



**Cayman Islands
National Archive**

Cayman Islands Government

2026 Cayman Islands National Archive Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

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1. About the publication scheme

Every public authority covered by the [Freedom of Information Act \(FOIA\)](#) has a legal duty to maintain a publication scheme. The purpose is to make information readily available to the public without the need for specific written requests. Information is organized into seven (7) different categories, to assist users in locating the information they are seeking. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

In making information readily available to the public, the National Archive will:

- specify the information held by the authority, according to section **7. Categories of information.**;
- 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; and
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The National Archive will generally not publish:

- information in draft form;
- information that is not held by CINA, or which has been disposed of in accordance with a Cabinet-approved disposal schedule;
- information that is not readily-available – for example: information contained in files that have been placed in storage, or otherwise difficult to access; and
- information which is exempt under the FOI Act or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, wherever 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 Freedom of Information Act (FOIA) and Data Protection Act (DPA) expressly permits it. For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm CINA's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why it cannot be released. Even where information is withheld, a redacted copy may be provided, with the exempt information removed.

3. Methods of access

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

Online

Some 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, or if you are still having trouble locating information listed under our scheme, please contact FOI.CNA@gov.ky or CINA@gov.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 FOI.CNA@gov.ky or CINA@gov.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 +1 (345) 949-9809 to request information.

Post

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

Cayman Islands National Archive
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS

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. Please note there may be an applicable fee as per Section 4. **Fees and charges.**

Personal visits

In some cases, you may be required to make an appointment to view information listed in the publication scheme. All information can be accessed within CINA's Reading Room. The Room is open to the public Wednesdays, Thursdays and Fridays, 9:00am – 4:30pm. Please contact us via email at CINA_ARC@gov.ky or CINA@gov.ky, or call 345-949-9809 to make an appointment. Appointments are scheduled based on the availability of space.

The National Archive will endeavour to make as much information available on its website as possible, however, if you are seeking information that is not posted there, or if you would prefer to view the information in hard copy (where available) in person, arrangements can be made to do so by appointment, in our Reading Room.

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.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at FOI.CNA@gov.ky.

The National Archive will adhere to its obligations under section 10 of the FOI Act, and applicable requirements relating to disability or non-discrimination, when providing information under this publication scheme.

Information will be provided in the language in which it is held. Where the National Archive is legally required to translate any information, it will do so.

4. Fees and charges

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 Archive strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information, which is published online or downloaded through a website, will be emailed free of charge.

Fees may be charged for providing information in paper form or if scanned as PDF files. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where applicable, copies will be charged at the standard rates detailed in the [National Archive and Public Records Regulations \(2007\)](#), which are also listed on our website under [Publications](#).

The fees for providing copies are as follows: -

COPY CHARGES			
Size		Black and white*	Colour
8.5" x 11"	(letter)	\$0.25	\$0.50
8.5" x 14"	(legal)	\$0.25	\$0.50
11" x 17"	(ledger)	\$0.50	\$1.00

*PDFs, regardless of whether they are black and white or in colour, are also charged the standard black and white fees.

Postage costs

The National Archive 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, and an invoice provided. Once payment has been received, a receipt will be provided, along with details on how/when the copies will be available for collection.

There are also some publications (e.g. books and maps) which the National Archive offers for sale. These publications are charged at the cover price, plus actual postage costs as levied by the Cayman Islands Postal Service.

5. Requests for information outside the publication scheme

Information held by the National Archive that is not published under this scheme should be requested by:

- Writing to the Information Manager, Cayman Islands National Archive, P.O. Box 10160, 37 Archive Lane, George Town, Grand Cayman KY1-1002, CAYMAN ISLANDS;
- Sending an e-mail to the Information Manager, Cayman Islands National Archive at FOI.CNA@gov.ky;
- Visiting our office at [37 Archive Lane, George Town, Grand Cayman KY1-1002, CAYMAN ISLANDS](#), or
- Referring online to: <https://gov.ky/web/cina>. Within the FOI Section of the website, you will find information on making a request.

In all instances, your request will be considered in accordance with the provisions of the FOI Act.

6. Complaints

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

For further information about our complaints procedures or if you wish to complain about any aspect of this publication scheme, please contact us via FOI.CNA@gov.ky or CINA@gov.ky, and we will try to resolve your complaint as quickly as possible.

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

Office of the Ombudsman
5th Floor, Anderson Square,
64 Shedden Road
Grand Cayman
PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS
+1 (345) 946-6283
info@ombudsman.ky

7. Categories of information

7.1 About Us

7.2 Governance

7.3 Lists & Registers

7.4 Our Services

7.1 About Us

The National Archive is established under the National Archive and Public Records Act (2026 Revision) [NAPRA] and provides services to both the public and public service. For members of the public, the Archive acquires, preserves and provides access to the historical heritage of the Cayman Islands. For the Government, it supports a records and information management (RIM) programme ensuring that official records are properly managed from the moment of their creation until they are disposed (destroyed, retained permanently in the agency or identified as archival for ultimate transferal to the National Archive's Historical Collections) in accordance with Cabinet approved Disposal Schedules. The two services are closely linked: as today's records are tomorrow's archives; only with sound RIM and meticulous archival and preservation management, can records be carefully maintained for future generations.

