



2022 Cayman Islands National Archive Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

1. About the publication scheme

Every public authority covered by the Freedom of Information Act (FOIA) has a legal duty to maintain a publication scheme. The purpose is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public, divided into seven (7) different categories to help find the documents you are looking for. This publication scheme commits the Cayman Islands National Archive (CINA) to making information available to the public as part of its normal business activities.

CINA will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

CINA will generally not publish:

- information in draft form;
- information that is not held by CINA, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in storage, or otherwise difficult to access;
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible. However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*. Information will only be withheld where the FOI Act expressly permits it. For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm CINA's (or another organisation's) commercial interests, or endanger the protection of the environment. Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out. If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below. *Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document. If there is no link, or the link is broken, you can use our website's "Search" facility at <http://cina.gov.ky/portal/page/portal/cnahome>. If you are still having trouble locating information listed under our scheme, please contact cina@gov.ky or foi.cna@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at cina@gov.ky or foi.cna@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-949-9809 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. Please note there may be an applicable fee. (See point 4. *Fees and charges* for further details.).

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*. All information can be accessed within CINA's Reading Room, which is open Monday – Friday, 9:00am – 4:30pm. Please contact us via email at cina@gov.ky or call 345-949-9809 to make an appointment.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at cina@gov.ky or foi.cna@gov.ky.

CINA will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where CINA is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. CINA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online or downloaded through a website, will be emailed *free of charge*. Fees may be charged for providing information in paper form or if scanned as PDF files. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which CINA offers for sale. This includes: books, maps and postcard sets. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. The list is available online on the National Archive website under Publications <http://www.cina.gov.ky/portal/page/portal/cnahome/publications/cina-publications-retail-student-prices>.

Reproduction costs

Where applicable, copies will be charged at the standard rates detailed in the *National Archive and Public Records Regulations (2007)*, which are also listed on our website as <http://it.gov.ky/portal/page/portal/cnahome/publications/CINA%20Reproduction%20Fees1>

The fees for providing copies are as follows:-

COPY CHARGES			
Size		Black and white*	Colour
8.5" x 11"	(letter)	\$0.25	\$0.50
8.5" x 14"	(legal)	\$0.25	\$0.50
11" x 17"	(ledger)	\$0.50	\$1.00

*PDFs, regardless of black and white or colour, are also charged the standard black and white fees.

Postage costs

CINA will pass on to the requester the actual costs of postage or courier delivery. Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated, and an invoice provided. Once payment has been received, a receipt will be provided, along with details on how/when the copies will be available for collection.

5. Requests for information outside the publication scheme

Information held by CINA that is not published under this scheme should be requested in writing – see Making a Request on our website <http://cina.gov.ky/portal/page/portal/cnahome/foi/requests>. Your request will be considered in accordance with the provisions of the FOI Act.

6. Complaints

CINA aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact us using the information listed below, and we will try to resolve your complaint as quickly as possible.

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS
cina@gov.ky or foi.cna@gov.ky

Further information about our complaints procedures can be obtained from <http://www.cina.gov.ky/portal/page/portal/cnahome/contact-us/complaints>.

You have a legal right to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman
5th Floor, Anderson Square, 64 Shedden Road
George Town, Grand Cayman

PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS

info@ombudsman.ky
+1 345 946 6283

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Cayman Islands National Archive

Ministry

Portfolio of the Civil Service

Gloria McField-Nixon, Chief Officer

133 Elgin Avenue

Government Administration Building

Grand Cayman KY1-9000

CAYMAN ISLANDS

Tel: 345-244-2344 Email: foi.pcs@gov.ky Website: www.pocs.gov.ky

Key National Archive staff

Charisse Morrison – Director

Brenda Ebanks, Finance and Administration Officer

Dennis Denton, Senior Conservator

Tammi Selzer, Senior Research Analyst/Information Manager

Organisation and functions

The National Archive provides services to the public and to the Government. For members of the public, the Archive acquires, preserves and provides access to the historical heritage of the Cayman Islands. For the Government, it supports a modern records management service ensuring that official records are properly managed from the moment of their creation until they are transferred into the Historical

Collections or destroyed. The two services are closely linked: today's records are tomorrow's archives. Only with sound records and information management, and meticulous preservation, can records be carefully maintained for future generations.

