Dear CARBICAns,

In recent months, the Executive Committee (EC) has been involved in several activities from having EC meetings and organising workshops as well as attending the International Council on Archives (ICA) Executive Board (EB) meeting. As a result of the proposal of the last Annual General Meeting held in Martinique, the EC held a meeting in March in Grenada to raise awareness for their at-risk public archival programme. A workshop on Records Management for Government staff was organized and a meeting was arranged with the Minister responsible for Archives in Grenada.

This was very important for the EC since the Public Library building which houses the Archives of Grenada has been closed for several years and the documentary heritage that is still housed there are highly at risk.

Several colleagues from the Diasporic Literary Archives Network and ICA’s section for Archives of Literature and Art, ICA’s expert group on Emergency Management and Disaster Preparedness and on Archival Buildings, joined forces with CARBICA and efforts are aimed at the implementation of an action plan to raise awareness for good record keeping and the urgent need for a new archives building in Grenada. At the next ICA EB meeting in Reykjavik, Iceland, this plan will be

**Upcoming Events:**

- Sept. 28-29 3rd Annual ICA Congress Reykjavik, Iceland “Archives: Evidence, Security & Civil Rights”

- October 2-3 MIGAN Steering Committee Meetings in Trinidad and Tobago
discussed further.

In April 2015 the President CARBICA also attended the ICA Executive Board meeting in Bali, Indonesia, where a meeting of Branches Presidents was held. During this meeting the role and functioning of the Branches in ICA was discussed by the Presidents. A questionnaire on this issue will be finalized and further discussed at the Reykjavik meeting in Iceland, September 2015.

In June, a training workshop was organized in Saint Martin within the framework of the MIGAN project. At the same time, a MIGAN Steering Committee meeting along with a meeting of the EC was also held. One of the important issues that was dealt with during the EC meeting was the transfer of the CARBICA treasury. As a result of the challenges encountered, the call for dues has been delayed but will be sent out in the coming weeks. The EC also identified the following priority areas for the coming years (2015-2018):

- Developing practical measures to address disaster preparedness and emergency management
- Establishing a structured approach to provide opportunities in regional education and professional development.

CARBICAns, I strongly urge you to share your ideas with us in our effort to provide support and empowerment to further develop our profession in the region especially in the two identified priority areas. The EC needs the full participation of each and every member to implement this vision.

Additionally, the Newsletter is a means to communicate with each other and it is only with your contribution (by submitting articles and reports about your activities), we are able to publish the Newsletter twice a year. Please, contact the chair of the Communication Committee, Max Scriwanek, to submit your contribution.
Email scriwanek@nationalarchives.cw

On behalf of the EC, I thank the members of the Communication Committee and congratulate them on an excellent September Issue. We will strive to make our next CARBICA Newsletter completely bi-lingual (French and English).

Rita Tjien Fooh (rita.tjienfooh@gmail.com)

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In March 2015, the 2014-2018 CARBICA Executive Committee held its first formal week of meetings at St George’s University in Grenada. There were three main objectives of this meeting. The first objective was to chart the way forward for the next four years, including planning activities and reinforcing linkages with the International Council on Archives. The second objective was to endorse a training exercise on Records Management for the Grenadian Civil Service and, thirdly, to offer support to the small archives and heritage community in the island.

With regard to the first objective, there was much discussion on the Constitution, training needs and opportunities, and possible partnerships to aid in the development of the Caribbean’s archives and records management community. A one day CARBICA Workshop on Records Management was conducted by Mrs Sharon Alexander-Gooding, University Archivist of the UWI and Ms Halcyon Wiltshire of the UWI Cave Hill Campus, with approximately 25 persons from across various ministries of government, the University of the West Indies Open Campus-Grenada and the St George’s University in attendance. President of CARBICA Rita Tjien Fooch gave the opening remarks at the beginning of the day and assisted in the distribution of certificates at the day’s end.

