



VOL. 1 ISSUE 2 · APRIL - JUNE 2019

RIM PLUMAGE

Newsletter of the Records & Information Management
(RIM) Project Management Advisory Team (PMAT),
Ministry of Education, Youth & Information

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RIM is Everybody's Business



HON. KARL SAMUDA, CD, MP
MINISTER without Portfolio with responsibility for
EDUCATION, YOUTH & INFORMATION

The Ministry of Education, Youth and Information is pleased to salute our RIM Practitioners as we celebrate Records and Information Management (RIM) Month in April. RIM month once again is an opportunity for us to bring greater awareness and recognition to those practitioners who provide such significant support to the functioning of Ministries, Departments and Agencies of the Government of Jamaica (GoJ).

We must never take for granted the need for our RIM practitioners to be motivated and empowered. They deserve our gratitude because they have to manage our informational assets with very minimal resources in many instances, in a public sector culture that has shown very limited appreciation for records.

Ultimately, Records Management ensures that institutional records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are discarded in a timely manner according to established guidelines and identified legislation. The Government has therefore signaled through the approval of the GoJ RIM Policy, the need for increased attention and focus on RIM. RIM is everybody's business.

At the Ministry of Education, Youth and Information, we are pleased to lead on behalf of the GoJ, the RIM Programme that is intent on changing the current culture to one where RIM is seen as the bedrock of the GoJ's operations and ultimately leading to enhanced public service delivery.

As we move to professionalise RIM in the public service, with the support from the Public Sector Transformation and Modernisation Division in the Office of the Cabinet, I encourage all our RIM Practitioners to stay focused and be on the alert to take advantage of the numerous opportunities that will arise from this Public Sector Transformation Initiative.

Have a truly wonderful Records and Information Management Month and may God bless you all!

"We must never take for granted the need for our RIM practitioners to be motivated and empowered.

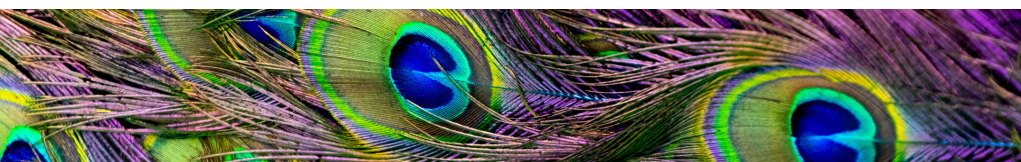
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Have a truly wonderful Records and Information Management Month and may God bless you all!"

THE HON. KARL SAMUDA,
CD, MP





....Sound RIM



HON. ALANDO TERRELONGE, MP
MINISTER OF STATE
MINISTRY OF EDUCATION, YOUTH & INFORMATION

As we move closer to our shared goal of making Jamaica ' the place of choice to live, work, raise families and do business' , let us pause to take note of where we are at this pivotal moment in history. Modernization is gathering pace, not least in the public sector. This road to progress has been anchored in part to an extent by robust Record and Information Management. It is important to note that a sound Record and Information Management is more than data

and systems, but also about a culture that embraces the use of information and technology for the enhancement of good governance and service in our inexorable march to progress.

The Records and Information Management (RIM) Policy provides an excellent foundation on which to build the road to progress, starting with the public sector and reaching out to wider society. Through the Records and Information Management (RIM) Policy Implementation and Sensitisation Programme, the Ministry of Education, Youth and Information and its agency, the Jamaica Archives and Records Department in collaboration with the Office of the Cabinet's team has been working tirelessly to engage Ministries, Departments and Agencies in moving towards the vision we seek to make a reality. This team has consistently demonstrated high levels of professionalism in advancing the vision, and I am both humbled and privileged to be a part of such a hard working group.

I want to make an appeal for RIM practitioners to get on board as we implement the Cabinet's directive for "an integrated, standardised, and secure RIM system, which facilitates access to Government's information and archival material; preserves and leverages Jamaica's historical heritage, information and cultural assets; as well as enables efficient service delivery, enhanced decision making and overall attainment of a national development goals."

