

THE IMPACT OF PUBLIC SECTOR REFORM IN THE DOCUMENTS AND STATE ARCHIVES MANAGEMENT IN MOZAMBIQUE

Summary:

One of the priorities defined by the Government of Mozambique in the overall Strategy for the Public Sector Reform approved in 2001 was the reorganization of documentation and archives sector in the Public Administration.

For achieving of this objective several actions were developed, such as the adoption of the Records and State Archives Strategy for the Management and, the National State Archives System and their instruments of operationalization.

The implementation of these instruments had a positive impact in the commitment of leadership in promotion of preservation of the institutional memory, increase of employees and the State Agents trained in records and archives management matters, standardization of records and archives management techniques in Public Administration institutions, improving of the conditions of documents keeping, speeding in information retrieval, as well as improvement of the quality of services provided to the citizens.

1. Introductory Notes

Mozambique is located on the eastern coast of Africa, with 801,590 km² of area, 20,069,738 inhabitants, according to the census conducted in 2007 and is divided into 10 provinces, 128 districts and 43 municipalities. Maputo city, the capital of the country and it is considered a province. Mozambique is bordered to the North with Tanzania, to the Northwest by the Malawi and Zambia, Zimbabwe to the West and the East with the Mozambique Channel and the Indian Ocean, to the South and Southwest by South Africa and Swaziland. The Country was colonized by Portugal and became independent on June 25, 1975. It is member of CPLP (Portuguese Language Countries Community), SADC (Southern Africa Development Community), the Commonwealth, the Organization of the Islamic Conference and the United Nations. It is also a member of the ICA and of ESARBICA (Eastern and

Southern Africa Branch of International Council on Archives) and hosted the XXI Bi-annual Conference of this organization in June, 2011.

2. Introduction/background

For a long time the records and archives management in the institutions of the Public Administration in Mozambique did not follow the rapid development and the introduction of new technologies which are currently used in many countries of the world.

In 2001, the Government approved the Strategy of Public Sector Reform and has set as one of the priority, the reorganization and regulation documentation, registration and State archives area.

3. Diagnosis

To guarantee positive results of this process, in 2003, was made a diagnosis in the records and archives management area in institutions of all levels into Public Administration to assess accurately the problems that contained the documentation and archives system, where were found the following problems:

- Outdated of legal instruments applicable in the area of documentation and archives;
- Lack of rules governing access to information;
- Lack of qualified human resources;
- Lack of Records management careers on the Careers and Remuneration System;
- Lack of budgeting for acquisition of archival materials and operation of records management units.

4. Records and State Archives Management Strategy

In 2006, the Government approved the Records and State Archives Management Strategy, this important instrument created fundamental conditions for elaboration of

rules for the operation of Records management units, computerisation and modernisation of the documentation and archives systems, training of human resources, as well as, the promotion of investments that can ensure the implementation of projects or programmes to the development of this area.

5. The National System of State Archives

As a result of the implementation of the Records and State Archives Management Strategy, in 2007, was approved the Decree No. 36/2007, of August 27, amending the National System, created by Decree No. 33/92, of 26 October, passing be called the National System of State Archives (SNAE). The same Decree approved the respective instruments of operationalization, namely the the Classification Plan, the Retention Scheme of Administration General area and the classifier of Classified Information, whose implementation began in February 2008.

The National System of State Archives establishes, among various aspects as follows:

- The existence of current records in the sectors responsible for the production or accumulation of documents;
- Semi current records management Unities in the Central and local agencies of the State;
- Central permanent archives, which might have representations at the provincial level;
- The creation, at all levels (central, provincial, district and local authorities) of records appraisal committees;
- Elaboration of Classification Plans and Retention Schemes for the specific activities records in each sector;
- The creation of the National Council on Archives (CNA) and the National Records Appraisal Committee (CNAD).

In this context, with the implementation of National System of State Archives were achieved the following results:

- Approval of the methodology for drafting (elaboration) of Classification Plans and Retention Schemes of the specific activities;
- Approval of Appraisal and Disposal Norms of Public Administration Records;
- Training of 11 600 officials and State agents in matters of records and archives management;
- Training of 196 trainers in various subjects regarding records and archives management;
- Creation of 673 records appraisal committees and technical training of their members;
- Accomplishment of 354 Fora of the heads of the Secretariat and coordinators of records appraisal committees, these meetings have been institutionalized in order to streamline the activities carried out by the committees for the appraisal of documents, through information sharing and exchange of experiences;
- Design and distribution of a model project for the construction of semi current records management units in the districts;
- Approval of 18 Classification Plans and Retention Schemes, for specific activities records;
- Production of two advertising spots on the benefits of record classification;
- Development of a poster showing the various stages of the National System of State Archives implementation process;
- Creation of the National Committee of Records Appraisal and the National Council on Archives;
- Design and production of several theatrical presentations to improve the dissemination of messages about records management.

5.1. Impact of the National System of State Archives

As the result of implementation of National System of State Archives were achieved the following:

- Increasing in the number of officials and State agents trained in records and archives management matter;
- Increasing of the leaders commitment in the records management process;

- Creation of conditions for classification, appraisal and disposal of documents, taking in account the Classification Plans and Retention Schemes already approved;
- Improvement in the conditions of records keeping as a result of applying of the knowledge acquired in trainings course;
- Standardization of records and archives management techniques in the institutions of Public Administration;
- Facilitation in the information access and retrieval.

5.2. Challenges of implementation of the National System of State Archives

- Creation of semi current records management units;
- Appraisal of the documents that were accumulated before the approval of the - to find out the methods that can guide this process;
- Production of didactic videos on the National System of State Archives, containing useful information for self training.

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