

REGIONAL MODEL FOR THE MANAGEMENT OF ARCHIVES AND RECORDS

Promoting a culture of transparency and access to information

EUROsocial promotes the strengthening of the Transparency and Information Access Network (RTA in its Spanish acronym) and boosts the creation of a model to manage documents and archives in the region.



THE TRANSPARENCY NETWORK

Aimed at reducing corruption, improving public management and the relationship between the State and citizens, in recent times Latin American countries have been making important efforts in order to improve the transparency of their institutions and the right to access public information.

In order to contribute to the dissemination of policies for transparency and to create better institutional capacities, the Transparency and Information Access Network (RTA) was created in 2011. RTA is a formal dialogue and cooperation space that promotes among the exchange of experiences and knowledge its members so as to design,

implement and assess policies for transparency and access to information.

This Network is formed by 16 institutions from 13 Latin American countries (Chile, Colombia, Peru, Argentina, El Salvador, Honduras, Mexico, Uruguay, Ecuador, Brazil, Bolivia, Guatemala and Spain), the International Foundation for Ibero America for Administration and Public Policies (FIAPP) from Spain, the Organisation of American States (OAS) and the World Bank.

EUROSOCIAL'S SUPPORT

EUROsocial has cooperated in strengthening RTA by promoting the exchange of experiences and good practices among Latin American institutions, as well

DEMOCRATIC
INSTITUTIONALISM



TRANSPARENCY AND FIGHT
AGAINST CORRUPTION

REGIONAL

as their counterparts in the European Union. In addition, the Programme has supported some specific initiatives such as the creation of a model to manage archives and an interactive portal to access them.

Together with this initiative, other strategic projects from the network have been supported, such as the creation of a measuring and assessment system for policies of transparency and access to information and the creation of a collaborative space for RTA's portal. There has also been collaboration in the preparation of analytical work on the transparency of political parties and a study regarding alternate mechanisms for resolution of conflicts.

DOCUMENT MANAGEMENT AND ARCHIVES ADMINISTRATION MODEL

Initiatives for transparency and access to public information rely mostly on quality, reliability and accessibility to the public archives that are safeguarding this information. In this regard, documents are the basis and foundation of an open government and support the principles of transparency. Properly managed documents are also an added value for the Public Administrations and to protect citizens' rights and interests.

In this context, a Regional Model for Archive Management (MGD) was approved in 2014 with EUROsocial's support, through the Sub-Directorate General of State Archives from Spain and with OAS' support.

The Model provides a methodology to implement the elements that make up a policy for management and archival processing of an organisation, which guarantees their appropriate creation, treatment, preservation, access and control.

THE ARCHIVES GUARANTEE RIGHTS

Daily realities from El Salvador show the importance of improving the management of documents and archives:

When Marco Tulio Quintanilla, an owner of a small business in El Salvador, bids at public tenders, he now has access to the information regarding prices and the technical features of competing companies. Claudia Reyes was also able to obtain the document with the name of the sedative used on her premature baby and whose information had been denied before. This opens the way to initiate judicial processes. Furthermore, the appropriate management of archives is key to keep alive historical memory. Thanks to citizen demand, it was possible to recover the original minutes of the Peace Agreements and



return them to the Presidency Archive. Human right associations use the Law for Access to Information in order to support citizens in their requests for documents that can clarify the whereabouts of their relatives who disappeared during the Civil War.

FEATURES OF THE MODEL (MGD)

MGD is the result of a process of collaboration and consensus between guarantor institutions of the right to access the information, as well as the management and custody of archives from ten countries. The Model is intended to allow its use by any institution, from every State, because it was created as a scalable model where, from a basic level, it can reach excellence through a few simple steps. It has two major blocks, one of them addressed at people responsible for management and another one addressed at operational staff.

There is a series of implementation guides and guidelines, a series of annexes and a self-test questionnaire so that the Model can be implemented, so every institution can see at what time and point the archival and documental management processes are in. An interactive application was created for Internet in order to facilitate its use.

In 2015, EUROsocial supported the implementation of the Model in pilot projects in Colombia, Ecuador, El Salvador, Honduras and Peru.

EUROSOCIAL'S SUPPORT ITINERARY

2013.

► Online course about document and archive management of RTA, with the participation of Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, El Salvador, Mexico, Peru, and Uruguay.

2014.

► Technical assistance to create the Model for Document and Archive Management of RTA.
 ► Regional workshop to create the Model for Archive Management of RTA held in Colombia.
 ► Regional workshop to approve the Model for Archive Management of RTA held in Brazil.

2015.

► Technical Assistance to implement the model in pilot projects in Chile, Ecuador, El Salvador, Honduras, Peru and Colombia.

PUBLICATIONS



► Archive models of the Transparency and Information Access Network

Coordinating Partner



Operating Partners



FIRST-HAND

► Carlos Aguiluz

Deputy Director of the National General Archive of El Salvador



“The RTA model is going to allow us to save time on decades of work and the 80% of paper... it provides us with all the technical support we lack to create a national system to manage archives and documents. It allows us to avoid mistakes and learn from other countries' experience. We are going to promote a new archives law from the model adapted into our reality.”

► Osvaldo Villaseca

Deputy Director of the National Archive of Chile



“MGD from RTA is going to allow Chilean citizens to have better and greater access to information and better public audit capacities. The model is really relevant for the country's development, because we are going to be able to have the best information sources. This year, we are going to start implementing it in eight State institutions, including the Presidency of the Republic, and subsequently, we are going to extend it throughout the State”.

OTHER INITIATIVES SUPPORTED BY EUROSOCIAL TO STRENGTHEN RTA

► Model for the International measurement of transparency

The agreed creation of a model to address four aspects to measure transparency has been promoted.

► Collaborative space

In 2013, a collaborative space (EsCo) was created, located in the private area of the portal www.redrta.org. It has different tools: a document manager, forums, work groups and training opportunities through workshops and online courses.