

Andrew Griffin

Profile of Experience and Skills

A records, archives and information manager with over 30 years UK and international experience. As UK Director of the International Records Management Trust, Mr Griffin plans, manages and contributes to the Trust's research, educational and practical records management improvement projects, and supports the Trust's International Director in strategic planning and project design for the Trust's global programmes. From 2004-2006, he led a major improvement programme for records and information management at the International Monetary Fund in Washington, D.C. This followed seven years with the Trust, first as Project Manager and from 2002 as Deputy Director, managing and contributing to records and information projects worldwide, and participating in the Trust's international capacity building programmes, both as a manager and consultant. Before joining the Trust in 1997, he held senior positions in major research collections, records services and national archives in the UK and overseas. Particular strengths include delivering tasks to agreed time, specification and cost, and designing and implementing practical solutions to records and information problems in compliance with international standards.

Employment Experience

April 2006-present International Records Management Trust
UK Director

Directs the Trust's London office. Supports the Trust's International Director in strategic planning for global programmes, in articulating records management issues to governments and donors, and in ensuring the quality of all Trust projects and products. Develops new strategies for strengthening records management systems to underpin accountability and transparency in government and, in particular, for moving from a paper-based to an electronic working environment. This involves conducting research and helping to define and introduce the components of both international training and capacity building programmes, and designing, managing and delivering practical country-based projects.

January 2004 - International Monetary Fund
April 2006 Records Manager, Project Manager

Led the IMF's records management programme to introduce policies, standards, systems and procedures for managing Fund records, both paper and electronic. Worked with other information specialists to develop and implement an integrated approach to the management of Fund documents, records and archives. Advised senior IMF managers on policy issues in relation to information management. Managed a team developing and implementing file plans, retention schedules, guidance materials and training to support effective management of Fund records, archives, and information.

August 1997- International Records Management Trust
January 2004 Project Manager/Deputy Director

As Deputy Director from August 2002, responsible for the management and delivery of Trust projects and for internal administration and personnel; provided support to the Trust's Director in strategic planning and programme development; contributed to and managed elements of the Trust's international project in partnership with the World Bank, *Evidence Based Governance in the Electronic Age*; responsible for relating the Trust's products and methodologies to project work

As Project Manager, Responsible for professional archives, records and information management issues arising from the Trust's project work; duties included drafting proposals to funding agencies; carrying out feasibility studies to scope projects; co-ordinating teams of consultants and managing their input to projects; monitoring and serving as lead consultant for major projects in the field; contributing to the Trust's research and educational projects.

October 1993 - August 1997 **Barts NHS Group/Royal Hospitals NHS Trust, London**
Archivist/Records Manager/Museum Curator

Managed and developed archives and historical collections (1137 AD-present) of St Bartholomew's Hospital, Medical College and numerous associated bodies (one of finest hospital collections in the world); advised on all matters relating to creation, maintenance and disposition of current and semi-current records; ensured Hospital met its obligations under the Public Records Acts and as place of deposit for public records; established first Museum of St Bartholomew's Hospital; established first Royal Hospital Trust's records centre; managed assistant archivist, records officer, archives and museum volunteers; managed historical collections budget.

July 1991 - September 1993 **Cayman Islands National Archive, British West Indies**
Senior Archivist (two year contract, extended)

Under the Caymanian Director, responsible for developing historical collections and archives services, and for all matters relating to current and semi-current government records; managed government records centre; managed one archivist, one records officer and two non-professionals

June 1990 - July 1991 **The British Library, London**
British Library Archivist/Departmental Record Officer

Managed archives of British Library (BL) and its predecessor and component bodies; ensured BL met its statutory obligations under the Public Records Acts and as place of deposit for public records; advised senior managers on all matters relating to records and archives; surveyed BL current and semi-current records and began introduction of disposal schedules; wrote BL *Manual of Records Management*; managed the BL's records centre; managed one sub-professional.

September 1986 – May 1990 **The British Library, Oriental and India Office Collections**
(formerly India Office Library & Records) London

Archivist

Specialist in Burma records and India Office Political and Secret Department records; Departmental Records Officer and Staff Development Officer; managed one professional and one para-professional.

September 1982 - August 1986 **University of Papua New Guinea, Port Moresby**
Archivist, New Guinea Collection, University Library

Classified and catalogued archives and manuscripts of New Guinea Collection (c600 accessions); established automated cataloguing and retrieval system; developed and publicised collection; managed University semi-current records and archives; trained Papua New Guinean successor.