The work of the Archive focuses on two major outcomes:

- To enable good recordkeeping practices across the Cayman Islands public sector, in support of Government accountability and efficiency; and
- To manage, preserve and provide access to the documentary heritage of the Cayman Islands through its Historical Collections.

The National Archive comprises the following sections:

- Administration
- Archive and Preservation Management
- Records Management

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

Tel: 345-949-9809

cina@gov.ky or foi.cna@gov.ky

Website: www.cina.gov.ky Facebook: <https://www.facebook.com/CINationalArchive>

Location and hours	Matters handled
<p>The National Archive is open Monday-Friday, 8:30am -5:00pm and is located at 37 Archive Lane, off Shedden Road.</p> <p>Our Reading Room is open Monday-Friday, 9:00am - 4:30pm. Appointments are recommended to ensure availability of resources, time and space, in the Reading Room.</p>	<p>All matters and work processes relating to the National Archive are managed and performed at the one location.</p> <p>The viewing of information listed in this publication scheme, or records requested via FOI Requests to the Archive, takes place in the Reading Room.</p> <p>To access the Historical Collections, a Reading Room visit is also necessary. A member of the reference services team will assist you by providing the resources needed to help answer your questions.</p>

Boards and committees

Name	Meetings
<p>Records Advisory Committee (RAC), which, in accordance with Section 5 of the National Archive and Public Records Act (2015 Revision) [NAPRA], makes recommendations to Cabinet concerning disposal schedules, any periods of public access restrictions to public records, and the disposal of public records.</p> <p>The Committee consists of:-</p>	<p>In accordance with Section 3 (1) of the National Archive and Public Records Regulations, (2007), the RAC meets as often as may be required, but not less than twice a year.</p> <p>The meetings are held in the Reading Room at the National Archive and are closed to the public.</p>

<ul style="list-style-type: none"> • Chairman (appointed by Deputy Governor) • Secretary to the Cabinet* • Attorney-General or a legal practitioner employed in his portfolio and nominated by him • Minister of Finance* • Director of Internal Audit* • Chief Officer, Judicial Administration* • Clerk of Legislative Assembly*. <p>(*Or his/her nominee.)</p>	<p>Minutes of the Records Advisory Committee can be obtained by contacting us via telephone, email or via postal mail.</p>
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Frequently Asked Questions

For FAQs kindly consult our website at: <http://cina.gov.ky/portal/page/portal/cnhome/help/faqs>

History

The following is a timeline on the establishment of CINA.

- 1985** Discussions about the establishment of an archive, which began with a report by a British Executive Services Overseas advisor, John Cantewell.
- 1987** Mr. Cantewell returns to report on status of recordkeeping in C.I. Government.
- 1988** C.I. Government made the decision that there was to be an Archive.
- 1988-1990** Dr Norman Reid, Archivist, hired as a consultant to set things up and establish the Archive.
- 1991** CINA opened in the Tower Building with an Archivist and Conservator.
- 1991** The Institute of Caymanian Heritage Act was created but never implemented.
- 1992** Archive moved into its current building, and additional staff hired.
- 2007** NAPRA enacted.
- 2010** NAPRA revised.
- 2011** The Archive building renamed “The Dr. Philip E. Pedley National Archive Building”.
- 2015** NAPRA revised.

STRATEGIC MANAGEMENT

Administering the authority’s operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency’s overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority’s functions and responsibilities; obtaining legal advice from external sources.

Governance

High-level documents that inform and direct the functions and activities of the authority.

CINA is established under The NAPRA. The major responsibilities of the National Archive are defined in this Act and accompanying Regulations.

The operations of the National Archive are also influenced by the following legalisation:-

- The Cayman Islands Constitutional Order 2009 – accessible online www.constitution.gov.ky
- Public Service Management Act (2018 Revision)
- Public Service Management Act - Personnel Regulations (2022 Revision)
- Public Management and Finance Act (2020 Revision)
- Public Management and Finance Act - Financial Regulations (2022 Revision)
- Freedom of Information Act (2021 Revision)
- Data Protection Act (2021 Revision)
- Evidence Act (2021 Revision)
- Electronic Transactions Act (2003 Revision)
- Limitation Act (1996 Revision).

