



RECORDS MANAGEMENT

CINA provides a records management service for the Cayman Islands Government. This enables good recordkeeping practices across the public sector in support of Government accountability and efficiency.

Some of the responsibilities include:

- setting rules for records management in public sector agencies
- providing advice and training to agencies on how to manage records
- provision of Records Centre services for storing semi-active Government records
- administering the Government-wide Records Management System (RMS)

Today's records are tomorrow's archives and the proper management of official records enables identification and safeguarding of the documentary heritage of the Cayman Islands Government and its interaction with its people for posterity.



HOW TO ACCESS ARCHIVES

To access the Historical Collection at CINA, a Reading Room visit is necessary. An Archivist will assist you by providing the resources needed to help answer your questions.

Appointments are recommended to guarantee that time and space in the Reading Room is available. The Reading Room is open Monday to Friday, from 9am to 4:30pm. We take our last appointment at 3:30pm.



CINA
CAYMAN ISLANDS
NATIONAL ARCHIVE

Historical Collections

Photographs
Personal Family Records
Oral History
Moving Images
Maps

Preservation

Records Management

CINA
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NATIONAL ARCHIVE

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Preserving our Nation's Memory



WHAT IS THE NATIONAL ARCHIVE?

The Cayman Islands National Archive (CINA) holds the nation's memory. Just as a family treasures old photographs of important times, people and events, so a nation needs to preserve evidence of its past! CINA provides three main services: public access to archival records, the acquisition and preservation of archival records and records management for Government records.

WHAT DOES THE ARCHIVE COLLECT?

The Historical Collection of CINA consists of materials in various formats that tell the history of the Cayman Islands, its people and their way of life.

Archival records include:

- official Government records
- photographs
- personal records (diaries, letters, etc.)
- oral history interviews
- moving images (film, VHS, DVD, etc.)
- maps

CINA also has a Reference Library, which includes books, journals, newspapers, magazines, and laws of the Cayman Islands with some reference to the Caribbean.



WHO USES ARCHIVAL SOURCES?

Many different people use the records at CINA. They range from school children preparing a homework project to researchers publishing books, from genealogists studying their family history to people decorating their walls with photographs from the past. We welcome all members of the public to visit us and discover the wealth of information found at CINA.

ARCHIVAL COLLECTION MANAGEMENT

Behind the scenes, many operations support public access to CINA's Historical Collection. Archives must first be accurately arranged and described so you can ascertain if we hold any records relevant to your topic of research. This process also describes how a record was created and can provide greater understanding of the creator, be it a Government agency, private organisation or individual. To manage this information and provide access to the records, we have developed electronic finding aids, which currently can only be accessed in CINA's Reading Room.



HOW ARE ARCHIVES COLLECTED?

The records of the National Archive Historical Collections are acquired from three main sources: Government agencies, private donors and a copying programme. This happens through transfer of official Government records using authorized disposal schedules; materials donated by private individuals or companies; and copies obtained through CINA's copying programme with overseas institutions that have information in their holdings pertaining to the Cayman Islands.

PRESERVATION MANAGEMENT

Preservation in all its forms ensures that unique archives will survive and still be available hundreds of years from now. This includes monitoring storage conditions, conserving fragile documents, microfilming vital records, promoting hurricane preparedness for Government records, copying archival photographs and placing microfiche copies in secure storage abroad.

