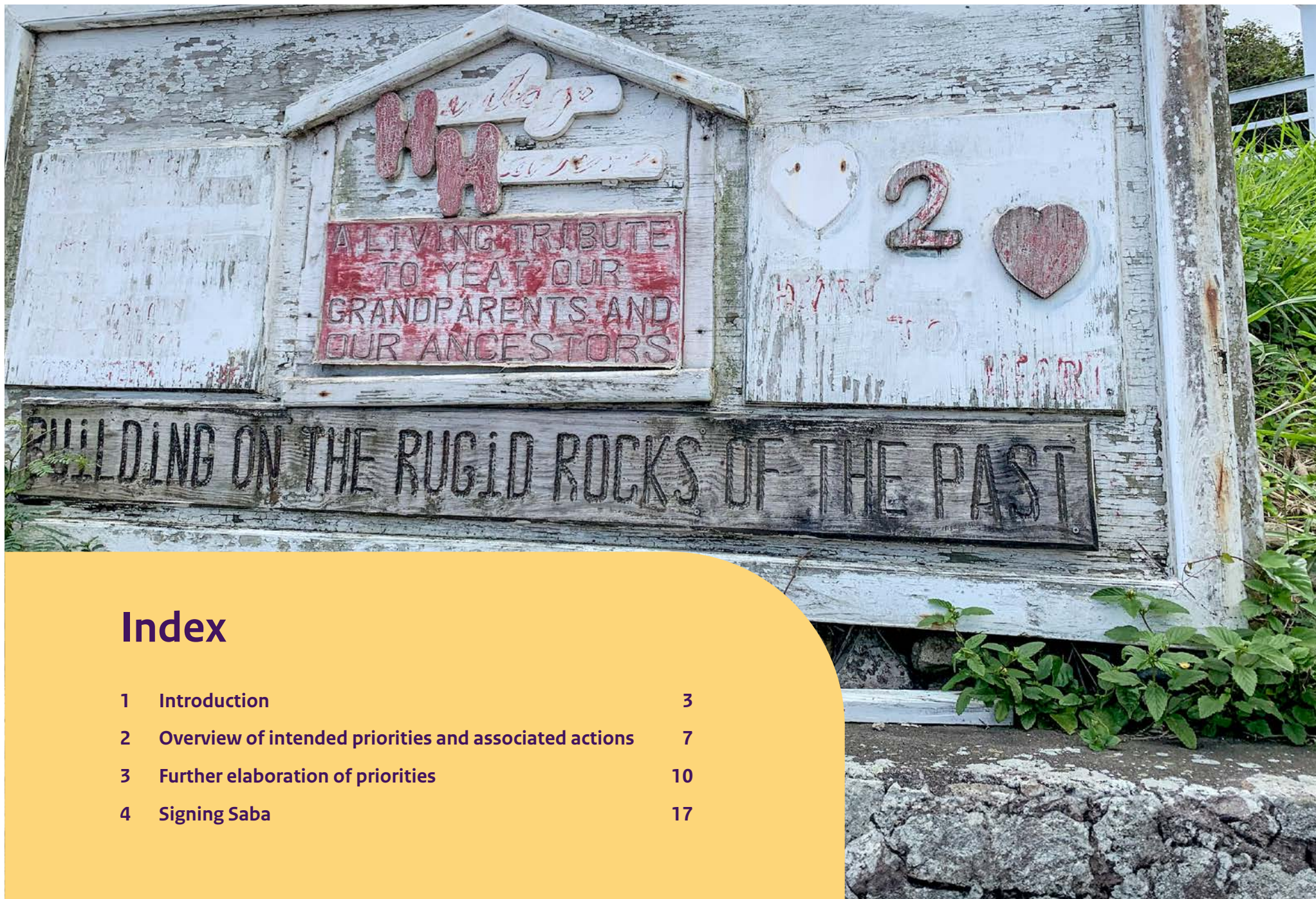




Saba Archives Agenda

Priorities 2026-2030





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1

Introduction

1.1 Background

Archives are part of the collective memory of our organization and our society. This memory is necessary for various reasons: to perform and show accountability for our public task, to conduct historical research, and to maintain and preserve our cultural heritage.