Mrs. Alexander-Gooding, along with Dr Stanley Griffin, Ms Wiltshire and Ms Cheryl Sylvester later met with the Cabinet Secretary, Mrs. Beryl Isaac, to discuss further training projects and needs for the Grenadian civil service.
Thirdly, the Executive met with various members of the heritage community, touring the Museum, visiting the picturesque Careenage, the site of the former national Library, and the historic Fort George. Vice President Avril Belfon and Ms Cheryl Sylvester met with the Minister with responsibility for Archives and Libraries in an attempt to underline the need for such vital national repositories. There were discussions held with major heritage stakeholders and plans made for future support from CARBICA.

Although the week was indeed hectic, much was accomplished and there is much in store for CARBICA in the period 2014-2018.
In conjunction with the 2015 CARBICA Executive Meeting held in Grenada, the CARBICA Executive arranged to facilitate a one day training workshop for public servants of various ministries in the Government of Grenada. This workshop was entitled, ‘Fundamentals of Records and Information Management’ and was intended to introduce participants to the basic tenets of records management whilst providing some practical knowledge which would help them to become more efficient in carrying out their daily duties. The facilitators were two CARBICA members from The University of the West Indies, namely Mrs. Sharon Alexander-Gooding – University Archivist and Ms. Halcyon Wiltshire – Archives Assistant from the West Indies Federal Archives Centre.

The training was divided into three main areas. The first part was theoretical covering a brief history of recordkeeping, definitions, concepts, elements and common problems encountered particularly in the electronic age. The second part spoke to practical areas such as inventorying, classifying, retention scheduling and developing policies and procedures. The third and final part related to examining records of all formats, the risks that records encounter with a ‘touch’ on vital records and disaster management, preparedness and recovery. The day’s session ended with a treatise on best practices in the care and handling of records.
The response was good with 27 attendees comprising of two to three participants from each Ministry. The interaction was excellent with lots of lively debate about what actually occurs in departments as opposed to the international standards as raised by the facilitators.

During the lunch break, reporters from a television and two radio stations interviewed the facilitators who spoke about CARBICA and its mission as well as the benefits of good recordkeeping for administrative, governance, historical and evidential purposes. The interviews were broadcast later that evening.

At the end of the day, Certificates of Participation were handed out to the 27 participants by the CARBICA President Rita Tjien-Fooh and the Cabinet Secretary who is the Head of the Public Service in Grenada.

The following day, CARBICA representatives met in the Department of Public Administration with the Cabinet Secretary to discuss further training initiatives in collaboration with CARBICA. Many thanks must be given to Mrs. Cheryl Sylvester, Campus Records Manager of St Georges University and out-going Secretary of CARBICA for her role in facilitating this event.
The Caribbean Archives Association (CARBICA), on the kind invitation of the St. George’s University, hosted its Executive Council (EC) Meeting in Grenada, March 23 to 25, 2015. A major item of discussion on the agenda was the status of the Archives of Grenada. Ms. Cheryl Sylvester, Campus Records Manager, St. George’s University and member of the EC first brought this situation to the attention of the EC at the meeting held in Martinique in December 2014.

At that time, Ms. Sylvester presented a paper outlining the poor conditions under which the Archives were being kept as a result of the closure of the Public Library where they are currently housed. Consequently, it was agreed at that meeting, as a show of solidarity and support, the next EC meeting would be held in Grenada. Additionally, CARBICA would arrange a meeting with the Minister with responsibility for Archives to discuss the status of the archives and to offer CARBICA’s assistance in charting the way forward.

The meeting was held on March 24, 2015 and in attendance were:
- Mr. Anthony Boatswain, Minister of Education and Human Resource Development
- Ms. Sherma Stephenson, Administrative Officer
- Ms. Avril Belfon, Vice President, CARBICA
- Ms. Cheryl Sylvester, EC Member, CARBICA

Initial discussions centred on the role of CARBICA, specifically its mandate to support the establishment of Archives in all countries of the region and to promote the preservation of and access to records of enduring value. The Minister was reminded of the importance of archives, not only to the nation’s heritage but also its development and empowerment of its people.  
Mr. Boatswain then identified three (3) critical issues which, in his opinion, adversely affected Archives in Grenada:

- Inadequate Accommodation
- Limited Access to Training
- Unsatisfactory Preservation of Documents

He suggested that it was unlikely that the Public Library/Archives would remain in its current location, and new accommodation was currently being sort. He agreed however that this was a challenge and assigned Ms. Stephenson and Ms. Sylvester to follow up on this matter. With
respect to training, the Minister was advised of opportunities available in this area if Grenada was a member of CARBICA and by extension ICA. He was reminded of the training that was to take the next day for Records Managers in the Public Service which had been sponsored by CARBICA. An invitation was then extended for Grenada to re-join CARBICA/ICA at the national level.