As we move forward as a people, one thing is certain: the march to progress must succeed, as failure can never be seen as an option. We must get to the place where Jamaica is the place of choice to live full, enriching lives, no matter the age, stage or endeavor of our citizens. As a nation of winners, I believe we will get there, as long as the road we choose is anchored on sound RIM practices.

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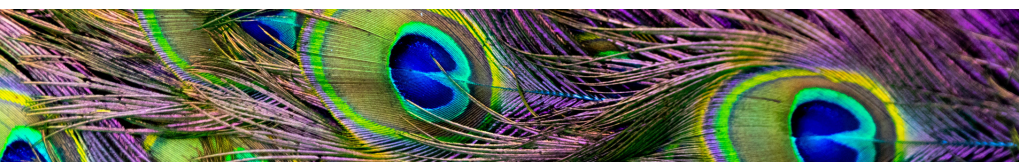
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THE HON. ALANDO TERRELONGE, MP





RIM ... on Track



Dr GRACE MCLEAN, OD, JP
PERMANENT SECRETARY,
MINISTRY OF EDUCATION, YOUTH
& INFORMATION (ACTING)

As we continue to implement Records and information Management (RIM) systems across the public service, the RIM Oversight Committee (ROC) will remain resolute to provide strategic direction in achieving the goal of the Government of Jamaica (GOJ) RIM Policy "to contribute to modernising and transforming the public service and the building of a knowledge society by managing, securing and making accessible,

the records of the GoJ in an efficient, effective and transparent manner, throughout their lifecycle; and acquiring and preserving archival material."

The work of RIM practitioners across the public sector is integral in making the goal a reality. As the phased roll out of the RIM programme in the different Ministries, Departments and Agencies (MDAs) continues, it is buttressed by an industrious implementation team that is focused only on progress.

I know the transformation process requires dedication and hardwork, but let us keep the ultimate goal the forefront in our minds as reshaping of our records will improve decision making, enhance service delivery and reduce operational cost through the efficient and effective management of space, equipment and technology.

I also want to indicate that while, we have taken an incremental approach to implementation, there is still a requirement for all MDAs to get on board by taking the necessary steps to implement the RIM systems in your organisation as dictated by the Cabinet. The Ministry of Education, Youth and Information along with our Department, the Jamaica Archives and Records Department (JARD), is ready to assist you in in this regard.

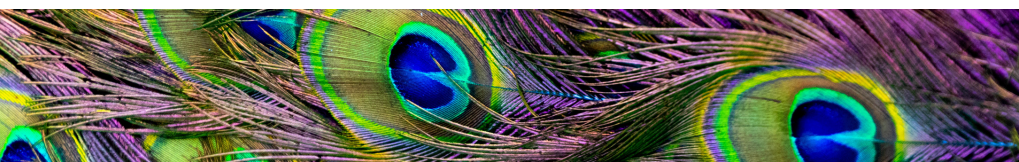
Coming soon, will be circulars issued by JARD which will provide guidance on how to proceed with key records management functions in your organisation. The road we walk is rough but the destination will be worthwhile.

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DR GRACE MCLEAN PHD, OD, JP





SPOTLIGHT ON THE GOVERNMENT RECORD CENTRE (GRC)

MRS. ZINITH LETTMAN-THOMAS
SENIOR ARCHIVIST
GOVERNMENT RECORD CENTRE

The Jamaica Archives and Records Department (JARD) was established in 1955 as the Archives Section of the Island Record Office. It remained under the Island Record Office Act until 1982, when it was promulgated and the name of the Department was changed to JARD.

JARD operates under the mandate of ensuring the efficient and effective management of official records/information, at all stages of the life cycle, and to preserve those official and other archival records for current and future use, by the Government and the citizens of Jamaica. The Archives Act of 1982 and the Archives Regulations of 1988 provides the legal basis for the establishment and maintenance of records management in the public sector.

