

PRESENTATION TO NEWLY RECRUITED STAFF ON PRAAD

INTRODUCTION

- It should also be noted that it is a requirement by law as enshrined in the PRAAD ACT 535 of 1997, sections 1(1) and 9 where the “responsibility for the proper and effective management of records in public institutions of government is placed on **PRAAD** and **Heads of department**.”
- We are all greatly honored to be here for this presentation.

NATIONAL ARCHIVES/PRAAD

❑ Establishment

- Started by Miss Marjorie Harris(1946), a British Librarian by profession and taken over by Mr. J. M. Akita (1949).
- Archives Ordinance promulgated in 1955 followed by Regulations in 1958
- Purpose Archives building provided in 1963

- Purpose Archives building opened in 1962



Building has since expanded– side view

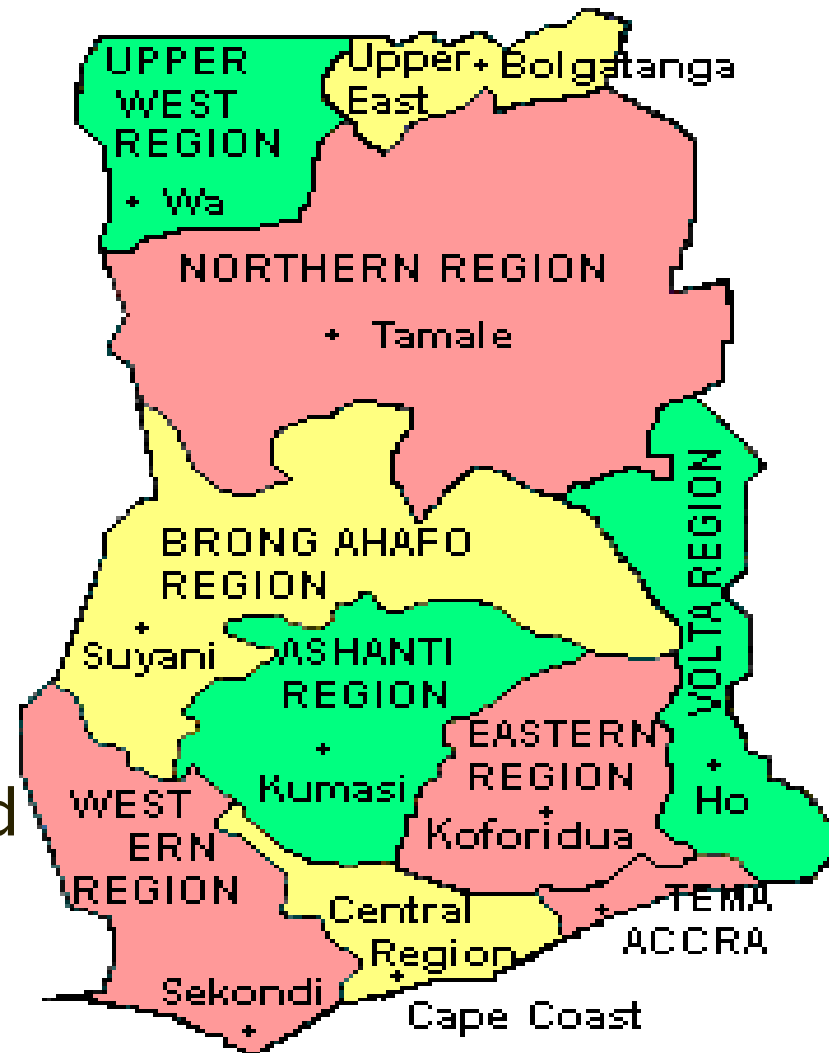


Building-front view-Ghana @ 50 renovations-expansion of exhibition hall-.