In 2022, the Ministry of Education, Culture and Science ('the Ministry') and the Public Bodies of the Caribbean Netherlands ratified the Culture Covenant 2022-2025, in which it was agreed that the parties would be jointly responsible for the cultural infrastructure in the Caribbean Netherlands.¹ At the request of the Caribbean Netherlands, in December 2025 the duration of the Culture Covenant was extended to 2028. Two articles in the Culture Covenant are dedicated to archives, repositories, digitization and making heritage available online.

Elaborating on the Culture Covenant, in June 2024 a multi-year cultural agenda was established, in which the agreements between the Ministry and the Public Entity of Saba ('the Public Entity') are set out in more detail. It aims to lay the foundation for various cultural topics by strengthening cooperation between the parties involved, stimulating knowledge sharing and making national policy instruments widely available, including to applicants in the Caribbean Netherlands. Drawing up an archive agenda for the Public Entity is one of the agreements included in the Saba Cultural Agenda.

The Saba Archive Agenda aims to strengthen the basic infrastructure for archives. It lists the main priorities for 2026-2030, along with the associated instruments, necessary actions and parties involved. These actions are expected to help create the beginnings of a robust and permanent basic archive infrastructure.

¹ [Cultural Covenant 2022-2025](#)

1.2 What do we mean by archives in the archives agenda?

For the purposes of the Archive Agenda, archives are defined as follows:

Archives are documents or collections of documents created by or originating from government agencies and/or private individuals, which serve the following purposes:

- Performance of and accountability for the public task;
- Acquisition and exercise of rights and obligations;
- Research, including cultural and historical research and genealogical research;
- Heritage.

Archives encompass a wide range of information carriers and may be created on/from paper or other analogue materials, but could also be digital. Examples include agendas, minutes, letters, deeds, maps, drawings, photographs, books, prints, videos, datasets, emails, chat messages, glass negatives, film reels, CDs, DVDs, websites and more.

1.3 Public Records (Caribbean Netherlands) Act²

For the Caribbean Netherlands, which consists of the Public Bodies of Bonaire, St Eustatius and Saba, the Public Records (Caribbean Netherlands) Act has been in effect since the dissolution of the Netherlands Antilles on 10 October 2010. This act is a technical transposition of the National Ordinance Regulating the Archive System in the Netherlands Antilles (Official Bulletin 2008, no. 7), which was in force until that time and was largely based on the Public Records Act 1995. During the transposition, the existing national ordinance was changed as little as possible.

The practice of archive and information management in the Caribbean Netherlands is still in the early stages of development. In its response of 12 May 2016 to the report of the committee established to evaluate the impact of the new constitutional structure of the Caribbean part of the Netherlands, the Government indicated that, when taking (legislative)

² By Public Records Act is meant Archiefwet BES.

measures, account would be taken of the islands' limited absorptive capacity.³ The islands need time to implement the legislation that has already been introduced. Priority should be given to first addressing existing bottlenecks in the islands' implementation practices. This was confirmed in the 2019 report by the Government Information and Heritage Inspectorate. Overall, it appears that administrative responsibility for the Public Records (Caribbean Netherlands) Act is not being taken. Basic provisions for it are lacking, and preconditions are not being met.

The Public Records (Caribbean Netherlands) Act requires each government body to keep its archival records in good condition and order and in an accessible form, transfer them to a designated repository, and manage the selection and destruction of records eligible for disposal. An island archivist is to manage the repository. Government archives should be well organized and easy to access, now and in the future, with digitization and digital archiving built into archive management. Island ordinances are to define the local rules in more detail.

1.4 The current situation on Saba

On Saba, initial steps are being taken to enable compliance with the Public Records (Caribbean Netherlands) Act. Together with the National Archives of the Netherlands ('National Archives') and the other public bodies, the Public Entity of Saba is working on establishing a disposal list.⁴ The disposal list has already been translated and is awaiting approval by the Public Entity's Human Resources Department ('the HR Department'). Once it has been approved by the Executive Council of Saba ('the Executive Council') the disposal list will be sent to the National Archives. The national archivist has been authorized by the Minister of Education, Culture and Science to adopt the disposal list. One joint disposal list

³ Parliamentary Papers, House of Representatives, 2018/19, 29 362, no. 280, report of the Caribbean Netherlands Evaluation Committee regarding compliance with the Public Records (Caribbean Netherlands) Act.

