MEMORY OF THE WORLD REGISTER

The Federal Archives Fonds
(Barbados)

Ref N° 2008-01

PART A – ESSENTIAL INFORMATION

I SUMMARY

The West Indies Federation (1958-1962) was a political federation of ten territories in the Anglophone West Indies. Its formation signaled the beginning of a new era of decolonization for the region of the West Indies in the post-World War II period. The history of the West Indies is inextricably linked with the histories of other former British colonies, which include portions of Africa, Australia, New Zealand, Canada and the United States of America. The Federal Archives reflect the interconnectivity of these histories and document one of the decisive periods of twentieth century history when territories, under the colonial rule of the British Empire, first flexed their ‘political muscles’ and sought to become sovereign nation-states.

Undoubtedly, the West Indies Federation shared some commonalities with other contemporary federations particularly with regard to issues such as constitutional reform and overcoming nationalist interests. However, the West Indian experience was unique and distinct from all others mainly as a result of the geographical separateness of the territories by sea and the insularity of the territories, which historically related bi-laterally with England. Additionally, there was the impact of extra- and intra-regional migrations on account of the colonial plantation economies that were based on indentured servitude, slavery and imported labour. The most striking characteristic, however, was the swiftness of the time in which Federation of the West Indies was established despite of the diversity and disparity in physical size, demographics and economies of the territories that made up the West Indies Federation.

The West Indies Federation comprised of ten territories namely, Jamaica, Antigua, Barbados, Trinidad and Tobago, Grenada, Montserrat, St. Kitts/Nevis/Anguilla, Dominica, St. Lucia and St. Vincent. British Guiana and British Honduras were associated territories. The information documented in the records relates to all twelve of these territories and give a comprehensive view of the social, economic, political and cultural situation in the British West Indies at the time of the Federation. Further to this, the records also reveal the bond that developed between the West Indies Federation and Canada, which served as a ‘big-brother’ to the West Indies Federal Government. The Canadian Government was a source of critical support as it had gone through a process of Federalism and therefore had faced similar challenges to the West Indies. The records also provide evidence of linkages to other existing contemporary federations such as Australia, where references are made to the provisions in the Australian Constitution, which served as a model for up-and-coming Federal movements.

Five notable West Indians who were either major players or served as luminaries in the Federal period are, C.L.R. James, Derek Walcott and Sir Arthur Lewis, Dr. Eric Williams and Sir Shridath ‘Sonny’ Ramphal. These individuals were born, bred and have had their lives shaped by their experiences living in the West Indies in the pre and post Federal period. Ultimately, the outstanding body of records that constitute the Federal Archives fonds reveal the decisions and policies, plans and strategies, hopes and aspirations of West Indian peoples at a time when dramatic changes were taking place on the world scene.
2. DETAILS OF THE NOMINATOR

2.1 Name: The Federal Archives Centre
2.2 c/o Cherri-Ann Beckles (Mrs.) – Assistant Archivist
2.3 Contact person(s): Cherri-Ann Beckles or Sharon Alexander-Gooding (Head Archivist)
2.4 Address: The Federal Archives Centre

The University of the West Indies, Cave Hill Campus, Barbados, West Indies
Telephone: 246-417-4052/62
E-mail: cherri-ann.beckles@cavehill.uwi.edu, archives@cavehill.uwi.edu

3. IDENTITY AND DESCRIPTION OF THE DOCUMENTARY HERITAGE

3.1 Name and identification details of the items being nominated:

- The Federal Archives Fonds
- The Records of the West Indies Federation

3.2 Description:

The *fonds* consists of a range of formats including administrative files, registers, the Federal flag, the Governor General’s flags, a metal seal encased, minute books, pamphlets, debates, statistical data, court cases, reports, card indexes, visitor’s books, oath books, newspapers, press releases, sound recordings, reel-to-reel film, legal instruments, the Coat of Arms on a mahogany plaque, correspondence, Seal of the West Indies, savingrams, telegrams, gazettes, photographs, original instruments and architectural plans.