THE GRC SERVES AS AN INTERMEDIATE REPOSITORY FOR SEMI CURRENT RECORDS.

The Government Records Centre (GRC), the Audiovisual Unit and the Archives Unit are the three (3) units of JARD which together provide an essential government service. The GRC serves as an intermediate repository for semi-current records.

GRC provides advice and assistance to Government organizations in order to ensure the proper management of official records. It also offers temporary storage for Government official records deemed inactive and non-archival awaiting their final disposition in keeping with their retention schedules.

The Unit is charged with providing training in Records and Information Management to Government Entities, assisting and advising Government Ministries, Departments and Agencies (MDAs) in the management and preparation of their records throughout their life-cycle by:

- developing and setting standards in Records Management;
- conducting frequent workshops and training sessions; and
- guiding organisations in the disposition process transfer of records to the Records Centre, assist in identifying archival records.

Additionally, the Unit coordinates the network of Government Records and Information Managers (G-RIM). The Unit was also instrumental in spearheading the implementation of the Access to Information Act and the drafting of the new GoJ Records and Information Management (RIM) Policy and Procedures Manuals.

Presently, the GRC is located at 59-63 Church Street in Kingston and comprises one (1) Senior Archivist, one (1) Senior Records Management Analysts, five (5) Records Management Analysts, two (2) Records Clerks and one (1) Registrar along with areas such as Receiving, Administrative, Staging, Storage and Disposition.

The GRC provides a secure and efficient facility for Government official records that saves organizations space, time, money and reduce the risk of litigation.



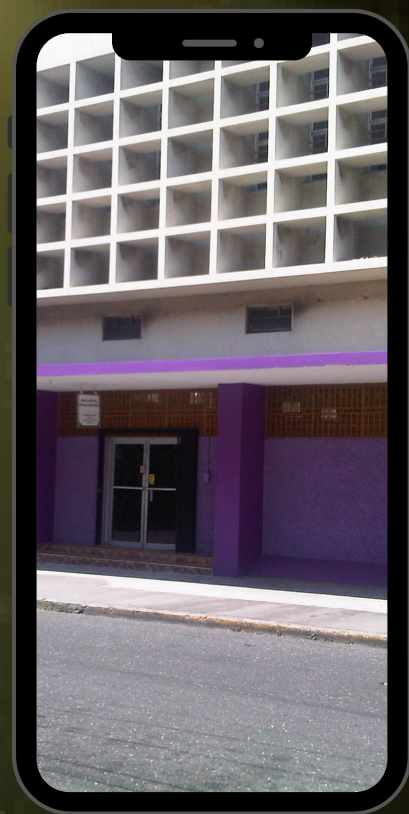
SPOTLIGHT ON THE GOVERNMENT RECORD CENTRE CONTD...

Records Analysts also offer technical assistance to MDAs through:

- finalising the strategies for RIM implementation;
- conducting ICT records functionality assessment;
- documenting of RIM Systems and procedures;
- reorganising records storeroom;
- developing records appraisal structures;
- conducting decongestion exercise of offices; and
- restructuring the records classification systems.

GRC and its Analysts also support each Entity in drafting its institution specific RIM Policy and Procedures Manual.

In the short term and beyond, JARD will conduct audits of RIM compliance across MDAs and submit an Annual Report to the Ministry of Education, Youth and Information.