⁴ By disposal list is meant selection list.

is drawn for the whole of the Caribbean Netherlands⁵, incorporating input from Bonaire and St Eustatius. An island ordinance is needed to serve as the basis for the implementation of the Public Records (Caribbean Netherlands) Act.

Since no archival records are being transferred from the keeper to the records department, the documents remain at the records manager's office, where permanent and easy access is not possible under the Public Records (Caribbean Netherlands) Act. Formally, access is only possible under the Caribbean Netherlands Government Information (Public Access) Act ('WOB BES').

No preparations have yet been made to create a job profile for the recruitment of an island archivist. The space in which the documents are stored is limited and not suitable for long-term storage. No formally assigned repository that meets the sustainable requirements of a state repository yet exist.

Strengthening information management in accordance with archive regulations for the Caribbean Netherlands is also an important development within the Public Entity.⁶ Strengthening the Public Entity's underlying information processes helps ensure that government information can be made permanently accessible (from its creation and use to its completion and transfer to a repository) and available to the wider public.⁷ The processes and actions required for this fall under the headings of information and archive management).

5 By joint disposal list is meant selection list BES.

6 This refers to the entirety of rules, facilities, activities and processes aimed at information flows and the management of government information.

7 Also known by the abbreviation DUTO which stand for *duurzaam toegankelijke overheidsinformatie*.

1.5 Private archives

Furthermore, the Caribbean Netherlands has a strong connection to private archives. Historical archives relating to the colonial past and the history of slavery make up a special category. On 19 December 2022, the Dutch government apologised for the Netherlands' role in the history of slavery. Traces of this past are recorded in archives, both in the European Netherlands and on Bonaire, St Eustatius and Saba.

Given the importance of dealing with the history of slavery, the need for structured and accessible private archives of institutions and communities is equally relevant. Such private archives were created during the colonial and post-colonial periods and are inextricably linked to government archives, showing the impact of government actions on these communities.

Strengthening archive management and infrastructure is an important development in making archives regarding the colonial past and the history of slavery accessible to everyone and to openly discussing questions regarding reparations.

1.6 Relationship between the Saba Cultural Agenda, Saba Archive Agenda and future island-wide cultural policy

The Saba Cultural Policy 2026-2036 provides a long-term vision for safeguarding, developing and promoting culture and heritage on Saba. The Saba Cultural Agenda 2024-2028 translates this vision into priority areas and joint commitments between the Public Entity and the Ministry. The Saba Archive Agenda is one of the implementation agendas arising from the Cultural Agenda and focuses specifically on strengthening the island's archival infrastructure.

Together, these three documents provide a coherent framework for the development of Saba's cultural sector. The Cultural Policy sets the strategic direction, the Cultural Agenda identifies the priorities and collaborative actions and the Archive Agenda defines the actions needed to establish an archive system with long-term accessibility. Strengthening the basic infrastructure for archives through legislation, governance, professional capacity,

digital preservation and suitable archive facilities contributes to safeguarding Saba's documentary heritage and strengthens the island's wider cultural infrastructure.

The Archive Agenda maps out what is necessary to build a basic and permanent infrastructure for archives. An infrastructure that complies with the provisions of the Public Records (Caribbean Netherlands) Act as well as with current developments and wishes regarding information surrounding the history of slavery.

By drawing up an archive agenda, it becomes clear for each Public Entity what is required for this infrastructure in terms of regulations, knowledge and equipment. Based on the archive agenda, each Public Entity can determine what can be achieved with the available implementation capacity and resources, and for what purposes additional implementation capacity and resources are necessary.

1.7 Challenges and shared task

The Archive Agenda is a specific elaboration of the Saba Culture Agenda on the theme of archives and contains a list of the Public Entity's priorities that will be worked on during the term of this archive agenda. These priorities have been identified and discussed in meetings and archive working sessions with the Public Entity stakeholders who have archives and documentary information services in their portfolios.⁸ Many of the priorities relate to the creation of island legislation and regulations and to adequately equipping staff. The National Archives and the Ministry can offer support in this regard in the form of knowledge, advice and mediation. A number of priorities concern structural funding or sustainable investments in buildings and the professionalization of staff.