Minister was also informed about the Memory of the Islands, Gateway to Archival Networks (MIGAN) Project in light of his stated interest in digitization as a tool for preservation. It was suggested by the CARBICA team that Grenada could participate in the second phase of the project and benefit from the training and capacity building offered under this scheme.

Finally, it was pointed out that there is currently no legislative framework for Archives in Grenada. The Minister acknowledged this grave disparity and endorsed the reinstatement of an Archives Committee which had been commissioned some time ago to, among other things, propose archival legislation.

The meeting concluded with three commitments by the Minister:
1. The relocation of the Library/Archives from the existing dilapidated building;
2. The reinstatement of the Archives Committee to pursue the issues related to Archives, specifically the legislation;
3. To support Grenada’s re-entry as a member of CARBICA/ICA at the national level.

In the aftermath of the meeting, it was agreed by the EC that follow up measures on these commitments will be critical. Advocacy and support for Archives in the region is a cornerstone of CARBICA’s mandate. This meeting was just one of the methods used to influence change in a difficult situation. We stand together with our colleagues in Grenada and, along with other agencies, will continue to support activities to bring about improvement to the management and care of archives in that country.
Networking has become the tool to extend and share information worldwide. How we communicate has changed drastically because of social media, the internet and the web. In fact, networking has become the tool to extend and share information worldwide. That is why the newly opened Territorial archives of Saint-Martin found it necessary to connect to the world by hosting a training course on “Building a website for archives”, 2-5 June, 2015. This workshop was sponsored by MIGAN (Memory of the Islands: Gateway for archival networking).

This course was done in both French and English to respect our Multilingual background, with colleagues from all over the Caribbean and South America.

The course was conducted in English by Kersten Arnold and in French by Lucile Grand.

Miss Kersten Arnold, from the Federal Archives of Germany APExproject, introduced herself and encouraged participants to do the same. She then reviewed the programme for the four day workshop. Participants shared their expectations for the training. Ms Arnold reassured the group that the course was flexible enough to cover and answer all their concerns.

The first day was a refresher course taking us through a series of questions entitled “What is the web? And how does it work?” giving general basics on its definition, history and its technical aspects. The following presentations were entitled, “Why and for whom do we Present Archives Online” and “How to build a Website for Archival Materials”. This was the main challenge and purpose for the training.

The second day we learnt about standard designs and rules for creating archival websites. We also reviewed some online portals. This allowed us to see what should be avoided with regards to content and functionalities of the website.
Day 3 was the hardest day of the week. We interrogated the concepts of the existing standards and best practices for developing and maintaining an archival website.

And lastly, on Friday there was a presentation of the tools available on the market by Max Scriwanek from Curaçao. He presented the content management systems followed by general issues, administration and management of a website.

The training course was a mixture of theory and concise concrete exercises using real examples. The discussions and exchanges among the members of the group was enriching especially for us in Saint Martin since we do not have a website yet. This means, with all that we have learnt, the challenge is on! And everyone is expecting a fantastic accessible website applying all the rules that were learnt in these sessions.

All members of the workshop were given a tour of the Territorial Archives. The workshop ended with attendees receiving certificates of participation.

“**Togetherness and the sharing of positive information unites people towards greatness and success**”
Les Archives territoriales de Saint-Martin ont accueilli du 02 au 05 juin 2015 des archivistes et directeurs d'Archives nationales et départementales à l'occasion de la formation « Internet et les archives » liée au projet MIGAN. Deux groupes ont été formés, l'un pour les francophones mené par Lucile GRAND et le second pour les anglophones mené par Kirsten ARNOLD.

"Web sémantique permettra aux utilisateurs d'avoir un accès plus simple ..."

