief Medical Office of the Public Health Department, 1979

April 30—Amendments to the Virgin Islands Constitution Order 1967 passed, 1976

- Source: Public Library Index;; Nature's Little Secret: The Virgin Islands 2010 Calendar—BVI Audio Video Production

## **Deputy Governor's History Research Programme 2010**

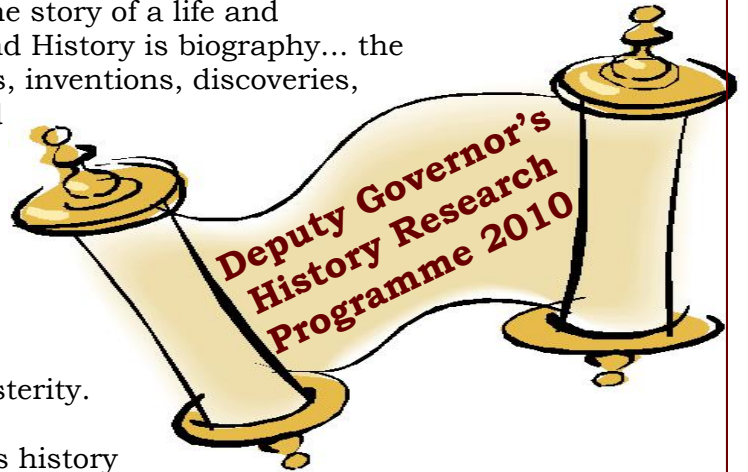
### **Theme: Researching And Writing Biographies**

#### **Why the theme Biography?**

The theme was chosen simply because biography is the story of a life and that is the history of a person. Biography is history and History is biography... the stories of many lives interwoven with evolution, events, inventions, discoveries, theories, places, etc are all history. Researching and writing a biography is therefore researching and writing history.

#### **The Objectives of the theme are:**

- To provide residents with the opportunity to document the lives of Virgin Islanders- living and deceased - for the present community and for posterity.
- To involve Virgin Islanders in writing Virgin Islands history



#### **History Research Workshop**

##### **The Purpose of the Workshop:**

- To support the theme and to increase the number of participants in DG Research programme
- To sharpen and improve the research and writing skills of participants
- To give hints on how to go about researching and writing a biography
- To issue and discuss Guidelines and rules of submissions to the Research programme

#### **Outcomes**

At the end of the Workshop participants would:

- Know how to do research for writing a biography
- Be enabled to write an interesting biography

Interested persons should register for the workshop with the ARMU today!! Dead line is **March 30, 2010**

-Verna Penn-Moll, Chief Records Management Officer/CAP

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## Vision Statement

Inspired by the need of all Virgin Islanders to appreciate the vital role of records in a democratic society, the National Archives and Records Management Unit seeks to use traditional and modern technologies, along with cooperative partnerships between the Government, private sector and wider community, to lead and transform information management so that the history, heritage and culture of the Virgin Islands come alive and grow in importance, relevance and accessibility for present and future generations.

*The Official Gazette....(Continued from page 2)*

dian indentured labourers or of people applying for British citizenship. The records are also more likely to name male rather than female ancestors, but, since women did, for instance, own property, get divorced, leave wills and vote, their names do appear from time to time.

To find a particular person in the gazettes, you will need to know the period you are looking for. It will also help to have an idea of the kind of transaction the person may have been involved in. The names of individuals often appear in the annual indexes of the gazettes, but usually they are listed in sub-sections. For instance, those appointed to positions in the colony will probably be listed in the 'appointments' category of the index.

### **NOTE WELL:**

The Official Gazette accumulates voluminously taking up too much space in various Offices. Offices which must keep all copies of the Gazette are: Civil Registry Office; The House of Assembly, the Supreme Courts; the Cabinet Office; the National Archives, and the Public Library.

All other Offices should keep the full run for one year only after which time they should select those issues with information pertaining to the history or operation of that Office as a source of quick reference on its history. Before disposing of other copies, Officers should contact the 'creating department' to ascertain whether they need to fill missing gaps. In any event, Officers must sign up the application for Disposal Form and submit it to the ARMU, who would further direct appropriate disposal, and that does not necessarily mean destruction. **No document should be destroyed without the approval of the ARMU.**

(Concluded from last issue: Volume 4, Nos 1 & 2)

**-Verna Penn-Moll, Chief Records Management Officer/CAP (Sourced from: Overseas Records Information—36, c.c. 2002)**