3.3 Referees:

Drs Nolda Romer-Kenepa
Director-General
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Mrs Christine Martinez
Conservateur en Chef, chargée des relations internationales
national Archives de France
56 rue des Franc-Bourgeois
Paris
France

4. JUSTIFICATION FOR INCLUSION/ASSESSMENT AGAINST CRITERIA

4.1 Authenticity:
The Federal Archives *fonds* is authentic as it consists of the original materials representative of the all functions and activities of the Federal Government. At the demise of the Federation, departmental heads were asked to “weed” some of the files in May 1962 to reduce the amount of duplication, particularly on financial affairs. This was normal procedure in Government Departments at that time (*see* Grigg Report on Public Records, 1954). However, the provenance and the chain of custody of the Federal Archives are irrefutable. The *fonds*, was housed at Federal House in Port of Spain, Trinidad, the location of the Federal Government itself and stayed there until the demise of the West Indies Federation in 1962. All the files including those of the proposed Eastern Caribbean Federation (“Little Eight”) were transferred into the custody of the The University of the West Indies, St. Augustine Campus in Trinidad until the first Government Archivist of Barbados, British-born Michael Chandler, was assigned the responsibility to care for the records and they were stored virtually untouched and unused at the Barbados Department of Archives for safekeeping until August 2004 when they were transferred to the Federal Archives Centre, Cave Hill Campus.

### 4.2 World Significance, Uniqueness and Irreplaceability:

It has been established that comprehensive records of the West Indies Federation do not exist in any other repository in the world. There are a number of archival *fonds* and collections that relate to the Federal Archives *fonds*. Since the West Indies was under the British colonial system, several administrative records that were sent to and from the region can be found at the National Archives of the United Kingdom and the Parliamentary Archives. However, the complete body of administrative, audio-visual and photographic records of the West Indies Federation can only be found at the The UWI Federal Archives Centre, The UWI Cave Hill Campus.

Many of the materials within the *fonds* such as the original Federal Flags, the Governor General Flags, Oath Books, Mace of the Federal Parliament, Chair of the Speaker of the House, Seal Press, Maps, Plans and Drawings of the Federal territories and the Seal of the West Indies are “one-of-a-kind” items with unique intrinsic value, and are priceless and irreplaceable.

The world significance of the *fonds* is outlined in the following criterion explanations.

#### 4.3

- **Criterion (1) Time**

  The Federal Archives *fonds* span the period 1947-1966. In the post-World War II period, from 1945 to 1969, many Anglophonic territories/regions were granted independence from the Britain. Many Anglophonic countries in the world recognized that this was an opportunity for self-governance and started to mobilize their efforts through a series of constitutional reforms and other political, economic and social activities towards independence from Britain.

  The thought of federalism in the West Indies has always been regarded with some trepidation by West Indian islanders. The numerous attempts to achieve regional unity from as early as the post-emancipation period, for example the proposal to Confederate Barbados with the Windward and Leeward islands, were met with strong opposition. By the 1930s, the call for constitutional changes and political reform grew louder and more insistent in the West Indian territories. Federation, by the 1940s, possessed an appeal as ‘a possible alternative to improbable local self-government’. In 1947 at a Conference at...
Montego Bay, Jamaica, which was really a meeting of key West Indian politicians, the ideas of federation, nationhood and self-government came together.

West Indians understood the complexity of the undertaking, as each British Caribbean territory in its historical development did not communicate directly with each other but bilaterally with the United Kingdom. The problem of intra-regional communication and transport would prove to be one of the greatest challenges made difficult by the geographic reality of the separation of the islands by sea. However, as witnessed in the words of the *Hymn of the Federation*, West Indians appeared determined to “stand together” for the successful formation of their “new-born nation”.

- **Criterion (2) Place**

The West Indies being strategically placed between Europe and North America was a transit point or hub for many cross-continenta l and cross-Atlantic activities. The records, therefore, transcend regional boundaries and bear witness to international economic, social and political developments. The *fonds* represents one of the most politically complex, socially cosmopolitan, multi-cultural regions of the world known as the West Indies and its interactions with other major world powers during that period. The West Indies Federation was a unique conglomeration of island colonies whose sole mission was to attain self-governance and independence from Britain.

As an example of federalism, the West Indies Federation had several obstacles to overcome. The islands of the West Indies are geographically separated and historically shared a bilateral bond with Britain and a rather unfriendly competitive relationship amongst themselves. Shridath S. Ramphal, a noted West Indian federalist, noted that the insular geography and history of colonialism in the region created a heritage of division in the Caribbean. This divisive heritage was expressed in the numerous frustrated attempts at unifying nearby territories and administrations. Local colonists deemed colonial federations as impositions of the Crown and, consequently, vigorously opposed such efforts. This divisive heritage, therefore, required a concerted effort at unification. The shared environmental, historical and cultural commonalities must be highlighted, a common regional identity reinforced, thereby nurturing a regional community and fashioning a nation.