En introduction, le web et son évolution ont été présenté. A ses origines dans les années 1990, le web était constitué d'hyperliens vers des pages statiques. Nous arrivons aujourd'hui à un outil, que l'on appelle web 2.0 permettant l'interaction entre les individus. La prochaine étape de son évolution, appelée Web sémantique permettra aux utilisateurs d'avoir un accès plus simple au contenu, relié à d'autres contenus qui existent sur le Web.

Le site Web d'un service d'archives est sa vitrine. Il doit proposer des contenus appropriés aux différentes catégories d'internautes utilisant le site : les publics habitués (chercheurs et généalogistes) auront déjà en tête le vocabulaire des archives mais il faut aussi s'adapter aux nouveaux usagers internautes naviguant sur le site web sans connaître les missions d'un service d'archives.

Deux types de contenu peut être trouvé sur un site web : un contenu informatif (informations pratiques, guides de recherche) et un contenu archivistique (salle des inventaires virtuels et archives numérisées). Certains services, en fonction de leur organisation, proposent des onglets et des services plus ou moins fournis aux services versants, mais également en matière de médiation.

La création d'un site web est l'aboutissement d'un projet mené entre le service d'archives et le service informatique de la collectivité d'une part, et le/les prestataires d'autre part. Un site web ne se limitant pas à sa création, la maintenance est un élément important à prendre en compte lors du projet de création du site. Un site non mis à jour (notamment les actualités), des messagers d'erreurs ou des onglets en construction ne donnent
“Un site web doit répondre à des critères d’ergonomie et d’accessibilité et l’utilisation des normes archivistiques”

pas une bonne image du service.
Afin de faciliter la navigation et la publication de contenu, un site web doit répondre à des critères d’ergonomie et d’accessibilité et l’utilisation des normes archivistiques (ISAD-G) et informatiques (DublinCore, XML-EAD) est préconisée pour la publication de ressources archivistiques (instruments de recherches, documents numérisés).

Le respect de ces normes permet, à plus grande échelle, une mise en commun des ressources sur un portail web. Un protocole informatique, l’OAI-PMH propose un système de moissonnage de données par l’intermédiaire d’un entrepôt OAI.

Ces quatre jours de formation se sont achevés par la visite des locaux des Archives territoriales de Saint-Martin et la remise des diplômes de la formation.
Cette formation a également permis de découvrir un panorama des sites web français et de partager des expériences. Les exercices pratiques ont mis en évidence l’importance des nombreuses recommandations en termes de navigation, d’ergonomie et d’accessibilité.
Stéphanie Dargaud, director of Archives territoriales de Saint-Martin (treasurer of CARBICA) and her staff organized and hosted a very successful event.

Andrina Rivers, Trinidad and Tobago
Madame Andrina Rivers, Trinité-et-Tobago

Certificate for Eugene Carty, St Martin
Certificat pour Eugene Carty, St Martin

Patrick Freeman, St. Lucia
Patrick Freeman, Sainte-Lucie
From June 7-11, the Association of Caribbean University, Research and Institutional Libraries (ACURIL), held their 45th conference for the first time in Suriname. The conference theme was Collaborative Continuing Education: Learn, Act and Inspire: Professional and Personal Development Opportunities for Lifelong Learning in Libraries, Archives and Museums in the Caribbean. The ACURIL President 2014-2015, Ms. Jane Smith, Director of the Library of the Anton de Kom University Suriname, hosted this event that was held at hotel Torarica, Paramaribo. More than 150 participants from the Caribbean, Europe and United States, participated in the Conference.

The National Archives of Suriname (NAS) was one of institutions who sponsored the Conference. The National Archivist, Mrs. Rita Tjien Fooh, presented a paper with the theme Collaborative learning in Suriname: Initiatives of the National Archives of Suriname. In her paper, she provided insights in the training programs the National Archives has organized since 2010 for cultural heritage institutions (conservation training for museum, libraries and archives) and for the staff of the Civil Service of the Republic Suriname. (mid-level records management training)

It all started before 2010 with the upgrading of the staff members of the NAS by creating opportunities through short/long term training in their respective fields of work. Since then the NAS has broaden their scope by involving colleagues from other cultural heritage institutions and government records managers in specific training programs related to their field of work (conservation and records management training). The main objective for implementing these programs is to ensure that the cultural heritage of Suriname will be expertly maintained for posterity and also to ensure that government records will be transferred in good, orderly and accessible state to the NAS. In this context, training the staff members/records managers of cultural heritage institutions and the government has a spin-off effect on the overall society.