The financing of these priorities requires further consideration within the Public Entity's

regular financial frameworks. This will not be easy, due partly to the Public Entity's limitations for borrowing from the capital market. It may be useful to address these priorities through, for example, administrative agreements or regional deals, so that funding can be requested for them. This is a time-consuming process.

1.8 Collaboration and synergy between public bodies

The workshop sessions on Bonaire in November 2025 prompted stakeholders from the public bodies that have archives and documentary information services in their portfolios to explore potential collaboration with St Eustatius and Bonaire regarding priorities. This approach is logical given the scale of the public bodies, the fact that the same legislation and regulations apply, and the funding system. The public bodies can look for opportunities to work together, for example by drafting joint arrangements or making agreements regarding archive management, which will allow for better deployment of staff and resources. An examination of mutual needs and administrative support among the various archive portfolio holders would be beneficial.

Collaboration with other cultural disciplines (and potentially other central government agencies and/or the National Office for the Caribbean Netherlands ('RCN')) – such as museums, archaeology and community engagement – could be of great value by, for example, sharing depots, public information desks, research spaces and security. Pooling resources at a single location could lead to synergy and a more efficient use of spaces, budgets, knowledge and staff. Exploratory discussions were previously held between the RCN and the Public Entity of Bonaire regarding the adoption of a uniform procedure for the transfer of archives. It could be valuable to start these discussions on Saba and identify which agencies could collaborate on this matter.

⁸ From 17 to 26 November 2025, the Ministry and the National Archives, together with the archives and documentary information services portfolio holders on Saba, St Eustatius and Bonaire, held valuable discussions and intensive working sessions to map out the desired priorities for each Public Entity.

2

Overview of intended priorities and associated actions

In order to improve information management and ensure compliance with the Public Records (Caribbean Netherlands) Act, the Public Entity of Saba has mapped out the following priorities and actions. These must be carried out between 2026 and 2030 to get the foundation of the archive infrastructure on Saba in order. This section also maps out the required implementation capacity within the Public Entity. In the coming years, the Ministry and the Public Entity will focus primarily on these priorities and actions. Taking into account the real-life circumstances on the island, efforts will be focused on topics that are more urgent and results that can be realized in the shorter term. The following priorities are listed in order of feasibility. The Public Entity has limited resources in terms of staff capacity, implementation power and financial means, and will not be able to realize all priorities quickly and fully with the resources currently available. The actions are elaborated on further in section 3. The priorities are as follows:

2.1. Legislation and regulations

It is Kingdom policy to pursue equivalent facilities for Bonaire, St Eustatius and Saba in accordance with the principle of comply or explain. Bonaire, St Eustatius and Saba have their own Public Records Act: the Public Records (Caribbean Netherlands) Act, which forms the legal framework for the management of archives.

In 2019, the current supervisory body, the Government Information and Heritage Inspectorate, found that archive management fails to meet the requirements set by the Public Records (Caribbean Netherlands) Act on various points. Management, preservation of archives as heritage, and digitization are, in principle, 'island tasks'. Drawing up disposal lists, an island ordinance appointing an island archivist and designating a repository, a replacement order and an information management regulation would support compliance with the Public Records (Caribbean Netherlands) Act. When drafting these, inspiration could be drawn from existing municipal regulations and from the island ordinance of Bonaire. Moreover, it may also be useful to explore possibilities for agreements with Bonaire and St Eustatius regarding joint policy and contracting (back office and storage).

2.2. Work processes for information and archive management

An island archivist is needed to organize information management. Information management encompasses the entire process of creating, organizing, storing, preserving, making accessible and destroying government information. Its aim is to ensure permanent accessibility of (digital) government information throughout its entire lifecycle. One common approach to doing this in compliance with laws and regulations is ‘archiving by design’. This is a methodology used to organize and structure the long-term accessibility of government information through processes and the use of appropriate systems and applications. Examples include processes for recording, destroying, preserving and migrating government information and making it available to users for (re)use.

Until government information is transferred to the records department, access to documents can be gained only by submitting an application under the WOB BES.