The *fonds* of the West Indies Federation clearly illustrate and speak to that vision of peacefully uniting and re/creating a regional West Indian heritage. The West Indies Federation, through its several political, economic and social functions, did provide for the growth and development of the ten member states. Several entities, such as the West India Regiment, the West Indies Federal Information Service, the West Indies Shipping Service and events like the Festival of Arts, have nurtured future leadership and provided non-political opportunities for regional integration. These various agencies, among others, ensured that the West Indian federalizing process would lead to the reality of a federated West Indies. Moreover, these federal entities outlived the short life of the West Indies Federal nation and provided future West Indian nations a legacy of strong leadership, skills and ingenuity Caribbean nations boast today. The *fonds* of the West Indies Federation presents evidence of the freedom the West Indies Federation provided from colonialism and inter-island snobbery and the manner in which the federated nation served as that catalyst for regional cooperation and unity.

The records also reveal the bond that developed between the West Indies Federation and Canada, which served as a ‘big-brother’ to the West Indies Federal Government. The Canadian Government was a source of critical support as it had gone through a process of
Federalism and therefore had faced similar challenges to the West Indies. The Canada Government provided a wide range of aid to the Federal Government. There is evidence of financial assistance schemes for West Indian labourers and students, particularly in the areas of agriculture and nursing. The Canadian Government even extended migration status to West Indians in Canadian universities and sent consultants and experts to advise on social services, economic and foreign affairs of the Federal territories e.g. in areas such as housing and meteorology. Arguably, the most valuable contributions of the Canadian Government to the Federal Government were the handing over of two gifts ships, later named the Federal Maple and the Federal Palm to provide intra-regional transport that was critical to the development and advancement of the Federation.

The British Government upheld its relationship with the West Indies, which is evidenced by numerous grants-in-aids, migration schemes that have lasted until the present time, trade agreements and technical aid that was given to the Federal Government. The United States Government was mainly interested in the West Indies Federation for its strategic geographical placement in the Caribbean Sea/Atlantic Ocean. The records detail several U.S. Naval Base agreements with the most significant event that took place in the period of the Federation being the signing of an Agreement between the U.S. and the Federal Government at a 1960 Conference on Occupation of U.S. Bases in the West Indies.

The records also show linkages to other existing contemporary federations such as Australia, where in the drafting of a constitution for the Federal Government, references are made to the provisions in the Australian Constitution, which at that time served as a model for up and coming Federal movements.

- **Criterion (3) People**

The archives are a formal record of the actions, decisions and emotions of the political leadership and West Indian people of the Federal period. Many of the players in the Federal era went on to become highly influential individuals in both in the region and the world. These outstanding persons would include, Sir Grantley Adams, Mr. Robert Bradshaw, Denis De Freitas, Sir Fred Phillips, Sir John Mordecai, Mr. Norman Manley and Dr. Eric Williams and Sir Shridath ‘Sonny’ Ramphal. Other influential individuals of the period who were luminaries, critics and/or advisors in the Federal period include C.L.R. James, Derek Walcott and Sir Arthur Lewis.

A further description of the contributions of these remarkable individuals to the West Indian Federal movement as evidence in the *fonds* is as follows:

**Grantley Adams** (1898-1971)
The first and only Prime Minister of the West Indies Federation also served as the Premier of Barbados. Sir Grantley Herbert Adams is a National Hero of Barbados. In the 1930s, 40s, 50s and 60s, Adams was a major proponent of the federal ideal and worked assiduously for the rights of the labour force, democracy, regional integration and independence from Britain. His official home in Barbados, Tyrol Cot was restored by the Barbados National Trust and is an official heritage site of the island. A collection of his speeches and other works related to the life and work of Sir Grantley Adams can now be viewed at the newly opened National Heroes Gallery in Barbados.¹

**C.L.R. James** (1901-1989)

Cyril Lionel Robert James was a West Indian intellectual of the highest caliber who is of international significance. Although born in Trinidad and Tobago, he spent many years in Britain and United States. He had a radical spirit and became a prolific writer on themes such as the Haitian Revolution and West Indies Cricket. He was an inspirational figure in the Pan-African Movement. James’ influence on the Federation was seen in his relationship with both Dr. Eric Williams and Sir Grantley Adams. He served as Advisor to Grantley Adams in the difficult period when the Federation was near to its end. His most recognized work is the text Beyond the Boundary first published in 1963. The text is a classic work on the theme Decolonisation. The C.L.R. James Collection that speaks to his life and work was included for inscription in the UNESCO Memory of the World Register.²

