



**The National Archives of Malta
in collaboration with the
Association of Commonwealth Archivists and Records Managers**

**Records Management
on the Advent of Freedom of Information Legislation**

**A one-day workshop run by the Association of Commonwealth Archivists
and Records Managers (ACARM) and the National Archives of Malta**

Date: Tuesday 13 April 2010

Time: 0830 – 1700 hrs

Venue: Institute of Tourism Studies, St Julians

Course Directors:

Dr Teresa Bastow and Collin Crooks (MBE) – see biographies below.

Language: English

Abstract:

Access to information is key to transparent government. Without it, those in power cannot be held accountable for their actions and decisions while citizens cannot measure the effectiveness of specific policies and programmes or engage in informed debate. While Freedom of Information (FOI) legislation provides a legal right for the public to seek information, it is only as good as the quality of the records and other information to which it provides access. FOI legislation is of limited value if information cannot be found when requested or, when found, cannot be relied upon as authoritative. Good records and information management benefits those requesting information because it provides some assurance that the information provided will be complete and reliable. It benefits those holding the requested information because it enables them to locate and retrieve it easily within the statutory timescales or to explain why it is not held.

This course will introduce participants to practical approaches for managing records and information in an FOI context. It will explain the key provisions of [ACARM: www.acarm.org - NAM: www.nationalarchives.gov.mt]

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FOI legislation, how it is underpinned by good records and information management, and the steps that an organisation should take to manage its records and information to minimise risks, and ensure compliance with FOI. By the end of the course, participants will feel confident about conducting a records management audit in preparation for FOI implementation, drafting disposal schedules, and know how to conduct effective information searches in accordance with the FOI Act.

Content: This is a one-day workshop, consisting of four separate but inter-related sessions, comprising a mixture of theory and practice, focusing on the records management principles which are essential to the successful implementation of Freedom of Information legislation. Specifically, the sessions will cover the following topics:

- Links between good Records Management and successful Freedom of Information
- Identifying and addressing benefits and risks to successful implementation
- Developing a records management action plan to support successful implementation of Freedom of Information
- Raising awareness of records management and Freedom of Information

Outcomes: By the end of the course participants will:

- have a better understanding of the records management fundamentals which underpin Freedom of Information legislation
- understand the issues and challenges faced in successful implementation of FOI and Data Protection
- know which steps to take to ensure successful implementation
- be able to develop sustainable strategies to ensure compliance with FOI legislation and Data Protection
- be able to develop policies and processes to implement improvements

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Target Audience: The workshop is primarily intended for those engaged in records management processes in particular in preparing for the implementation of Malta's Freedom of Information Act. It is of particular relevance to those working in the public sector in the fields of access to information, records management, or as archivists and administrators.

Cost: The cost of attending is € 100 per person. Payment is to be made by cheque payable to 'National Archives of Malta'.

Training materials, lunch and refreshments will be provided.

ACARM through the National Archives of Malta is also able to offer in-house training tailored to the needs of public authorities – please enquire at the email below for further details.

Closing date: Applications must reach the National Archives by not later than 8 April 2010.

Registration: Space is limited to 25 participants.

Please complete the attached form and return it by email to **customer care.archives@gov.mt** or by post to:

**ACARM Training Course
c/o National Archives Head Office
Hospital Street
Rabat RBT1043
Malta**

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Course Directors biographies:

Dr Teresa Bastow has worked as a senior manager in the field of information rights within UK central government for over 10 years. Her experience spans both implementation and ongoing operations. Teresa is also currently the Honorary Secretary of the Association of Commonwealth Archivists and Records Managers (ACARM) and has lectured extensively within the UK and abroad on the topic Freedom of Information and Records Management.

Collin Crooks (MBE) has been involved in managing government records and information in major UK central government departments for two decades. He has become an authority of the practical implementation of Freedom of Information (FOI) and Data Protection legislation. He also has had a long standing interest in education and training, and he helped to develop the concept of Northumbria University's Information Rights qualification. He was awarded an MBE in the UK 2009 New Year's Honours List for his work implementing FOI legislation and supporting developing countries in introducing records management improvements.

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Booking form

Name: _____

Email: _____

Postal Address: _____

Organisation: _____

Job Title: _____

Tel / mobile contact: _____

Cheque details: _____

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