After government information is transferred to the records department, the term archive management is used. Process descriptions are also important for archive management.⁹ The processes described include the creation, storage, selection, destruction and accessibility of archives that have been transferred in accordance with the Public Records (Caribbean Netherlands) Act.

It is important for Saba to have a crisis and disaster plan in place that also addresses archives. Vital records are defined as records needed for a business or organization to resume operations in the event of a disaster. Such records may be found in all offices, centres and departments.

2.3. Staff and knowledge

The information in the archives must be easily accessible, quick and easy to find, reliable and clear. To ensure long-term accessibility, local regulations, international standards and developments must be monitored. This means that staff must be adequately equipped for the demands of modern archival work. There must be sufficient qualified staff to perform all tasks, preferably local staff. These conditions apply not only to the supporting archive units but also to civil servants in the various departments. After all, it is precisely in the departments that information is received, created and used. Consideration will be given to appointing a project leader and an island archivist, developing basic skills for employees, recruiting, training, and educating staff, sharing knowledge and expertise with other public bodies, career guidance, cooperation with educational institutions in Europe and an independent inspection role. A campaign can be launched to raise public awareness of the purpose and necessity of archives, and school programmes can be established through archive projects.

2.4. Digital infrastructure and accessibility

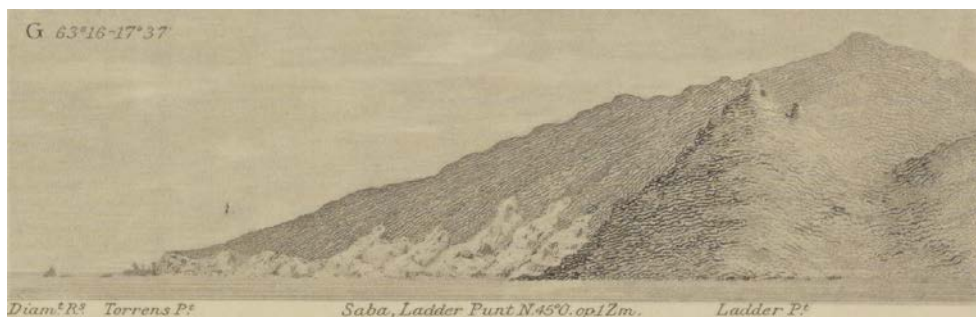
To support the work of the records department, the establishment and configuration of a centralized digital network with associated programs and systems is required. The records department must be able to register, preserve, process and safeguard its information sources, but also make them digitally available to the wider public. Its website must be easily accessible and connected to archives throughout the area. Members of the public must be able to access it for various matters, such as family records and island regulations. Work must be undertaken on creating a secure internet infrastructure, cloud storage, a local server and an e-depot. Its staff must possess sufficient knowledge of (digital) information management.

⁹ Archive management encompasses the entirety of activities to maintain permanent government information (paper and digital) that is to be preserved, in good condition and order and in an accessible form.

2.5. Building and archive repository

Within the framework of the Action Agenda shared with the Ministry of the Interior and Kingdom Relations in the summer of 2025, one of the approved projects concerns the construction and furnishing of a History and Knowledge Centre. This knowledge centre will house multiple disciplines in the field of museum heritage, archiving and libraries, with a depot for archives, documents, artifacts related to the history of Saba, museum objects, digital equipment for shared use, public spaces for conducting research and a public library. The establishment of this knowledge centre is the perfect opportunity to address the strengthening of heritage infrastructure in an integrated manner. Sharing staff, knowledge, back office services, procurement and buildings leads to better utilization of budget and staff. More disciplines in the knowledge centre lead to economies of scale and more opportunities for cooperation within the region.

Digitization and secure storage are key priorities. Under the approved plans for the History and Knowledge Centre, 200 square metres of storage is available. However, due to budget constraints, the housing of the government archives and the static archive could not be included in the project. With additional funding the available storage space might be sufficient as a central repository for the private and government archives and the static archive located on Samuel Charles Street. The central repository would then be equipped with a physical facility that can guarantee long-term storage, in accordance with the provisions of the Public Records (Caribbean Netherlands) Act.