Unless otherwise stated, the majority of the above are accessible online at www.gazettes.gov.ky and/or <https://legislation.gov.ky/cms/>. Otherwise, contact the National Archive.

Corporate management

- Annual Reports - As the National Archive does not have its own published individual annual report, most corporate information is included under the Portfolio of the Civil Service's annual reports.
- Continuity of Operations Plan: Standard Operating Procedures (updated annually).

FINANCE & ADMINISTRATION

Financial management

Documents relating to the administration of the authority's monetary resources – including:

- Annual budget - <https://www.gov.ky/publication-detail/portfolios-and-offices-budget-statements-2022-2023>
- Financial records (invoices, batch sheets etc.)

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Insurance Policies – Certificate of Insurance that covers government-owned vehicles
- Job Vacancies/Career Opportunities – online at <https://careers.gov.ky>
- Press Releases - online at <http://www.cina.gov.ky/portal/page/portal/cnahome/announcements>
- Salary Scales – as determined by the Cayman Islands Government.
- Organisational chart
- FOI Disclosure Log

POLICIES, PROCEDURES, TEMPLATES

Current written protocols used to carry out the National Archive's functions, activities and delivery of services.

Complaints Handling

- Complaints Process – procedures for handling complaints
- Complaints* section of CINA website and Complaint Form*
<http://www.cina.gov.ky/portal/page/portal/cnahome/contact-us/complaints>
<http://www.cina.gov.ky/portal/page/portal/cnahome/publications/complaints-form>
- Internal Complaints Policy
- Internal Complaints Process (brochure)

Human Resources

- CINA Work Place Rules
- The Public Servant's Code of Conduct
https://www.standardsinpubliclifecommission.ky/upimages/commonfiles/PublicServantsCodeofConduct_1476264528.pdf

Information and Technology Management

- Disposal Authority Governing the operational records of CINA
- Help Desk Log – database used for tracking logs to Help Desk, Computer Services Department
- Fact Sheet Template
- Guidelines Template

Archival Management

- Reading Room
 - Reading Room Rules
 - Procedures for Managing Reference Services 2021
- Oral History¹
 - C.I. Memory Bank Transcribing Policy - hardcopy only
 - Cayman Islands Memory Bank Handbook, 1990 – hardcopy only
 - Oral History Narrators Listing
 - Oral History Subject Authority Listing (Thesaurus)
 - Forms/Templates for internal use managing the oral history process from capturing the interview, through transcription, e.g. Narrator Agreement, Narrator Certificate Template, Transcription Template, Transcriber's Agreement Template.

Government Records Management

- Records Centre Procedures

Preservation Management

- CINA Micrographics Programme – policy and procedures manual for the micrographics programme
- Mould Remediation Guideline
- Forms – Internal Use
 - CINA Preservation Site Visit Report template

¹ Formerly the Cayman Islands Memory Bank.

DECISIONS & RECOMMENDATIONS

Information about proposals, resolutions, assessments and results, including decision-making processes.

- Minutes of the Records Advisory Committee

LISTS & REGISTERS

Information held in registers required by law and other lists or registers relating to the functions of the authority.

- List of Public Authorities - The National Archive maintains a list of public authorities (updated monthly) responsible for managing records in accordance with the NAPRA, and responding to FOIA requests. The List is available on CINA's website www.cina.gov.ky, or by contacting Tammi Selzer, Information Manager at foi.cna@gov.ky or on +1-345-949-9809.
- FOI Disclosure Log

Request Number	Request Details	Outcome
22934	Applicant was interested in the costs for CINA training developed for FOI Implementation	Granted in Full
27777	1. A comprehensive itemized list of your CINA's actual expenses for the Budget year ending June 2009 and the Budget year ending June 2008. 2. The total number of paid consultants on contract with CINA.	Granted in Full
81679	Information regarding the administration of Records Advisory Committee.	Granted in Full
98700	Advertising costs per vendor	Granted in Full

- **Registers**
 - Fixed Asset Register (updated annually).