❑ Regional Offices

- Ashanti–Kumasi
- Northern–Tamale
- Brong–Ahafo–Sunyani
- Eastern–Koforidua
- Western–Sekondi–Takoradi
- Central–Cape Coast



RECORDS MANAGEMENT SITUATION

❑ Historical Perspective

- Pre-Independence – Well trained registry staff
- Post Independence – Registries broken down, a sort of 'Siberia' for staff without career prospects
- Studies conducted by Commonwealth Secretariat and the P.R.O of 32 commonwealth countries
- Initiatives of The International Records Management Trust (IRMT)

- ❑ The Records Management Improvement Program / Project (RMIP)
- DFID provided technical assistance covering consultancy, training and the provision of equipment including installation of shelves in the Records Centre while the International Development Agency (IDA) of the World Bank also provided assistance for the construction of the Records Centre



Achievements of the Project.

- o As a basis for cleaning backlog of semi current records General Retention Schedules covering **Administration, Finance, Personnel, Equipment and Supplies, as well as Building and Properties**, were prepared and over 500 copies printed and distributed to Ministries, Departments and Agencies (MDAs.)
- o There are new legislations to cover all facets of the records cycle –Legislative Instrument No. 1628 of 1996 and the law (Act 535) of August 1997.
- o A new Organization –PRAAD–has been created and charged with the responsibility of managing the entire Life Cycle of records PRAAD’S Mission is that of ‘Preserving Ghana’s collective memory by facilitating and overseeing effective records management in Ministries, Departments and Agencies (MDAS, MMDAS)

- o To facilitate the professionalism of the management of records in the Civil Service, a Records Class has been established embracing registry staff in the civil service and staff of the department of National Archives to be responsible for the entire records cycle.
- o There is in place a new Scheme of Service, defining conditions governing entry to the class, the training facilities and progression within the class.

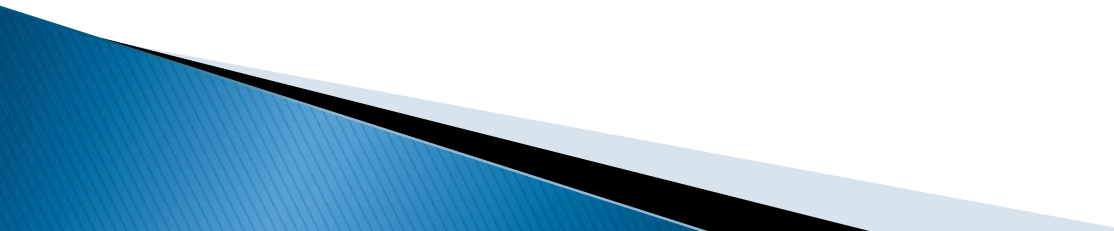
MISSION

The mission of the department is to "preserve Ghana's collective memory, provide public access by facilitating and overseeing the efficient management of records of all public institutions and the private sector using competent staff and modern technology.

VISION

**The vision of the department
is “A department with
professional excellence in
records and archival
management.”**

OUR CORE VALUES

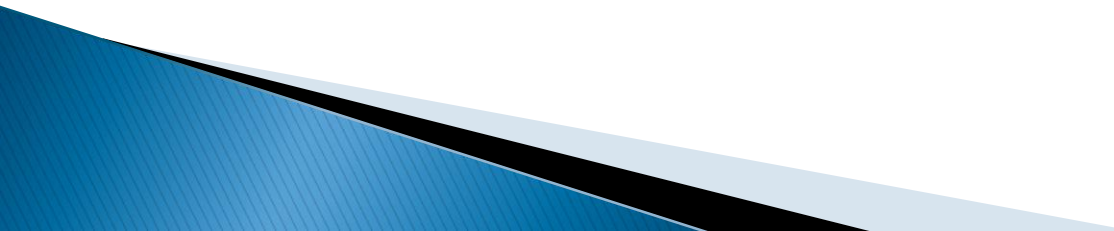
- ▶ Our core values is to deliver quality records and archival services by ensuring
 - Professionalism
 - Excellence
 - Integrity
 - Confidentiality
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FUNCTIONS

As contained in sub section I, section (1) of the Act, PRAAD is "responsible for the proper and effective management of records in public institutions of government". In consonance with this, the department has to:

- ▶ ensure that public offices, institutions and individuals who create and maintain public records follow good record keeping practices;
- ▶ establish and implement procedures for the timely disposal of public records of no continuing value;

Functions *(cont.)*

- ▶ advise on best practices and establish national standards in records keeping in the public services;
 - ▶ establish and implement procedures for the transfer of public records of permanent value for preservation in the National Archives or other archival repository as may be designated under the Act; and
 - ▶ perform any function conferred on the National Archives under any other existing enactment.
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OBJECTIVES

- ▶ To establish effective records management systems in MDAs throughout the country.
- ▶ To ensure quality services to users through the development of well trained and committed human resources in PRAAD.
- ▶ To ensure quality services to users through the provision of effective support systems.
- ▶ To preserve, conserve, and develop archives and to prepare Finding Aids of records in custody.
- ▶ To enhance PRAAD's capacity to deliver services in the regions by establishing fully functional regional offices.

ORGANISATIONAL STRUCTURE

Until September 1996, the department was referred to as the National Archives of Ghana established by the Public Archives Ordinance 1955 (No. 35) and operating under the National Commission on Culture (30/10/91) – September 1996).

ORGANISATIONAL STRUCTURE

(cont.)

PRAAD and the functions of National Archives of Ghana have been integrated into the New Department as one of its three Divisions i.e. Archives Division. The other two are Records Management and Training and Research Division. There are seven regional offices.

ORGANISATIONAL STRUCTURE

(cont.)

- ▶ The Archives Division operates through the Search Room, Repository, Editorial Office, Photographic Laboratory and the Preservation Service Branch.

RECORDS MANAGEMENT DIVISION



ORGANISATIONAL STRUCTURE

(cont.)

- ▶ The Records Management Division's activities relate mainly to the establishment and operation of Records Centres and the restructuring of MDAs in order to ensure effective and efficient records retrieval and use for current business transaction.

o An Intermediate Records Centre is in existence and operational

- Capacity – 80,000 Boxes of Records
- Current Holdings – 46,800.
- Clientele – Over 200 MDAs.



□ HOLDINGS OF CENTRE-STACK 2



□ HOLDINGS OF THE CENTRE-PROCESSION AREA



□ HOLDINGS OF CENTRE-STACK 3 & 4



ARCHIVES DIVISION



SECTIONS:

- ▶ (1) The Search Room—consultations with the Sectional Head



Search Room—searchers at work



The Repository–retrieval of records



Acquisitions (records in custody)

- Administrative Records (ADM.)
 - Supreme Court Records (EC)
 - Maps, plans and pictures (photographs)
 - Private records of distinguished personalities like the 1st President of Ghana, Dr. Kwame Nkrumah, Kwegyiri Aggrey, George Blankson and James Bannerman
 - Native Affairs – Land and stool (chieftaincy lineage) disputes ie chieftaincy matters
 - Legal Matters – Court proceedings and Judgments, probate wills and letters of administration, ordinances, Acts, Laws, Treaties,.
 - Newspapers – Gold Coast Aborigines, Methodist Times, Daily Graphic and Ghanaian Times, Chronicle, Spectator, Free Press.
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THE HOLDINGS OF PRAAD, HEADQUARTERS

The Administrative Records (ADM)

- ▶ Correspondence, dispatches of Colonial Adm.
- ▶ Annual Reports of the Gold Coast
- ▶ Census Reports
- ▶ Diplomatic Missions and various Committees
- ▶ Government Gazettes
- ▶ Gold Coast Service Personnel Records
- ▶ Chiefs Lists
- ▶ Parliamentary Papers
- ▶ Treaties
- ▶ Papers for Native Affairs
- ▶ Executive Council Minutes Papers
- ▶ Legislative Council Minutes and Debates (1933–1966)
- ▶ Executive Council Minutes (1952–1966)
- ▶ Law Officers Records (1872–1944)
- ▶ African Affairs Papers (1948–1965)

THE HOLDINGS OF PRAAD, HEADQUARTERS (CONT.)