April 1974 - September 1982 **India Office Library & Records, London**
Clerical Officer, promoted to Research Assistant (Archivist) 1979,
Curator Grade E (Archivist) 1980

Successively registry clerk, archives assistant, archivist; specialist in biographical records, Burma, India Office Political and Secret, and Middle East records, assistant editor of official history *Burma: the Struggle for Independence*.

Education

Secondary Mitcham County Grammar School, Surrey, 1961-68
8 "O" levels, 1965; 4 "A" levels, 1967/68 (English, French, History and Art)

University University of Hull, 1968-71
BA (Hons) Psychology, II (ii), 1971

Archives training University College London, School of Library, Archives and Information Studies, 1977-79 (part-time)
Postgraduate Diploma in Archive Studies, 1979, distinction; winner of Churchill-Jenkinson prize

Consultancy Assignments

2007-2008: UK Department for International Development: advising the Government of Sierra Leone on records management improvements, building accurate personnel files across the civil service as a basis for payroll verification

2007-2008: UK Department for International Development: supporting Government of Lesotho's Public Financial Management Programme in relation to improving records management in the Ministry of Finance and Planning (project director)

2008: International Development Research Centre (Canada): international conference on e-government corruption and records management (participant and presenter).

2006-2007: Government of Tanzania: *Development of a Records Management Policy; and Procedures, Standards, Practices and Classification System for Personnel Records Management* (lead consultant)

2006-present: UK Department for International Development-funded project *Fostering Trust and Transparency in Governance: investigating and addressing the requirements for building integrity in public sector information systems in the ICT environment* (case studies, research, standards and guidelines)

2006: UK Department for International Development *Assessment of the Performance of the Records Management Component of the Public Service Reform Programme of the Government of Tanzania* (lead consultant)

2006: Commonwealth Secretariat: *Improving Primary Health Care Records and Psychiatric Outpatients Appointment Systems in Malta*

2005-2007: World Bank-funded development of Gambia Judicial Sector IT strategy and bidding documents for case management system (consultant)

2002-2004: (in partnership with the World Bank, funded by World Bank and other donors): *Evidence-Based Governance in the Electronic Age*: developed assessment tools for legal, financial and personnel information systems: case studies in The Gambia, Ecuador, Argentina, Singapore and South Africa; developed records management capacity building methodology (project manager and consultant)

2002: World Bank-funded assessment of personnel records and information systems in the Government of Sri Lanka (consultant)

2002: Commonwealth Secretariat-funded Learning Workshop on Records Management to consider options for improving records management at Provincial level in South Africa (consultant)

2001: International Monetary Fund: Modernisation of the Archives Programme (consultant)

1998-2000: UK Department for International Development-funded Communication and Information Systems Project with Secretariat of the Commission for East African Co-operation (project manager)

1998-2002: UK Department for International Development-funded Records Management Improvement Project with Government of The Gambia: Phase II and extension (personnel, financial, judicial and hospital records and capacity building): project manager and lead consultant

1998-1999: UK Department for International Development-funded Records Management Improvement Project with Government of Ghana: prepared and edited eight archives and records management procedures manuals and training guides (consultant)

1997-2000: UK Department for International Development-funded Records Management Improvement Project with Government of Tanzania (acting project manager, 1998 and consultant, 1997-2000)

1997-1999: Commonwealth Secretariat funded Records Management and Financial Records Management Projects with Government of Belize (project manager and consultant)

Ukraine, May 1997: British Government funded discussions and seminar with National Archives and Government Ministry staff on new approaches to records management (consultant)

January-February 1996: The Gambia: Drafted Manual of Archival Procedures for National Records Service; designed classification scheme for National Archives and initiated Guide to holdings (consultant)

January 1995: Member of Workshop to renovate National Archives, Tanzania

1994 to 2000: Archivist to Association of Anaesthetists of Great Britain and Ireland

1989 to 1991: Historical research for British Library Consultancy Services

Burma, 1988 to 1990: Adviser to Burmese research team from Rangoon University, led by Madam Ne Win, wife of the then Head of State, during her visit to UK, April-May 1988; two visits to Burma as UNESCO consultant for UNDP-sponsored project "Strengthening the National Archives", May-June 1989 and February-March 1990

Publications and References available on request