OUR SERVICES

Following is a list of the forms, bulletins, databases, documents, finding aids, and guidance notes that provide detailed information about the services offered and activities carried out by CINA, to fulfil high-level functions and responsibilities. *Note: available on www.cina.gov.ky under publications.

Function: Archival Collections Management	
Acquisition and Accessioning, Arrangement and Description, Intellectual Property Management, Outreach, Reference and Reproduction Services - administering the public and private historical resources acquired for the Historical Collections.	
Categories	Items
Brochures and Pamphlets	<ul style="list-style-type: none"> • Genealogical Records: An Aid to Locating Your Ancestors - briefly describes the main genealogical records in the Historical Collections* • CINA. Cayman Islands National Archive - a synopsis of CINA, briefly describing the main functions*
Databases Describing the Historical Collections – internal use	<ul style="list-style-type: none"> • Accession Register – details the process of transferring physical and legal custody of archival records to the National Archive. • Central Registry – Finding Aid listing of early government records early 1910s-1970s which were once part of a government registry. It should be noted that some items are restricted due to privacy information or preservation issues. • Client Registration – Application forms of Readers who have used the Archive’s Reading Room. • Commissioner’s Correspondence – Finding Aid to records created by the Commissioner of the Cayman Islands (1888 to early 1920s). • Government Publications – Listing of electronic and hardcopy publication and reports. • Government Notices • Image – master copy of catalogue of a selection of CINA’s Photographic Collections • Index to Collections – list of collection titles and corresponding numbers • Legislative Assembly Sound Recordings - List of recordings (1971-1988) in reel-to reel, cassette and VHS formats transferred from the Parliament to the National Archive. • Maps - Finding aid of Maps acquired for the Historical Collections. • Reference Library – Finding Aid to one off publications held in the Collections. • Reference Library: Serials - Finding Aid to serial publications held in the Collections. • Shelf Listing – Location index • Staff Library -Listing of electronic and hardcopy industry publications.

Databases – public use	<ul style="list-style-type: none"> ● Guide to Records Copied from The National Archives (England & Wales) - a catalogue describing copied information pertaining to the Cayman Islands ● Index to Laws 1865-1962 - CI Laws by subject in the Historical Collections ● Marriage Registrations - microfiche reference numbers of Marriage Registrations according to Marriage Officers, districts and dates ● Moving Image Collections – description of CINA’s reel-to-reel films, Betacam tapes, VHS tapes, and DVDs ● Published Moving Images – linked to Moving Images Collections database ● Newstar -listing main articles in the Newstar magazines ● Nor’wester – listing of articles in the Nor’wester magazines ● Oral History Collection – summary of oral history interviews ● Photographic Collections - a catalogue of a selection of CINA’s Photographic Collections; for public access
Databases for Reporting of Statistics – internal use (created annually)	<ul style="list-style-type: none"> ● Archival Acquisitions - statistical log of materials acquired into the Historical Collections ● Potential Acquisitions Log - descriptive and statistical log of potential materials that may be acquired into the Historical Collections ● Reference Log - a statistical log of inquiries pertaining to access to the Historical Collections
Electronic Finding Aids - public use (PDF and Microsoft Word files; printed reference copies may also be available)	<ul style="list-style-type: none"> ● Alphabetical Index to Laws 1865-1962 - alphabetical listing of Cayman Islands Laws found in CINA’s Reference Library ● Genealogical Records on Microfiche ● Grand Cayman Cemeteries Index and Cayman Brac Cemeteries Index ● Nor’wester - searchable PDF copies of Nor’wester magazines ● Summary of Public Recorder’s Records (1810-1949) – Finding aid to a series of volumes, which contain entries of wills, deeds, sales of slaves, articles of association etc., which were voluntarily recorded to be registered as government records. ● Index to Shipping Registers 1903-1990 – lists details of vessel construction and ownership details.
Electronic Finding Aids – internal use	<ul style="list-style-type: none"> ● Funeral Programmes ● Obituaries/Tributes ● Marriage Programmes ● Microfiche Collection by Holdings ● National Trust Historic Site Inventory – copies of site forms that form a part of the Historic Register.