During the Closing Ceremony, the ACURIL presented several awards to their members and also to organizations for their special efforts in their specific work field.

In this context it is worth noting that the National Archives of Suriname received The Albertina Perez de Rosa Information Units Alliances and Collaborative Projects in the Caribbean Award, recognizing and honoring the excellent experience with the alliance and collaboration endeavor evidenced through the implementation of the successful information project Collaborative Learning Initiative to maintain conservation of the Cultural heritage and its participation in the Shared memory of the Dutch Caribbean.
The National Archives of Trinidad and Tobago officially opened its new Conservation Wing on August 12, 2015. The plaque was unveiled by Dr. the Honourable Rodger Samuel, Minister of National Diversity and Social Integration and the Permanent Secretary, Mrs. Joy Persad Myers. This facility has been in the making for several years, beginning in 2010 with the concept of a temporary structure to alleviate several health and safety issues in the old premises. Despite the challenges, construction was eventually completed in August 2015.

The wing is a two (2) storey building adjacent to the existing Repository. It houses the Conservation Lab, an Audio Visual Room, the Reprographics Lab and a Conference Room. The Reprographics and Audio Visual labs are being outfitted with equipment to carry out the digitization of the records of the Archives and thus improve access to the collection. Additionally, the Conference Room which will also serve as a seminar room will provide additional space for outreach and training activities.

It is envisaged that a purpose built National Archives Complex will occupy this location with additional storage space, and an auditorium, among other things, planned to improve our services and the care of the records. After many years of being temporary, approval was finally conferred for the current site to be the permanent home of the National Archives.

1. La nouvelle aile de préservation
2. Le dévoilement de la plaque
3. Avril Belfon, archiviste gouvernement prononce une allocution de bienvenue.
CARBICA News, September 2015

International Council on Archives (ICA) Executive Board meeting
Conseil international des archives (ICA) de réunion du Conseil exécutif

By: Rita Tjien Fooh

From 27 April - 1 May 2015, the International Council on Archives held its Executive Board meeting in Bali, Indonesia. This Meeting was hosted by the Arsip Nasional Republik Indonesia (ANRI). This was the first EB meeting chaired by the newly elected President, David Fricker. Before the EB meeting took place on 30th April, the chairs of the ICA Sections and Branches also held their meetings.

Chairs of Branches Meeting
Mrs. Rita Tjien Fooh, President CARBICA participated in the Branches Meeting that was held on 29th April 2015. This meeting was chaired by Mr. Bryan Corbett (Coordinator of NAANICA). The Branches meeting was attended by ARBICA (President, H.E. Dr Hamad Al-Dahwayni), CARBICA (President, Rita Tjien Fooh), CENARBICA (Secretary-General, Dr Ngwany Ngwanyi Michael), EASTICA (Representative of the President, Mr Jay Seo), ESARBICA (President, Francis Mwangi), NAANICA (Coordinator and Chair of Branches, Mr Bryan Corbett), PARBICA (President, Ms Amela Silipa), SARBICA (President, Dr Mustari Irawan), SWARBICA (President, Dr Saroja Wetasinghe), WARBICA (President, Mr Alphonse Labitan).

Observers attending were: Ms Helen Walker (PARBICA Treasurer), Dr Margaret Turner (ICA Translations and Publications Advisor), Ms Margaret Crockett (ICA Deputy Secretary-General Programme), Mr Henri Zuber (ICA Vice-President Programme), David Leitch (ICA Secretary-General).

During the Branches meeting, the Deputy Secretary-General Programme, Ms Margaret Crockett reported that PCOM decided that future calls for projects will be on a rolling basis and that it is not limited in a certain time framework. She encouraged all ICA bodies (Branches, Sections and Expertgroups) to submit proposals. However, these ICA bodies have to take into account that PCOM identified 4 priority areas, namely: Preservation, Good Governance, Digital Recordkeeping and Access. Proposals that addresses one of the 4 priority areas and that will result in products that apply to the wider membership are highly recommended. Examples include training material or the production of a standard.