Slaves			
Doughan aged about	60 years	125	
Terro	54 "	180	
Jacob	40 "	180	
Toby	54 "	190	
Daniel Woods	40 "	200	
in Dick	38 "	200	
pl Peter	39 "	190	
Primas	29 "	225	
Peter (Tailor & Lamp)	38 "	100	
Davy	29 "	200	
Saba	36 "	175	
leipo	24 "	225	
Thomas	19 "	205	
Domonico	19 "	220	
Wiram	16 "	200	
George	13 "	150	
John	12 "	145	
Adonis	74 "	25	
Peggy & 2 Children	34		
Thomas Sickly	3		
William	72	260	
Eugene	4 1/2		
Puddy & 2 Children	34	90	
Sally	4		
Louisa	1 1/2	330	
Betty Toby	9 "	125	
Toby (little)	6 "	100	
Peter (crooked legs)	6	75	
Am't carried forward			4115

3

Further elaboration of priorities

The priorities outlined in section 2 are elaborated on further here. This includes an indication of the expected outcome for each priority, the associated tools, the parties or departments involved and the timeframe within which the priority can be achieved. Each year, the parties involved will evaluate the progress of their actions and adjust them as necessary. The list is presented in order of priority, with details provided on the intended outcome and instruments, the anticipated timeframe and the party or parties responsible/involved.

To streamline the entire process of implementing the Archive Agenda and to coordinate efforts along the way, semi-annual learning evaluations will take place between the Ministry, the Public Entity and the archival community on Saba for the duration of the Archive Agenda. This period runs from the signing of the agenda until 2030. This allows for the time and flexibility needed to effectively address and develop the priorities, given the capacity for implementation. Aligning the duration of the Archive Agenda with that of the Culture Covenant for the Caribbean Netherlands would undermine the feasibility of the ambitions to establish a foundation for the archival infrastructure.¹⁰

¹⁰ The duration of the Culture Covenant 2022-2025 was extended in December 2025 to 31 December 2028.



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
1. Legal framework	Approval of disposal list for Bonaire, St Eustatius and Saba	A prescribed schedule for the retention and destruction of the Public Entity's records prior to their transfer to the archives.	- Approved disposal list - Approval by Executive Council		- Executive Council Public Entity Saba (OLS) - Commissioner responsible for Archives - Ministry of Education, Culture and Science/ARA
	Approval of replacement order	The replacement order allows the Public Entity of Saba to ensure that paperbased records are replaced with digital originals, which are in turn processed, managed and stored digitally. A replacement handbook must be appended to the decision to support the replacement.	- Guidance on the Replacement of Records (Handreiking Vervanging Archiefbescheiden), National Archive knowledge product - Approval by Executive Council in island resolution		- Executive Council Public Entity Saba (OLS) - Commissioner responsible for Archives - Domain Internal Services and Support / Information Services
	Designation of an island repository	This constitutes a legal act pursuant to section 28 of the Public Records (Caribbean Netherlands) Act. This designation establishes the location and purpose (records department) of the repository.	- Public Records (Caribbean Netherlands) Act - Approval by Executive Council in island resolution		- Commissioner responsible for Archives - Executive Council Public Entity Saba (OLS)
	Appointment of an island archivist	Under section 28a of the Public Records (Caribbean Netherlands) Act, the Executive Council may appoint an island archivist to manage the repository. The island archivist is also responsible for overseeing records that have not yet been transferred.	- Approval by Executive Council (in island resolution) - BES Archives Act - BES Archive decision		- Executive Council Public Entity Saba (OLS) - Island Secretary - Domain Internal Services and Support / Information Services - Ministry of Education, Culture and Science
	Establishment of a records department for the Public Entity of Saba	Establishing and organizing the longterm management of transferred records. The records department will manage the records in the repository.	BES Archives Act		- Commissioner responsible for Archives - Executive Council Public Entity Saba (OLS) - Island Secretary - Ministry of Education, Culture and Science
	Implementation of the BES Archives Act	Further elaboration of, for example, Article 27 (duty of care of the Executive Council). This involves, for example, drafting the Saba Archives Regulation, internal (policy) implementation guidelines for information management, mail and records management, oversight of untransferred records, etc.	- BES Archives Act - BES Archive decision - BES Digital Records management policy (Regeling digitaal beheer BES)		- Island Council OLS - Commissioner responsible for Archives - Executive Council Public Entity Saba (OLS) - Island secretary - Legal department OLS - Domain Internal Services and Support / Information Services
	Exploring opportunities for cooperation with Sint Eustatius and Bonaire	The islands' local governments are exploring ways to collaborate on archives management.	- Research on discovering mutual needs - Commitment of commissioners - Annual reports		- Commissioners responsible for Archives - Legal departments OLS/OLE (Public Entity Sint Eustatius)/OLB (Public Entity Bonaire) - Island Secretary OLS/OLE/OLB - Ministry Of Education, Culture and Science