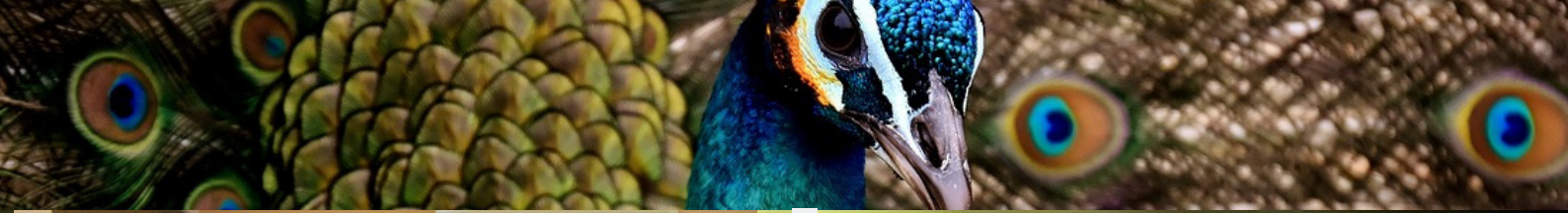


Implementation of RIM at Jamaica Tertiary Education Commission (J-TEC)

DR. DAMEON BLACK
COMMISSIONER/EXECUTIVE DIRECTOR
JAMAICA TERTIARY EDUCATION COMMISSION

Commitment to Quality Systems and Processes

The Jamaica Tertiary Education Commission (J-TEC) has a three-fold mandate with regard to the governance and oversight of the tertiary education sector: Regulation, Registration, and Development. The successful execution of its mandate will be highly dependent on the quality and efficacy of its systems and processes. Accordingly, J-TEC is committed to the development and upgrade of its systems and processes and where possible, to have these externally certified and/or benchmarked against international and national standards.



Launch of National RIM Policy

Therefore, the official launch of the RIM policy in October 2018 was timely, and openly welcomed and supported by J-TEC given identified gaps and weaknesses in its records management. J-TEC immediately enquired about being included in the national project to implement the policy in MDAs. As a matter of fact, we were so anxious to participate, that while we had heard of a “Phase 2,” and that “Phase 1” had ended, we clamour to be included in “Phase 1B!”

The RIM Policy and the associated system and procedures signal transformational change.

It is a system that will define appropriate standards to ensure quality management of Government of Jamaica records and information. The timely access to and the use of information are critical variables for organisational success and sustainability.

J-TEC’s Inclusion in Phase 2

In January 2019 the opportunity presented itself for J-TEC to participate in Phase (Cohort) 2 of the RIM Implementation Project. We quickly prepared our application documents and submitted these. Our participation was approved and we have not looked back since.

Benefits of RIM to J-TEC

The RIM project has created a broad operational front for J-TEC in terms of changing the culture that exists regarding the treatment of documents. The implementation of RIM will help to reduce the time it will take to retrieve and review documents for the purpose of decision making, ensuring compliance by all members of staff, and most importantly reduce cost and time.

Specialised Training of Staff

Two J-TEC members of staff, Mr. Dwight Johnson and Mrs. Charmaine Crooks, participated in specialised RIM training provided at the Management Institute for National Development (MIND). The sessions were conducted over two weeks and were instrumental in providing the staff members with the relevant knowledge and tools needed to assist with the RIM implementation process.

They were exposed to areas such as project management, file indexing and classification inter alia.

RIM Agency Orientation

J-TEC is committed to the development of its staff and ensuring that they are actively engaged in the organisational change and development process. Developing staff competence in RIM will lead to compliance with the RIM policy. J-TEC hosted two Records Information Management sessions in January and May 2019, for staff members.

A number of key presenters were in attendance to educate the J-TEC team members about the importance of the RIM programme, and the level of support that partnering Ministries, Department and Agencies (MDAs) who are instrumental to the implementation process will give in ensuring that the project is effectively implemented.

The sessions were conducted by presenters from The Office of the Cabinet, Jamaica Archives and Records Department (JARD), Housing Opportunity and Production Employment (HOPE), and the Ministry of Education Youth and Information (MOEYI).

J-TEC has also benefited from the assignment of two Youth Employment in the Digital and Animation Industry Project team members. They will assist with the review and filing of the documentation and the development of the Registry that will be integral to the success of the project.



Summary Observations of the Archives Advisory Committee Meetings

The greater percentage of request for permission to destroy (Disposition Authority) records, were of the financial function in keeping with the disposition guidelines of the Financial Administration Audit (FAA) Act being the justification used to support these submissions.