**Eric Williams (1911-1981)**
The work of Dr. Eric Williams has received international acclaim. Dr. Williams served as the Chief Minister of Trinidad and Tobago in the Federal period and is recognised as one of the ‘founding fathers’ of Federation and protagonist in the push for self-determination and independence of the West Indies region from the British Government. He later became the Prime Minister of Trinidad and Tobago and an international statesman. Dr. William was a prolific writer and respected scholar during the period 1956-1981. His seminal text, *Capitalism and Slavery*, is considered one of the finest contribution to the historiography of slavery and invaluable to the study of Caribbean history. The Federal Archives *fonds* is replete with evidence of his influence on the West Indies Federation. The Eric Williams Collection was included for inscription in the Memory of the World Register.³

**Derek Walcott (1930 - )**
Derek Alton Walcott is an outstanding writer of international significance and a product of the West Indies. He won the Nobel Prize for Literature in 1992 and subsequently his collection was included in the Memory of the World Register.⁴ Walcott can be considered a West Indian philosopher who was shaped by the events that took place in the region in the Federal era. The main elements in Walcott’s poetry are Caribbean politics, history and the physical landscapes. He is highly aware of who he is as an individual i.e. a black, Caribbean man, a descendant of mixed African and European heritage. His philosophical views of issues like slavery, class structure and race in the Caribbean. For example, Walcott wrote the poem, *The Wind in the Dooryard* after the death of his friend Eric Roach. Roach was a journalist that worked for the Trinidad Guardian and committed suicide. At that time, Walcott and his contemporaries were deeply disillusioned by the breakup of the West Indies Federation, which they blamed on the ambitions of the individual politicians. This poem sought to address what Walcott perceived to be a breakdown in literary standards on the islands in the post-Federal period and is a good example of Walcott’s attempts at representing the feelings of the West Indian people of the time.

**Shridath ‘Sonny’ Ramphal (1928 - )**
Sir Shridath Ramphal AC, GCMG, ONZ, QC, OM (Jamaica), OE, is an eminent international statesman and West Indian federalist. He is the product of an Indian

indentured labouring family transported to Guyana at the end of the nineteenth century. Ramphal has always been a passionate West Indian nationalist and as the holder of a degree in Constitutional Federalism was called into service by the Standing Federation Committee to draft the Federal Constitution. He was instrumental in the establishment of the Federal Supreme Court and the Federal Legislature. However, his outstanding contribution to the West Indies region and the world at large extends far beyond the Federal period. He is still very much active.⁵

**Criterion (4) Subject and Theme**

The overarching themes of the *fonds* are Federalism, Decolonisation and Regional Integration and this is of key importance to the region. It is the interconnectivity of these themes that distinguishes the records and the history of the West Indies Federation. Federalism as a theoretical concept in rooted in the ideas of shared equality with all participating units yielding responsibility for shared aims and localized visions.

Unlike other contemporary federations, the West Indies Federation equated federalism with the movement to, and an expression of, the decolonization process. Consequently the West Indies Federation attempted to break traditional federal conceptual constructs. These former British colonies never experienced the cultural and political imagination that is inherent in nationalism. Not only were the unit territories coming to terms with their own socio-cultural heritage and developing their economic bases, the island colonies were simultaneously swiftly moving towards self-governance and independence via the federal political model. Thus as a teaching tool, the *fonds* of the West Indies Federation reveals the accomplishments and challenges, the faux pas and successes in the adoption of federalist ideals and the adaptation of such ideals to relate and reflect the unique challenges of imagining and creating a regional nation out of ten islands with a long-lasting heritage of division.

The Federal Archives speak to other major themes, including but not restriction to: law and constitutional reform, social welfare, cultural development, education, telecommunications, transport and shipping, the military and regional security, meteorology and disaster mitigation. All of these themes are simple expressions of the decolonization process and the adaptation of Federal principles to reflect and to meet the realities of the West Indies.

The Federal Archives *fonds* is of social, political, historical and cultural importance to the people of the Caribbean region and can also serve to provide valuable lessons to regionalists and integrationists worldwide. It demonstrates both the positive and negative realities that exist in contemporary federations. Despite the early demise of the West Indies Federation, the fact that it could be established in such a short period of time relative to other existing federations is an extraordinary achievement. In two short years, the Standing Federation Committee managed to give the Federation its name, design a Federal Flag, Governor-General’s flag, Coat-of-Arms and commemorative stamps, set up a Federal Supreme Court, appoint and re-locate a Federal Civil Service, select and out-fit a Federal Capital with a Federal Parliament, organize and execute Federal elections for an entirely new nation, plan the Inauguration of the Parliament and install a Federal Governor-General, House of Representatives and Senate. Indeed, formidable achievements by any measure.

