

**Legislative Departments:** U.S Navy and Department of Interior records of Fono meetings between c1900 to 2000s are contained in microfilm and inactive record 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 outreach partnerships can include the conservation

of papers, photos, film and electronic files, 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 commonly used by the U.S. National Archives and other National-International agencies.

#### **Public Programs**

- One U.S. National Parent Passport Law residency proof.
- Public Microfilms Reading Rm
- National History Day contest
- Dept. Adm. Services Annual Am. Samoa Archives Month
- LDS Genealogy project at [www.familysearch.org](http://www.familysearch.org)
- State and Territory Archives: [www.statearchivists.org](http://www.statearchivists.org)
- U.S. National Archives: <https://www.archives.gov/>
- OARM [www.dasoarmasg.net/](http://www.dasoarmasg.net/)

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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 of our visitors will understand the vital role that archives and records play in a democracy and in their own personal lives and... that American Samoa Government archives and records continue to become more accessible via dynamic online partnerships and social media... and, that the public documentary heritage of people, places, events, objects, culture, and environment within archives and records files, reports, publications, photos, films, tapes and electronic records are available for exploration.



Samoan chiefs, United States Navy personnel and guests took part in a hoist of the flag in Fagatogo after the hoisting of the flag in 1900.

**April 17, 1900 First Flag Day. Fagatogo Malae.**

### **Mission Statement**

The Office of Archives and Records Management serves the American Samoan Democracy by safeguarding and preserving government records - ensuring that people can discover, use, and learn from the documentary heritage. We encourage access to all of the essential documentation about the rights of Am. Samoans and the actions of their island government. We strive to promote civic education, and work to facilitate historical understanding of American Samoans.

### **OARM Origins**

The Public law creating the 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-1962 ASG records into

their holdings. In the 1970's, the Dept. of Administrative Services accordingly created a Microfilm Branch (1971-73) and later a Records Branch (1977-84). The latter merged into the Governor's Office by 1979. By 1985, OARM was moved to the Dept. of Administrative Services, where it continues its services today. OARM currently conducts all archive and records functions at the Gov. Peter Tali Coleman Tafuna Archives & Records Center 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 archival records have 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. In addition, the 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 with archival value.

### **ASG Archives & Records**

The Office of Archives and Records Management is responsible for approximately 20,000 cubic feet of records media within its two primary collections; permanent and temporary record groups. Record Groups consist of transferred boxes 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 files, Attorney General files; Treasury documents, Dept of Education/KVZK films, photos and computer printouts. Examples of microfilmed papers are law codes, orders, correspondences, proclamations, ledgers, Legislative proceedings, annual reports, and subject files. Public records span c1836-1992. **Judicial Department:** U.S Navy, Department of Interior and ASG files of late 19th to recent 20th century court files include public Matai Land Title cases, and ASG Civil and Criminal Court cases c1900-2000s.