

and Criminal Court cases c1900-1974.

Legislative Departments: U.S Navy and Department of Interior records of Fono meetings between c1900 to 2000s are contained in microfilm and inactive collections (ASG legislatures postdating 1970 are in paper or magnetic audiotape storage form). Typical documents include meeting minutes, journals, testimonies, committee reports, and House and Senate resolutions and bills.

Partnerships OARM functions to serve all divisions of the Executive, Legislature and Judicial departments. OARM promotes the active support of ASG Department Record Managers to create partnerships that:

1. Provide training and advisory services to personnel about regular information management, filing systems, filing equipment, records appraisal, and the conservation of vital records.
2. Develop realistic departmental records retention and disposition schedules that fit the needs of each division by identifying permanent archives and, temporary records that are non-archival and destroyable.
3. Manage and protect inactive records via routine procedures of transferring them into low-cost storage and then providing controlled access or retrievals authorized by ASG department record managers. Other OARM

partnerships can include the conservation of papers, photos, film and electronic tapes, the preparation of finding guides and inventories, historical research services and public awareness programs.

Office of Archives Records Management programs strive to improve department efficiency and promote measurable savings in office space and equipment - goals used by the U.S. National Archives and other National-International agencies.

Public Programs

- One U.S. National Parent Passport Law research.
- Public Microfilms Reading Rm
- National History Day contest
- Dept. Adm. Services Annual Am. Samoa Archives Month
- LDS Genealogy project at www.familysearch.org
- State and Territory Archives: www.statearchivists.org
- OARM www.dasoarmasg.net/
- Digital Archives: <https://asamoandigitalarchives.omeka.net/>

Contact Info:

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AMERICAN SAMOA GOVERNMENT



OFFICE OF ARCHIVES AND RECORDS MANAGEMENT

Our Vision

As American Samoa's record keeper, our vision is that all residents will understand the vital role that archives and records play in an accountable democracy and in their own personal lives...that American Samoa Government archives and records shall become more available via dynamic online partnerships and social media... and that the public heritage of island leaders, events, places, commerce, culture, and the environment within government files, reports, publications, photos, films, tapes and electronic records are available for you to explore.



April 17, 1900 Flag Day at Pago Pago Harbor.

Mission Statement

The Office of Archives and Records Management serves the American Samoan democracy by the safeguarding and preserving of the records of government - ensuring that people can discover, use, and learn from their documentary heritage. We encourage continued access to the essential documentation of the rights of Am. Samoa citizens and the actions of their island government. We support democracy, promote civic education, and work to facilitate historical understanding of America's Samoa.

OARM Origins

The Public law creating Office of Archives and Records Management (OARM) was introduced by Am. Samoa's Senate in 1982 and enacted by 1984 (A.S.C.A Title 4 Chapter 12). Prior to this time, active ASG Records Management had only began in the 1960's, when a U.S. National Archives

team had visited and accessioned pre-1966 ASG records into their holdings. During the 1970's, the Dept. of Administrative Services created a Microfilm Branch (1971-73) and later a Records Branch (1977-84); the latter being merged into the Governor's Office by 1979. In 1985, OARM was moved to the Dept. of Administrative Services, where it continues its activities today. OARM currently conducts all archive and records functions at the Gov. Peter Tali Coleman Tafuna Records Center which was built and dedicated in 1991.

OARM Functions:

Governments cannot operate without their records. Records that are created and received by American Samoa Government departments are an essential and nonrenewable information resource. In addition to the daily use of records by officials to plan and control their programs, records are also the operational and legal basis of obligations, interests and rights of the entire government and of private individuals. ASG records become increasingly complex each year and are expensive to create and maintain. Active records must be managed to ensure their authenticity, economy, and accessibility. It can be very costly if information is not available when needed. Inactive records generally have temporary administrative, legal, fiscal and historical values that must be evaluated prior to any

legal disposal of government information. The Office of Archives and Records Management works to meet these objectives with a records management program that focuses on the systematic creation, organization, maintenance and disposition of temporary records and the preservation and conservation of permanent records of archival value. ASG Archives & Records
The Office of Archives and Records Management is responsible for approximately 15,000 cubic feet of records media within its two primary collections; permanent and temporary government records. Record Groups consist of holdings from the Executive, Judicial and Legislative branches. Some examples of holding contents are:
Executive Department: U.S Navy, Department of Interior, and ASG records consisting of Governor papers, Attorney General files; Treasury documents, Dept of Education/KVZK films and computer printouts. Examples of microfilmed papers are law codes, orders, correspondences, proclamations, ledgers, Fono proceedings, annual reports, and subject files. Public records span c1872-1995. **Judicial Department:** U.S Navy, Department of Interior and ASG documents of late 19th to recent 20th century materials include public Matai Land Title cases, and ASG Civil and Criminal Court cases c1900-1974