- **Criterion (5) Form/ Style**

⁵ See biography at [http://www.brandt21forum.info/Bio_Ramphal_print.htm](http://www.brandt21forum.info/Bio_Ramphal_print.htm)
There is an extensive range of formats within the Federal Archives *fonds*. These include the original flags, coat-of-arms of the Federal Supreme Court on a mahogany plaque complete with old French inscription, the banner, the reel-to-reel magnetic tapes, savingrams, telegrams, hand-drawn maps and plans and hand-painted illustrations. These are good examples of disappearing forms and styles and illustrate the vocabulary and literary conventions of the period.

One example of an outstanding written record is that of the most significant event that took place within the period, the signing of an Agreement between the U.S. and the Federal Government at a 1960 Conference on Occupation of U.S. Bases in the West Indies. The record of this agreement is complete with illustrations and descriptions of the marine zones all the Federal territories at that time.

- **Criterion (6) Social/Spiritual/Community Significance**

The West Indies Federation was essentially a political means to an independent self-governing end. The major players of the West Indies Federation intended on building a nation out of the various colonial territories, with various geographical realities and historical experiences. In affirming its readiness for full autonomy and nationhood, West Indians had to assert their collective uniqueness. The establishment of the Federal Government, therefore, had to promote a West Indian unity that transcended insular allegiances, celebrating historical-cultural similarities while downgrading territorial differences.

Thus, the West Indies Federation was much more than a short-lived political era but it represents the route and the root to many of the present-day regional political, economic and social structures, movements, institutions and associations. These include The University of the West Indies, the Regional Economic Committee, the Organisation of Eastern Caribbean States (OECS) and the Caribbean Commission. In the globalised world, the strength of the Caribbean region lies in its unity through entities such as the Caribbean Community (CARICOM) and economic initiatives such as Caribbean Single Market and Economy (CSME), which were born out of the Federal experience. Therefore, the existence of the first formal political association of the West Indian territories and the evidence of that existence, the Federal Archives *fonds*, can provide a point of reference and inspiration to the peoples of the region. The records testify to the fervent optimism and enthusiasm of the West Indian peoples to unite for the advancement of the region. The preservation of the Federal Archives *fonds* enshrines that optimism and idealism.

4.4

**Rarity**

It has been established that comprehensive records of the West Indies Federation do not exist in any other repository in the world. There are a number of archival *fonds* and collections that relate to the Federal Archives *fonds*. Since the West Indies was under the British colonial system, several administrative records that were sent to and from the region can be found at the National Archives of the United Kingdom and the Parliamentary Archives. However, the complete body of administrative, audio-visual and photographic records of the West Indies Federation can only be found at the The UWI Federal Archives Centre, The UWI Cave Hill Campus.
Many of the materials within the *fonds* such as the original Federal Flags, the Governor General Flags, Oath Books, Mace of the Federal Parliament, Chair of the Speaker of the House, Seal Press, Maps, Plans and Drawings of the Federal territories and the Seal of the West Indies are “one-of-a-kind” items with unique intrinsic value, and are priceless and irreplaceable.

**Integrity**

The Federal Archives *fonds* consists of the original materials representative of the all functions and activities of the Federal Government. It must be noted that at the demise of the Federation, departmental heads were asked to “weed” the files in May 1962 to reduce the amount of duplication, particularly on financial affairs. This was normal procedure in Government Departments at that time (see Grigg Report on Public Records, 1954). The provenance and the chain of custody of the Federal Archives are irrefutable.

**Threat**

The entire *fonds* is in need of conservation work. The records are in fair to poor condition. The paper-based records require deacidification and re-housing. The reel-to-reel magnetic materials require stabilization, restoration and reformatting to enable access. These materials exist in a tropical environment and therefore require stringent environmental controls and a programme for disaster preparedness and recovery particularly in preparation for the annual hurricane season. This constitutes the main threat to the *fonds*.