Representative(s) were advised that the FAA Act is one of the documents that should guide disposition schedule. The Sub-committee therefore made a special one-off recommendation for approval to be granted for report disposition.

Going forward however, all submissions must be accompanied with an approved Records Retention Schedule, an overall appraisal report and a series level report.

- o The appraisal report should include the history of the organisation (including name changes) various series, and general condition of records and who are the users;
- o The series level reports will state how the records were accumulated, their purpose and where the original records may exist.

We urge Directors of Documentation, Information and Access Services and Records Managers to look out for and respond to the issuance of an “Annual Summary or Records Holdings” circular, which should be submitted to JARD by March 31 annually.

Claudette Thomas (Mrs.)
Government Archivist
Jamaica Archives & Records Dept. (JARD)

Suggested Steps in forming a RIM Committee

Proposed Members

RIM Practitioners have proposed the composition of the RIM Committee for individual entities to include Directors of the Human Resource and Management , Management Information System and the Documentation Information and Access Services as well as a Legal Officer, an Administrative Officer and a Procurement/ Finance Department.

JARD will be on hand to serve in a consulting role.

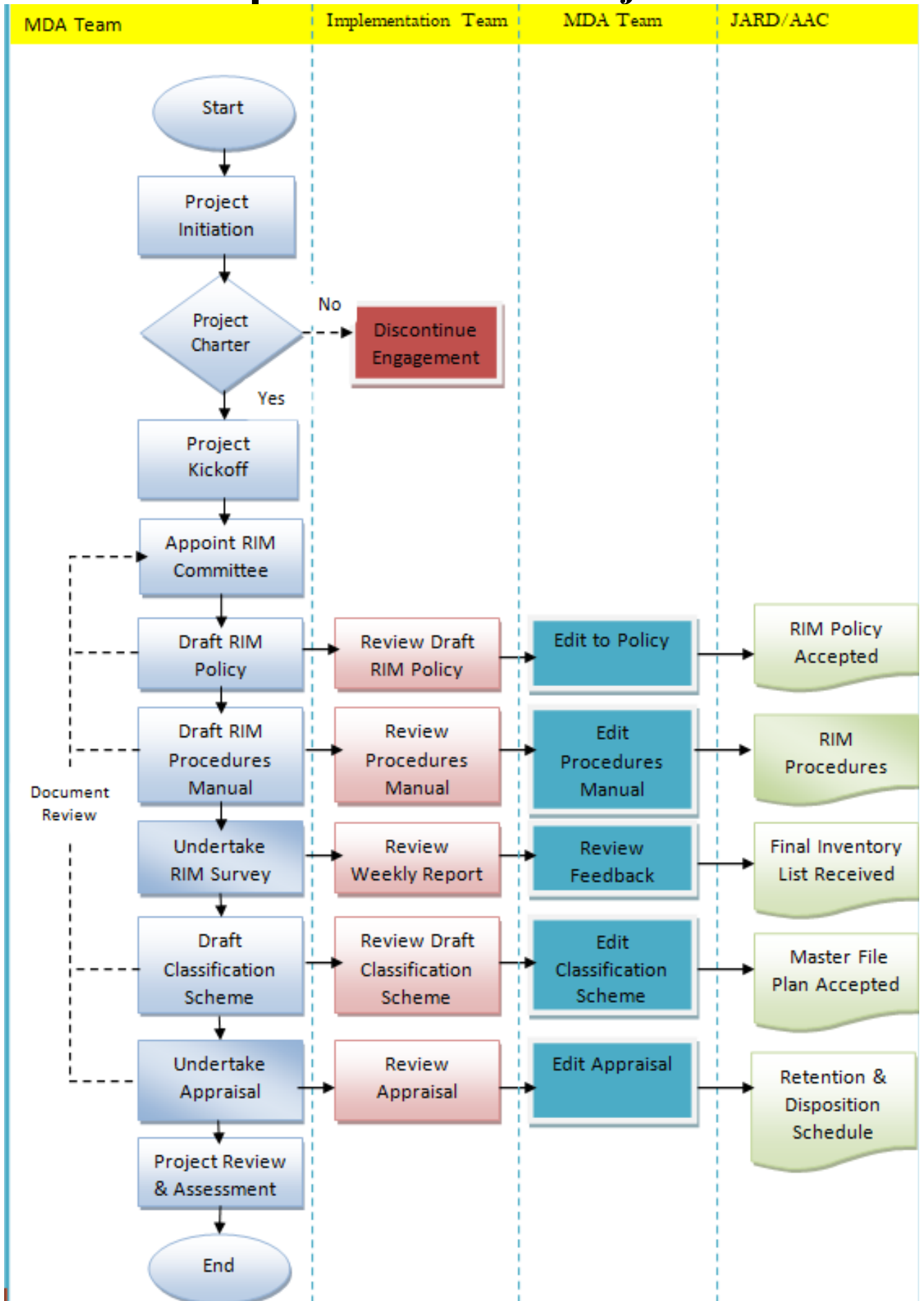
Strategies for establishing a RIM Committee