- ▶ Papers for Native Affairs
- ▶ Executive Council Minutes Papers
- ▶ Legislative Council Minutes and Debates (1933–1966)
- ▶ Executive Council Minutes (1952–1966)
- ▶ Law Officers Records (1872–1944)
- ▶ African Affairs Papers (1948–1965)

Records of Missionary Societies and Ghanaian Churches

- ▶ Basel Mission Papers (1862–1956)
- ▶ Society for the Propagation of the Gospel Records (1904–1909)
- ▶ North German Missionary Society Papers (1852–1937)
- ▶ Presbyterian Mission (1878–1937)

Local Newspaper Collections

- ▶ Daily Graphic 1951 to date
- ▶ Ashanti Pioneer (1950–1960)
- ▶ Ghana Evening News (1959–1968)
- ▶ Ghanaian Times 1958 to Date
- ▶ Daily Echo (1953–1955)
- ▶ Daily Mail (1950–1954)
- ▶ African Morning Post (1953–1955)
- ▶ Gold Coast Independent (1950–1954)
- ▶ Gold Coast Leader (1903–1915, 1924)
- ▶ Gold Coast Times (1926, 1929–1939)

Local Newspaper Collections (Cont.)

- ▶ Gold Coast Nation (1914–1915)
- ▶ Ghana Star (1957)
- ▶ Liberator
- ▶ Gold Coast Chronicle
- ▶ West African Times
- ▶ African Times and Oriental Review (1912–1913)
- ▶ Ashanti Times
- ▶ Ashanti Sentinel
- ▶ Spectator Daily (1952–1955)
- ▶ West African Monitor (1952)
- ▶ Gold Coast Observer (1942–1950)

Local Newspaper Collections (Cont.)

- ▶ Legon Observer (1966–1969)
- ▶ Weekly Spectator (1966)
- ▶ Sunday Mirror (1966)
- ▶ New Ghana (1959)
- ▶ Standard (1960–1969)
- ▶ Gold Coast Echo (1888–1889) and others.

Court Records (Proceedings & Judgments)

- ▶ Criminal
- ▶ Civil
- ▶ Probates

Colonial Secretary's Office Records

- Records on Imperial and Gold Coast Governments
- Establishments and Personalities
- Finance and Stores
- Judiciary, Legal and Legislation
- Customs, Trade and Shipping
- Posts and Telegraphs
- Agriculture
- Animal Health
- Forestry
- Medical
- Lands and Surveys
- Harbours and Waterways
- Public Works
- Police and Prisons

Colonial Secretary's Office Records *(Cont.)*

- ▶ Railways
- ▶ Motor Transport
- ▶ Geological
- ▶ Municipalities and Townships
- ▶ Native Affairs
- ▶ Naval, Military and Air
- ▶ War
- ▶ Publications, Printing and Stationery
- ▶ Clubs, Public Institutions, Games
- ▶ Foreign Affairs
- ▶ Census
- ▶ Social Welfare

Special Collections

- ▶ Kwame Nkrumah Papers
- ▶ Cape Coast Historical Papers
- ▶ John Mensah Sarbah Papers (1869–1919)
- ▶ Private Papers Relating to James Town Stool (1958–1967)
- ▶ Mate Kole Papers (1886–1936)
- ▶ J. E Ocansey Papers (1870–1900)
- ▶ Gharthey IV Papers