The questionnaire about the role and functioning of the Branches in ICA was discussed by the Presidents. A questionnaire on this issue will be finalized and further discussed at the Reykjavik meeting in Iceland, September 2015 with a final report to the EB spring meeting in 2016. The questionnaire covered existing branch geographical and organisational structures, past activities and the value of these to branch members and to ICA. It also asked about the needs of the branches in terms of financial and administrative support, and how widely branches were represented throughout ICA as a whole, such as in membership of Expert Groups.

At the Meeting the chairs of Branches received the opportunity to report their activities on the previous year. The Secretary-General, Mr David Leitch also reminded the Branches of the constitutional requirement to submit annual reports to the ICA Secretariat. The next Chair of Branches Meeting will be held on 27 September 2015 in Reykjavik, Iceland.

Executive Board Meeting
Several topics were discussed by the Executive Board, such as the ICA Strategic Implementation Plan 2014-2018, Draft Internal Regulations, ICA Policy on Volunteers (associated with ICA Secretariat), Basic principles for Archivists in support of human rights, the report for the financial Year 2014.

The next Executive Board meeting will be held in Reykjavik/Iceland. It is worth mentioning that our Vice President, Ms Avril Belfon will represent CARBICA at this Meeting.
CARBICA Strives to:

(a) establish, maintain and strengthen relations between institutions and individuals concerned with the custody, organization and administration of archives in the Caribbean area;
b) foster co-operation between all institutions, professional bodies and persons who are concerned with the custody, the administration, the organization or the use of archives;
(c) promote all measures for the preservation of all material of documentary value and, to this end, to make practical recommendations to the authorities of Caribbean countries;
d) study problems concerned with the conservation of archives in tropical countries;
(e) encourage the description of archival material and to facilitate the exchange of information relating to archives and to act in ways which make material in Caribbean archives more widely known;
f) encourage in all countries in the Caribbean the establishment of archives and to promote the professional training of archivists in the Caribbean region;
g) promote the more frequent use of archives and to encourage greater ease of access to archival material;
h) periodically hold a Caribbean Archives Conference;
i) contribute to a better mutual understanding among the peoples of the Caribbean;
j) develop or recommend professional and institutional standards to improve the quality and consistency of Caribbean archives; and
(k) promote the implementation of records management programs regardless of media format in all Caribbean countries.

CARBICA vise à:

(A) établir, maintenir et renforcer les relations entre institutions et individus concernés par la garde, l’organisation archives dans la région des Caraïbes;
b) encourager la coopération entre toutes les institutions, les organismes professionnels et les personnes qui sont concernées par la garde, l’administration, l’organisation ou l’utilisation des archives;
(C) promouvoir toutes les mesures pour la conservation de tous les documents de valeur documentaire et, à cette fin, de faire des recommandations pratiques pour les autorités des pays des Caraïbes;
(D) les problèmes d’études concernés par la conservation des archives dans les pays tropicaux;
(E) encourager la description des documents d’archives et de faciliter l’échange d’informations relatives aux archives et à agir de manière qui rendent la matière dans les archives des Caraïbes plus largement connus;
(F) encourager dans tous les pays dans les Caraïbes la création d’archives et de promouvoir la formation professionnelle des archivistes dans la région des Caraïbes;
(G) promouvoir l’utilisation plus fréquente des archives et à encourager une plus grande facilité d’accès aux documents d’archives;
(H) de tenir périodiquement une Conférence des archives des Caraïbes;
(I) contribuer à une meilleure compréhension mutuelle entre les peuples de la Caraïbe;
(J) développer ou recommander des normes professionnelles et institutionnelles pour améliorer la qualité et la cohérence des archives des Caraïbes; et
(K) promouvoir la mise en œuvre des programmes de gestion des documents, indépendamment du format des médias dans tous les pays des Caraïbes.

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http://www.carbica.org


Frais d’adhésion:
Catégorie A: US $ 150
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Merci Beaucoup