**Management**

The Archivists-in-charge of the *fonds* have instituted policies to deal with the issues of risk management for the physical plant and the materials housed therein. The approach taken has been preventive preservation through environmental control and best practice in care and handling. Basic conservation of the original materials is being undertaken as the Archivists have began to re-house the materials whilst removing threatening stationery and bar-coding the paper-based files using the GENCAT Archives software. Retrospective conversion of magnetic materials will be undertaken as soon of the funding becomes available and the digitization of photographic materials has begun with assistance from a qualified Information Technologist/Graphic Artist. Funding has also been sought to conduct a microfilming project for the paper-based materials to enable access. Provisions will be made in the near future for a trained conservator in Conservation Unit of the W.I. Federal Archives Centre.

5. **LEGAL INFORMATION**

5.1 **Owner:** The University of the West Indies (UWI),

Cave Hill Campus, St. Michael, Barbados BB11000

5.2 **Custodian:** The Federal Archives Centre, The UWI Cave Hill Campus, Barbados

5.3 **Legal Status:**

a) **Category of Ownership:** Educational Institution

b) **Accessibility:**
All the records of the West Indies Federation are opened to the public subject only to their arrangement and description. It is planned that the records would be opened in phases to allow for the Archivists to effectively carry out their tasks. Phase 1 of the multi-level description is complete and Phase 2 has commenced.

c) Copyright status:

There are restrictions on the reproduction of the material for preservation reasons. Permission for any form of reproduction should be sought from the Archivists-in-charge of the *fonds*. A Copyright Declaration Form must be completed.

d) Responsible administration:

The Federal Archives *fonds* is managed at the Federal Archives Centre where provisions have been made for its long-term preservation. There are two professional Archivists on staff that are fully trained to deal with all types of archival material.

6. **MANAGEMENT PLAN**

At the Centre, the Archivists sought to secure the physical plant with the installation of hurricane shutters, a burglar alarm and fire detection system with strategically placed fire extinguishers. There is a Disaster Preparedness and Recovery Plan for records and established archival policies that regulate the care, handling and long-term preservation of the *fonds*.

The Archivists are undertaking the arrangement and description of the *fonds* in compliance with archival standards ISAD (G) and ISAAR (CPF). Finding aids for the *fonds* are being prepared in paper-based and electronic form with the use of Eloquent WinGencat Archives software, a Canadian-based product.

7. **CONSULTATION**

In 2005, the MoW Committee of the Barbados National Commission for UNESCO endorsed and encouraged the Federal Archives Centre of The UWI, Cave Hill Campus to submit a nomination for the Federal Archives *fonds* to the MoW International Register. The Head Archivist and Assistant Archivist were subsequently invited to attend a very useful MoW workshop with guest facilitator Roslyn Russell of Australia designed to assist with the preparation of the nomination forms.

To begin drafting the nomination, we started by using published texts and finding aids already compiled by our staff, along with academic papers that the staff had presented on the Federation. We also went to primary sources of information, the records themselves, to glean dates and corroborate data from secondary sources. Our first draft was vetted by the Chair of MoW Committee of the Barbados National Commission for UNESCO. Several tips were given as to inclusion of complimentary audio-visual information and illustrations to make the nomination more compelling and interesting. This was done and after attendance at another workshop held in St. Lucia in 2007, another draft was completed.

**PART B – SUBSIDIARY INFORMATION**

8. **ASSESSMENT OF RISK**
The main risks to the materials relate to the environment. The Archives is located in a tropical zone. The temperature and humidity must be constantly monitored and the records periodically checked for pest infestation.

Annually, between the months of June to November, the island of Barbados is threatened by tropical storms and hurricanes of varying strengths. The repository and its contents are secured in preparation for inclement weather through a Disaster Preparedness Plan.

9. ASSESSMENT OF PRESERVATION

9.1 Present physical state: Fair to Poor. The entire fonds is in need of conservation work as a result of destructive environmental elements such as high temperature and high humidity in the tropical environment of the West Indies. The conservation work needed includes deacidification, re-housing, bookbinding, restoration and repair due to insect damage and reformatting to produce surrogates.

Current Preservation Policy in relation to proposed nominated documentary heritage: Preventive preservation measures and basic conservation of the original materials. Retrospective conversion of magnetic materials; digitization of photographic materials; microfilming of paper-based materials for access.

Person or organisation responsible for preservation: The archivists are overseeing basic conservation work until provisions are made for a trained conservator in Conservation Unit of the Federal Archives Centre.

PART C - LODGEMENT

This nomination is lodged by:

(Please print name)………………………………………………………………………...

(Signature)………………………………

(Date)…………07.03.2008……………………………