The work of the Archive focuses on the two major outcomes listed below, in support of the Government's strategic broad outcomes:

- i. To enable good recordkeeping practices across the Cayman Islands public sector; and
- ii. To manage, preserve and provide access to the documentary heritage of the Cayman Islands through its Historical Collections.

The National Archive comprises the following sections:

- Administration
- Archive and Preservation Management
- Records and Information Management.

Location and hours	Matters handled
The National Archive is open Monday - Friday, 8:30 am -5:00 pm and is located at 37 Archive Lane , off Printers Way across from Bodden's Plaza, in George Town, Grand Cayman.	All matters and work processes relating to the National Archive are managed and performed at that location.
Our Reading Room is open Wednesday-Friday, 9:00am - 4:30pm.	The viewing of information listed in this publication scheme, or records requested via FOI Requests to the Archive, takes place in the Reading Room.
Appointments are highly recommended to ensure availability of resources, and time and space, in the Reading Room.	To access the Historical Collections, a Reading Room visit is also necessary, where a member of the Reference Services Team will assist you.

Contact details

Cayman Islands National Archive
37 Archive Lane
P.O. Box 10160
Grand Cayman KY1-1002
CAYMAN ISLANDS
Tel: +1 (345) 949-9809

Email: FOI.CNA@gov.ky CINA@gov.ky

<https://gov.ky/web/cina>

<https://www.facebook.com/CINationalArchive>; <https://www.instagram.com/ci.nationalarchives/>

Key CINA Personnel

Charisse R. Morrison
Director, National Archive
37 Archive Lane
Grand Cayman KY1-1002
CAYMAN ISLANDS
Tel: 345-244-6555

Email: foi.cna@gov.ky

Website: <https://gov.ky/web/cina/home>

Maylen Eden Ramirez
Senior Conservator (Special Media)
37 Archive Lane
Grand Cayman KY1-1002
CAYMAN ISLANDS
Tel: 345-244-6569

Email: foi.cna@gov.ky

Website: <https://gov.ky/web/cina/home>

Emerson O. Bryan
Senior Records and Research Analyst
37 Archive Lane
Grand Cayman KY1-1002
CAYMAN ISLANDS
Tel: 345-244-6553

Email: foi.cna@gov.ky

Website: <https://gov.ky/web/cina/home>

Brenda L. Ebanks
Finance and Administration Officer
37 Archive Lane
Grand Cayman KY1-1002
CAYMAN ISLANDS
Tel: 345-244-6562

Email: foi.cna@gov.ky

Website: <https://gov.ky/web/cina/home>

Ministry

Portfolio of the Civil Service (PoCS); Key personnel as follows.

Lauren Knight
Chief Officer
133 Elgin Avenue
Government Administration Building
Grand Cayman KY1-9000
CAYMAN ISLANDS
Tel: 345-244-6615
Email: foi.pcs@gov.ky
Website: <https://gov.ky/web/pocs>

Ryan Rajkumarsingh
Deputy Chief Officer
133 Elgin Avenue
Government Administration Building
Grand Cayman KY1-9000
CAYMAN ISLANDS
Tel: 345-244-2260
Email: foi.pcs@gov.ky
Website: <https://gov.ky/web/pocs>

Boards and Committees

Name	Meetings
Records Advisory Committee (RAC), which, in accordance with Section 5 of the <i>National Archive and Public Records Act (2026 Revision)</i> [NAPRA], makes recommendations to Cabinet concerning disposal schedules, any periods of public access restrictions to public records, and the disposal of public records.	In accordance with Section 3 (1) of the <i>National Archive and Public Records Regulations, (2007)</i> , the RAC meets as often as may be required, but not less than twice a year. Meetings are held at the National Archive and are closed to the public.
The Committee consists of: • Chairman (appointed by Deputy Governor) • Secretary to the Cabinet* • Attorney-General or a legal practitioner employed in his portfolio and nominated by him • Minister of Finance* • Director of Internal Audit* • Chief Officer, Judicial Administration* • Clerk of Parliament*. (*Or his/her nominee.)	

7.2 Governance

The operational and administrative responsibilities of the National Archive are defined in the NAPRA and its accompanying Regulations. There are other laws and regulations that establish the legal framework within which the authority operates, and provide the basis for its functions, powers, duties and responsibilities. Examples of these laws and legislation are listed below.