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
2. a. Primary work processes information management	Implementation of disposal list for Bonaire, St Eustatius and Saba	Implementing the disposal decisions in various departments, whether or not information systems are in use.	• Approved disposal list • Public Records (Caribbean Netherlands) Decree		• Internal Services and Support Domain/ Information Services Department • Public Entity of Saba departments • Ministry of Education, Culture and Science
	Implementation of replacement order	Implementing the replacement order in the daily administrative operations of the Public Entity.	• Replacement order • Work process		• Internal Services and Support Domain/ Information Services
	Implementation of the digital management scheme for the Caribbean Netherlands	Implementing the provisions of the digital management scheme, including establishing and managing a digital repository (e-depot).			• Internal Services and Support Domain/ Information Services Department
	Implementation of archiving by design	Implementing appropriate measures that ensure long-term accessibility of (digital) government information, such as elaborating the processes for: • Registration: activities required to register government information in an information system as soon as it is received, created or modified; • Disposal: activities necessary to have government information disposed of in a controlled manner, so that this information can no longer be identified, found or reconstructed; • Preservation: activities necessary to preserve government information in such a way that no unacceptable loss of information occurs throughout its entire lifespan, and in such a way that authenticity is safeguarded and readability guaranteed; • Migration: activities necessary to move government information to another application, platform or information carrier; • Availability: activities necessary to provide government information to users.	• DUTO Framework for making government information accessible for the long-term		• Internal Services and Support Domain/ Information Services Department



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
2. b. Primary work processes – archive management	Supervision of the Public Entity's information and archive management (before transfer to the archive)	Work processes: • Conduct comprehensive inspection • Conduct follow-up inspection			• Island archivist • Internal Services and Support Domain/ Information Services Department
	Advice on the processing of government archives	Work processes: • Advising on the processing of government archives and private archives • Advising on granting authorization for replacement	• Public Records (Caribbean Netherlands) Act • Public Records (Caribbean Netherlands) Decree		• Island archivist
	Advice for record keeper regarding archive management	Work process: • Advising on laws and regulations regarding archive management			• Island archivist
	Archive management	Work processes: • Placing documents in repository • Removing documents from repository • Assigning or modifying archive metadata • Conserving archives • Restoring individual archival items or series • Digitizing individual archival items (scanning on demand) • Digitizing series (on a project basis) • Researching and describing the context of archives (making archives more accessible) • Dealing with archive emergencies	• Guidance on the Preservation and Management of Physical Archives		• Island archivist
	Access to archives	Work processes: • Processing requests for access to public archives • Processing requests for access to restricted or non-public archives • Processing information requests • Processing reproduction requests			• Island archivist
	Presentation	Work processes: • Developing educational products • Developing events/raising public awareness about archives • Arranging exhibitions/raising public awareness about archives			• Island archivist



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
3. Professional development and expertise	Establishment of educational goals for information and archive management	Developing a training plan (schedule) for the ongoing professional development of records and archive management staff. This plan identifies available training courses. It focuses on developing (basic) knowledge and skills in information and archive management, such as cataloguing, organizing and processing physical records, as well as managing and preserving records.	• HR training plan • Training programmes, such as Archival Studies A, B and C		• Saba Executive Council • The HR Department • Internal Services and Support Domain/ Information Services Department
	Training programme on using disposal list	Training staff to interpret/understand and apply the retention schedule in their daily work and in information and records management systems.	• Workshops • Training capacity • Training budget		• The HR Department • Internal Services and Support Domain/ Information Services Department • Ministry of Education, Culture and Science
	Training programme on using collection management system	Training staff to make optimal use of the system for recording and managing archives.	• Workshops • Training capacity • Training budget		• The HR Department • Internal Services and Support Domain/ Information Services Department
	Sufficient staff capacity for archive management	Incorporating plans for expanding archives management capacity into Saba's HR plans and establishing provisions for career guidance in connection with retraining and life-long learning. Recruiting and selecting staff based on professional expertise in the field of archives management.	• HR staffing plan		• The HR Department • Internal Services and Support Domain/ Information Services Department • Saba Executive Council
	Oversight role of the island archivist defined	Drafting guidelines for carrying out inspection duties and oversight pursuant to the Public Records (Caribbean Netherlands) Act.	• Inspection role within the Association of Dutch Municipalities (VNG)		• Island secretary/Saba Executive Council (ratification)