1. Recruit Senior Officers
2. Ensure Members have the basic knowledge or an appreciation of RIM
3. Seek representatives from departments essential to the RIM Process

How to maintain a RIM Committee

1. Have quarterly meetings
2. Sensitizing workshops: e.g. invite persons from JARD to give presentation on the importance of RIM and its legal implications
3. Progress Report

RIM Documentation Processes in the RIM System Implementation Project

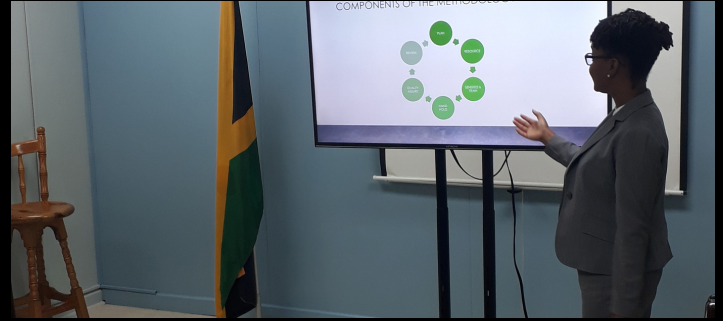




RIM Sensitization Sessions Pictorial Highlights

Broadcasting Commission of Jamaica

Child Protection and Family Services



Ministry of Science, Energy and Technology

Planning Institute of Jamaica





Announcements, Events & More

The RIM Implementation Team have engaged the following entities and have formed Cohort II

- Jamaica Tertiary Education Commission
- Planning Institute of Jamaica
- Passport, Immigration and Citizenship Agency
- Child Protection and Family Planning Services Agency
- Institute of Jamaica
- Ministry of Science, Energy and Technology
- Broadcasting Commission of Jamaica
- Ministry of Tourism
- Firearm Licensing Authority
- HEART Trust/NTA
- E-Gov Jamaica
- Cannabis Licensing Authority
- Jamaica Promotion Corporation
- Ministry of Transport and Mining
- Companies Office of Jamaica

The RIM Implementation Team will engage the following entities in July

- | | |
|------------------------------------|---------------|
| • HEART Trust/NTA | July 24, 2019 |
| • eGov Jamaica Limited | July 3, 2019 |
| • Jamaica Promotion Corporation | July 17, 2019 |
| • Cannabis Licensing Authority | July 17, 2019 |
| • Ministry of Transport and Mining | July 19, 2019 |
| • Companies Office of Jamaica | July 26, 2019 |

Upcoming Events

- | | |
|-----------------------------------|--------------------|
| • RIM Oversight Committee Meeting | September 11, 2019 |
| • RIM Inaugural Annual Conference | June 9-10, 2020 |



RIM PLUMAGE

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Every Child Can Learn
Every Child Must Learn