



# Cayman Islands National Museum

## Publication Scheme

*Produced in accordance with the Chief Secretary's Code of Practice*

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## 1. About the Publication Scheme

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The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the National Museum to making information available to the public as part of its normal business activities.

The National Museum will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

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The National Museum will generally not publish:

- information in draft form;
- information that is not held by the National Museum, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the National Museum's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

## **3. Methods of access**

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Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at [www.museum.ky](http://www.museum.ky). If you are still having trouble locating information listed under our scheme, please contact Mr. Doss Solomon, Manager of Operations, National Museum at [dosssolomon@museum.ky](mailto:dosssolomon@museum.ky).

### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [info@museum.ky](mailto:info@museum.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 345-949-8368 Ext. 2022 to request information.

### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

National Museum  
Attn: Information Manager  
P.O. Box 2189  
Grand Cayman KY1-1502

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Doss Solomon at 949-8368 or [dosssolomon@museum.ky](mailto:dosssolomon@museum.ky)

The National Museum will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the National Museum is legally required to translate any information, it will do so.

#### **4. Fees and charges**

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The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The National Museum strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

##### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

##### Postage costs

The National Museum will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the National Museum has received your payment.

#### **5. Requests for information outside the Publication Scheme**

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Information held by the National Museum that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

#### **6. Complaints**

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The National Museum aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Director of the National Museum and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from visiting our website: [www.museum.ky](http://www.museum.ky) under the heading Document Library.

You have legal rights to access information under this scheme, and a right to complain to the Office of the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman  
3rd floor, Anderson Square  
64 Shedden Road  
George Town, Grand Cayman  
CAYMAN ISLANDS

or

Office of the Ombudsman  
P.O. Box 2252  
Grand Cayman, KY1-1107  
CAYMAN ISLANDS

Telephone: 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

## Categories of information

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- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## ABOUT US

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The National Museum is dedicated to the preservation, research and dissemination of all aspects of the Caymanian heritage

### **Ministry**

Ministry of Health, Environment, Culture & Housing

### **Principle Officer**

Dr. Peggy Leshikar-Denton, Director

### **Information Manager**

Doss Solomon

### **Information Manager Designate:**

Dr. Peggy Leshikar-Denton

### **Organisation and functions**

The Cayman Islands National Museum celebrates the unique natural and cultural heritage of our three Islands. Through our dynamic programmes, exhibits, and collections, we nurture a living connection with the nation's past and its future quality of life.

### **National Museum Mailing Address:**

P.O. Box 2189  
Grand Cayman KY 1-1105  
CAYMAN ISLANDS

**Telephone:** 345.949.8368

**Email address:** [info@museum.ky](mailto:info@museum.ky)

**Website address:** [www.museum.ky](http://www.museum.ky)

Location and hours	Matters handled
National Museum #3 South Church Street Grand Cayman, Cayman Islands Mon. - Fri. 9:00 a.m. to 5:00 p.m.  Every Saturday of each month 10:00 a.m. to 2:00 p.m.	<i>The Museum's exhibits and Gift Shop open to the public.</i>
National Museum Administrative Offices #10 Cayside House Shedden Road Grand Cayman, Cayman Islands Mon. – Fri. 8:30 a.m. to 5:00 p.m.	<i>All administrative matters.</i>

### Boards and Committees

Board of Control & Trustees	Meetings	Minutes
<b>Chairman</b> – Alfonso Wright <b>Deputy Chairman</b> - Omar Mclean <b>Treasurer</b> – Marcia Smith <b>Member</b> - Zeta Bodden <b>Member</b> – Lois Kellyman <b>Member</b> - Anita Ebanks <b>Ministry Rep.</b> - Natasha Powell	Quarterly at National Museums Administrative Offices	<i>refer to section 3: Methods of access</i>

### STRATEGIC MANAGEMENT

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Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

#### Governance

- Museum Law 1979

#### Corporate management

- Audit reports on overall operations or major projects
- Hurricane Preparedness and Disaster Recovery

- Annual Budget

## **FINANCE & ADMINISTRATION**

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Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

### **Financial management**

- Annual Budget Purchase Agreement

### **Administration**

- Press releases
- Job vacancies; career opportunities

## **POLICIES & PROCEDURES**

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- National Museum Staff Handbook
- Hurricane Preparedness Manual
- Collections Policy

## **LISTS & REGISTERS**

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See section 3 regarding access to the following;

- Collections Register
- Asset register
- FOI disclosure log

## **OUR SERVICES**

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The Cayman Islands National Museum is dedicated to the preservation, research and dissemination of all aspects of the Caymanian heritage.

This is facilitated through memberships, donations and sponsorships. For more information go to: <http://www.museum.ky>