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
4. Digital information and archival infrastructure	Enhancement of the information system of the Public Entity of Saba	The Public Entity's administrative activities are supported by a robust, permanent information system. The system consists of people, processes, and organizational structures, as well as technical infrastructure and the information contained within and regarding that infrastructure, all of which meet the Public Entity's information needs. Strengthening the information system requires sufficient physical capacity, expertise and financial resources.	- Digital management policy for the Caribbean Netherlands - VNG 'Grip op Informatie' (Grip on information) programme		- Internal Services and Support Domain/ Information Services Department - Saba Executive Council
	Implementation of digital storage solutions	Developing and managing local or remote storage solutions, such as caching servers, cloud storage or other options.			- Saba Executive Council - Internal Services and Support Domain/ Information Services Department
	Purchase of a digital records management system	Developing requirements and conditions for the procurement of a technical system for the long-term storage and management of digital archival records during the operational phase (record management application). This system also provides a solution and integrates with the administrative decision-making tool iBabs.	- Scope of work - Terms and conditions of the tender		- Island archivist - Saba Executive Council - Internal Services and Support Domain/ Information Services Department
	Purchase of an e-depot	Developing requirements and conditions for the procurement of a technical system for the long-term storage and management of digital records eligible for long-term preservation.	- Scope of work - Terms and conditions of the tender		- Internal Services and Support Domain/ Information Services Department - Island archivist - Saba Executive Council
	Purchase of a collection management system	Developing requirements and conditions for the procurement of a technical system for the registration and intellectual management of archives in a repository.	- Scope of work - Terms and conditions of the tender		- Internal Services and Support Domain/ Information Services Department - Island archivist - Saba Executive Council
	Development of a digital archives portal	Enhancing digital access to digitized and born digital archival records (website) and Saba's cultural heritage, and establishing connections with other records departments in the region. Records will be made available digitally through archive access points and scans of records linked to archive descriptions.	- Scope of work - Terms and conditions of the tender		- Internal Services and Support Domain/ Information Services Department - records departments in the Caribbean Netherlands - Island archivist



Priority	Outcome	Description	Instrument/means	Timeframe	Parties involved
5. Archive repository	Establishment of a custodial repository for archives	Designing and constructing archive storage facilities for the long-term preservation of records in accordance with applicable legal requirements and regulations, taking the tropical climate into account. This includes the installation of climate control systems, air purification systems, server rooms and accessible entry for people with disabilities.			• Dutch Ministry of the Interior and Kingdom Relations/Central Government Real Estate Agency • National Office for the Caribbean Netherlands (RCN-OCW/CG)
	Establishment of a custodial repository for archives	In setting up the archive storage facility, the following should, as a minimum, be taken into consideration: • space for customer service (information desk, resource centre) • space for researchers (reading room) • space for archival processing with accompanying reference tables • server space for a digital network • purchase of mobile shelving units • purchase of large-format filing cabinets (for storing stacks of maps, drawings and blueprints) • purchase of scanners for large-scale digitization of archives and ondemand scanning • purchase of office and warehouse furniture and office equipment • purchase of acid-free packaging and storage materials for archives	• VNG Joint Municipal Implementation (Gezamenlijke Gemeentelijke Uitvoering (GGU)) programme		• Dutch Ministry of the Interior and Kingdom Relations /Central Government Real Estate Agency • National Office for the Caribbean Netherlands (RCN-OCW/CG) • Ministry of Education, Culture and Science • Saba Executive Council

4

Signing Saba



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