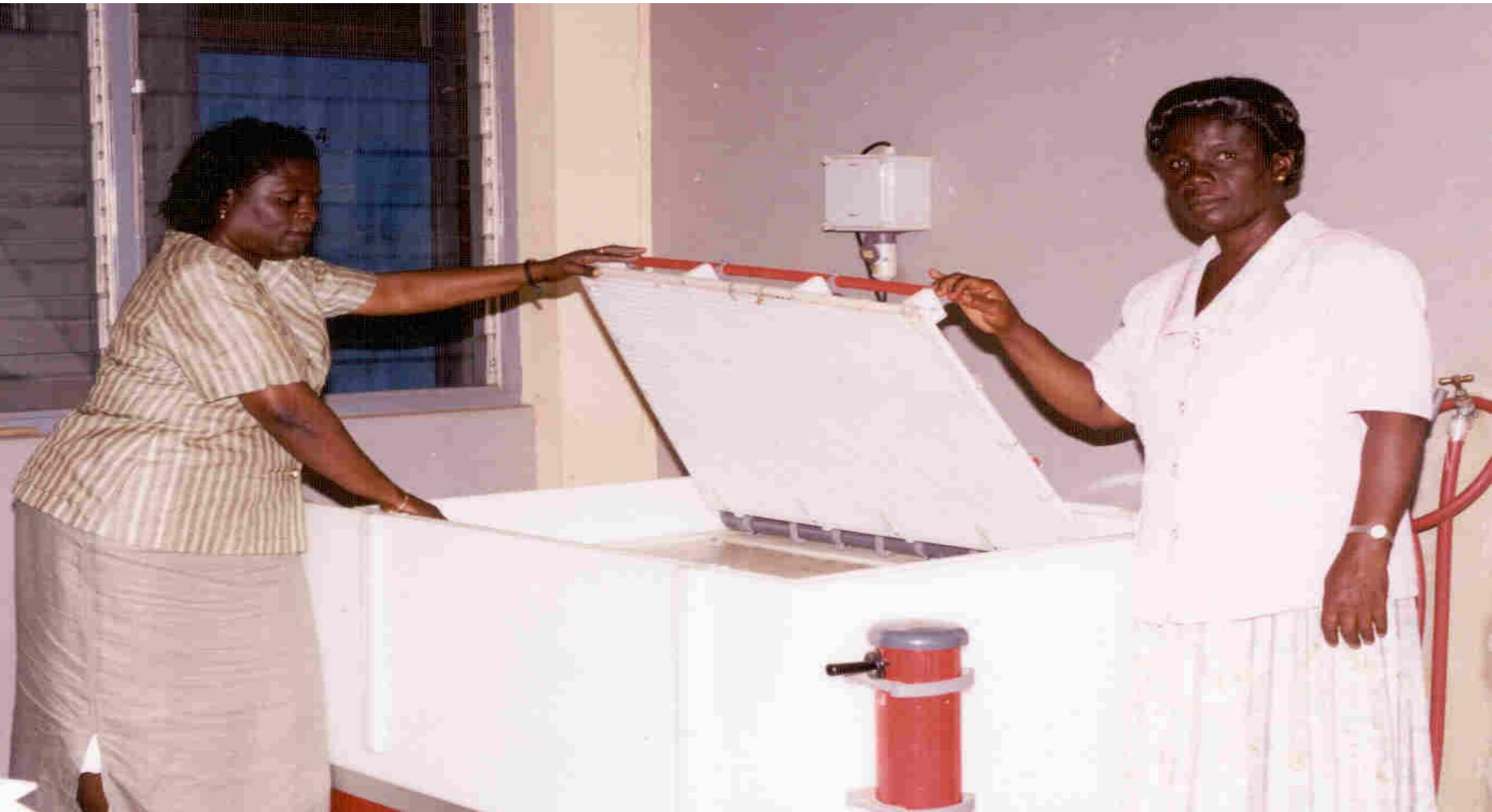
Maps and Plans

- ▶ *Land Boundary Settlement Records in the 1950s.*
- ▶ *Post Independence Records*

PRESERVATION SERVICES BRANCH (PSB)



- The Preservation Services Branch–The Leaf-Casting Machine for the repair of damaged records



- The Preservation Services Branch



EDITORIAL SERVICES



- ❑ Editorial Section–updates lists to records and publicises PRAAD– brochures etc.



Training and Research Division

▶ **Training**

▶ **Research**

CHALLENGES



oA

- ▶ INFRASTRUCTURE

Accommodation

- ▶ LOGISTICS

Transport

Furniture

- ▶ STAFFING