Fee Schedules	<ul style="list-style-type: none"> • National Archive Publications: Retail and Student Price List CI\$* and US\$ • Reproduction Fees CI\$* and US\$ bank drafts
Forms – public use	<ul style="list-style-type: none"> • Application for Reader’s Tickets [and] Reader’s Ticket • Donation Agreement - managing copyright of items donated to CINA • Reproduction Request Form - to request copies from the Historical Collections • Publication Request Forms - managing use of photographic and audiovisual copies
Forms – internal use	<ul style="list-style-type: none"> • Accession Information Sheet - to capture information on private donations upon receipt • Reproduction Order Forms - work orders for the reproduction of archival records
Outreach Programme Products	<ul style="list-style-type: none"> • School/community presentations on specific and various historical topics; website articles and social media posts celebrating our Island’s history (including national events, notable persons, commercial businesses, etc.) and highlighting CINA’s Historical Collections.
Function: Government Records Management	
Advice, Disposal Authorisation, Monitoring, Records Centre Operations, Records and Information Management (RIM) Tools/Standards/Training - regulating the creation, control, maintenance and disposal of government information assets, regardless of format, across the public sector, in accordance with the National Archive and Public Records Act (2015 Revision).	
RIM Forms and Templates – For Public Authorities	<ul style="list-style-type: none"> • Operational Disposal Schedule template (Microsoft Word* and Excel formats) • Operational Disposal Authority template • Proof of Destruction Form* - to document destruction of records who’s minimum retention period has expired, as set out in disposal schedules • Movement Form - template for transferring records between public agencies. • Records Survey Form* - template for listing all operational records created, received and managed by the public authority (1st step towards developing operational disposal schedule) • Information Management Policy Template* • Mapping Tool Template*
Databases – Internal Use	<ul style="list-style-type: none"> • Records Management System (RMS) – location and tracking system for records of public authorities stored in CINA’s Records Centre • RIM and RMS Inquiries Logs (created annually) – statistical logs of inquiries pertaining to RIM and RMS • Transfer Database – a descriptive summary of non-system (RMS) records obtained from public authorities
Approved Administrative Disposal Schedules	<ul style="list-style-type: none"> • Buildings, Equipment and Vehicles Administrative Schedule and explanatory guidance* • Human Resource Management Administrative Schedule and explanatory guidance*

	<ul style="list-style-type: none"> ● Financial Management Administrative Schedule and explanatory guidance* ● Communications Management Administrative Schedule* ● Information and Technology Management Administrative Schedule* ● Strategic Management Administrative Schedule* ● Transitory Records Administrative Schedule and Fact Sheet*
RIM Guidance	<ul style="list-style-type: none"> ● Policy and Standards <ul style="list-style-type: none"> – Creation, Maintenance and Disposal Standard (S1)* – Records and Information Standard (S2) – Records Management Policy – Deputy Governor's Code of Practice on Records Management (per s.52 of the FOI Act)* – Deputy Governor's Code of Practice on Publishing (per s.51 of the FOI Act) – Government Use of E-mail (Administrative Circular No. 2 of 2006)* ● Guidelines <ul style="list-style-type: none"> – Managing Records During Administrative Change* – Destruction of Public Records* – Managing Electronic Records* – Transfer of Public Records to CINA* – Notification of Damaged Records* – Digitisation of Paper Records* ● Fact Sheets <ul style="list-style-type: none"> – Managing E-Copies of Paper Records Fact Sheet – Legal Admissibility Fact Sheet – Cloud Guidance* – Transitory Records* – Remote Working* – Conducting a records survey ● RM Glossary* ● Records Management System (RMS) User Manual ● Introduction to RIM training via Civil Service College website ● RM Bulletin
Function: Preservation Management	
Advising, Conservation, Preservation Copying and Conversion - developing strategies and implementing techniques to ensure the ongoing physical integrity, and usability of records in any format held by government agencies, or in the National Archive's Historical Collections.	

Includes coordinating the identification of vital records and disaster preparedness/continuity of operations planning for records across government.	
Guidance	<ul style="list-style-type: none"> • Disaster Preparedness Bulletin • Preservation Copying Policy
Databases – Internal Use	<ul style="list-style-type: none"> • Conservation Treatment Database - invasive/non-invasive treatment carried out on documents • Photographic and Audiovisual Stats (created annually) – reproduction orders and scanning projects