- The Cayman Islands Constitutional Order 2009 – accessible online <https://www.constitutionalcommission.ky/know-your-constitution>
- Public Service Management Act (2018 Revision)
- Public Service Management Act - Personnel Regulations, 2025 Revision
- Public Management and Finance Act (2026 Revision)
- Public Management and Finance Act - Financial Regulations (2024 Revision)
- Freedom of Information Act (2021 Revision)
- Data Protection Act (2021 Revision)
- Evidence Act (2021 Revision)
- Electronic Transactions Act (2003 Revision)
- Limitation Act (1996 Revision).

Most of the legislation above are accessible online at <https://gov.ky/web/gazettes/legislation-gazettes> and/or <https://legislation.gov.ky/cms/>. Otherwise, contact the National Archive.

Documents relating to the management of administrative functions carried out within the authority include financial; buildings, equipment & vehicles; strategic; communications; human resources; and information & technology. Examples of these documents include:

- [Annual budget](#)
- Insurance policies that cover government-owned vehicles and buildings
- Business plans
- Relevant information is included with the Portfolio of the Civil Service's (PoCS) annual reports
- Policies, procedures, standards, forms/templates for internal and external use to carry out the National Archive's administrative and operational functions, activities and delivery of services.
- Job Vacancies/Career Opportunities – online at <https://careers.gov.ky>
- Press Releases - online at <https://gov.ky/news>
- Organisational chart
- FOI Disclosure Log.

7.3 Lists & Registers

Information held in registers required by law, as well as other lists or registers maintained in relation to the functions of the authority.

- [List of Public Authorities](#) - The National Archive maintains a list of public authorities (updated monthly) responsible for managing records in accordance with the NAPRA, and responding to FOIA requests. The List is available on CINA's website <https://gov.ky/web/cina>, or by contacting the Information Manager at FOI.CNA@gov.ky or on +1-345-949-9809.
- Fixed Asset Register (updated twice per year).
- FOI Disclosure Log.

Request Number	Request Details	Outcome
22934	Costs for CINA training developed for FOI Implementation	Granted in full
27777	1) a comprehensive itemized list of your public entity's authority's actual expenses for budget year ending June 2009 and the budget year ending June 2008. 2) the total number of paid consultants on contract with your public entity/authority.	Granted in full
80689	The "Historical & Site Investigations Pedro St. James" report, prepared by Commonwealth Historic Resource Management Limited for the Cayman Historic Sites Committee	Transferred
81679	As regards the Records Advisory Committee, for the calendar year 2017: - Cost of food/beverage at meetings - Meeting attendance records - Cost of council IT equipment	Granted in full

	- Amount of allowance given to any member for being a part of the department/unit/committee/council. - Spending on political advisers - Meeting minutes for last six months	
98700	CIG advertising expenditure for the period January 1, 2021, to September 30, 2022, broken down by media house and category (promotional vs. job adverts).	Granted in full
107422	A list of all FOI requests answered by the public authority in 2022, 2023 and 2024 up to and including the date of the response to this FOI.	Granted in full
110369	1. The results of the Regional Examination Nursing Results (RENr) for UCCI nursing students for the year 2018. 2. The method and procedure used by UCCI to release these results to their nursing students in 2018. 3. Any official communications, policies, or guidelines that were followed by UCCI in releasing the RENr to the students.	No records found
110699	Information regarding an entity called "Escrow Services, LLC" aka Escrow Service of Tennessee, LLC and the related Trusts known as Escrow Services of Tennessee 401(k) Profit Sharing Plan and Trust aka Escrow Services of TN 401k Profit Sharing PLN & TRST and Escrow Service of TN LLC 401k (and using also 401(k)) Profit Sharing PLN & TRST.	No records found

7.4 Our Services

The National Archive maintains and regularly updates a substantial quantity of guidance documents, policies, procedures, templates, forms, , databases, , finding aids, lists, etc. that provide detailed information about the services offered and activities carried out by the National Archive, to fulfil all high-level operational functions and responsibilities, maintaining compliance with the National Archive and Public Records Act. The following provides a brief overview of our services and the appropriate contact information for further enquiries or access requests.

- Archival Collection Management - administering access to all historical resources (in various formats, e.g. photographs, maps, audio and video recordings, originals and copies of textual documents, publications, digital images, copies from overseas archival institutions, etc.) acquired for the Historical Collections. This includes applying best archives practices for cataloguing; managing copyright and donor restrictions; providing a robust reference and reproduction service and an educational and community outreach programme. Contact CINA_arc@gov.ky.



- Preservation Management - applying internationally accepted preservation standards to develop strategies and implement techniques ensuring the ongoing physical integrity, and usability of records in any format held by government agencies, or in the National Archive's Historical Collections. Includes coordinating disaster preparedness/continuity of operations for the National Archive. Contact CINA@gov.ky
- Government Records Management - regulating the creation, control, maintenance, retention and disposal of government information assets, regardless of format, across the public service. This includes providing records management advice and training; authorising the disposal of government records; monitoring compliance with approved records management practices and standards; operating the Records Centre; and developing and implementing records and information management (RIM) tools, standards and guidance. Contact CINA_rim@gov.ky