

# OYO STATE COUNCIL FOR ARTS AND CULTURE

CULTURAL CENTRE ROAD, MOKOLA,  
IBADAN NIGERIA

## ARCHIVES

|  |                             |            |
|--|-----------------------------|------------|
|  | FILE NO.                    | VOLUME NO. |
|  | SUBJECT : NATIONAL ARCHIVES |            |
|  | CLASS MARK CAC 3.55.1       |            |
|  | PIECE/SERIAL NO.            |            |

CAC 0059







SECRET

WGP 2151

OFFICE OF THE  
MILITARY GOVERNOR

FILE NO.

SP/S 169

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| 29/11/72 | AS(G)   | 157       | 5/2/74  | SMG-HS              | 256       |      |    |           |
| 30/11    | U.S.(G) | 158       | 10/3/74 | Principal Secretary | 257       |      |    |           |
| 30/11/72 | SMG-215 | ✓         | 11/3    | AS(HS)              | 258       |      |    |           |
| ✓        | AS(G)   |           | 12/3    | P.S.                | 258       |      |    |           |
| ✓        | CR      | PA        | 22/3/74 | CR. KIV             | 259       |      |    |           |
| 27/9/72  | AS(HS)  | 245       | 20/5/74 | FS                  | 260       |      |    |           |
| ✓        | U.S.(G) | 246       | 21/5/74 | CR                  | 261       |      |    |           |
| ✓        | AS(HS)  | ✓         | 22/5/74 | Deep. KIV           | KIV       |      |    |           |
| 28/9     | CR      | 247       |         |                     |           |      |    |           |
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3-55.1

SP/S 169

FILE NO.

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NATIONAL ARCHIVES

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SP/S 169/1

Antiquities Department - General

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SUMMARY OF RULING

RULING  
GIVEN BY

DATE



Telephone:

KODI 2401.

DNA. 6/2T/1

NATIONAL ARCHIVES,  
c/o UNIVERSITY COLLEGE,  
IBADAN, NIGERIA

16th December, 1958.

I am directed by the Chairman of the Archives Committee, Sir Adetukunbo Ademola, to inform you that a meeting of the Archives Committee will be held at 10 a.m. on Thursday, the 8th of January 1959 in the new Archives Office Block at the University College, Ibadan. A draft agenda of the meeting is attached.

2. I shall be grateful if you will inform me as early as possible whether you will be able to attend the meeting and whether you will want accommodation arranged for you during your stay at Ibadan.

3. I am to add, for your information, that the new permanent block of the department of National Archives will be formally opened by Lord Evershed, the Master of the Rolls and Keeper of the Public Records of Great Britain at 10 a.m. on Friday, the 9th of January 1959. This event will be followed by a Cocktail Party at 7 p.m. at No. 18 Sankore Road, University College, Ibadan. The formal invitations to these events will be issued under separate cover in due course.

4. A programme of the events described above is attached.

*K. Onuaka Dike*  
SECRETARY, ARCHIVES COMMITTEE.

KOD/SEO.

Dr. S. O. Biobaku,  
Premier's Office,  
Ibadan, Nigeria.

*CS*  
*Pre file sh*  
*7/12*



DRAFT AGENDUM

1. Minutes of the last Committee Meeting.
2. Matters arising from the Minutes:
  - (a) New Ministry for Archives Department
  - (b) Archives Ordinance
3. Secretary's Report on the progress of the Department.
4. General discussions on the Report
5. Any other matters. —

Can scholars now  
consult the records?

Not until  
regs are made  
under the  
Ordinance

8/1/59.

Sec's Report.

Documents kept in Nat Archives still the property of  
owners and cannot be loaned to readers without their  
permission.

West African Guide Ctte — £8,500 voted by Fed. Govt  
to help finance the Ctte.

Are the records to be extracted and  
deposited here?



PROGRAMME OF EVENTS

THURSDAY, 8TH OF JANUARY 1959

- (i) 10 a.m. Meeting of Archives Committee
- (ii) 8 p.m. Dinner for Members of Archives Committee (place to be notified later).

FRIDAY, 9TH OF JANUARY 1959

- (i) 10-10.30 a.m. Opening of the National Archives Block by Lord Evershed, Master of the Rolls and Keeper of the Public Records of Great Britain
- (ii) 7-8 p.m. Cocktail Party by the Director of National Archives.



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DNA. 6/2T/7  
NATIONAL ARCHIVES,  
c/o UNIVERSITY COLLEGE,  
IBADAN, NIGERIA.

19th December, 1958.

Dr. S. O. Biobaku,  
Premier's Office,  
Ibadan, Nigeria..

With reference to my letter No. DNA. 6/2T/1 of the 16th of December, I have to inform you that on account of engagements at Lagos in connection with the visit of Lord Evershed on the morning of the 8th of January 1959, the Chairman has requested that <sup>the</sup> time of the meeting of the Archives Committee should be shifted from 10 a.m. to 5 p.m. on the same date.

2. Any inconvenience caused by this change is regretted.

*For the Dks*  
SECRETARY ARCHIVES COMMITTEE.



**SECRET**

DNA. 6/2/11

NATIONAL ARCHIVES,  
c/o UNIVERSITY COLLEGE,  
IBADAN, NIGERIA.

12 April, 1959.

Dr. S. O. Biobaku,  
Premier's Office,  
IBADAN.

Dear Sir,

With reference to my Circular Letter No.

*P. 1*  
*PP-6-19*  
DNA. 6/2T/1 of 16th of December, 1958, I forward herewith  
a copy of the Minutes of the Second Meeting of the  
Archives Committee held on Thursday, the 8th of January  
1959 at 5 p.m. in the National Archives Department  
signed by the Secretary.

Yours faithfully,

*pham*  
SECRETARY

LCG/SEO.



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MINUTES OF THE SECOND MEETING OF THE ARCHIVES COMMITTEE  
HELD ON THURSDAY, JANUARY 8, 1959 AT 5 P.M.

7. The second meeting of the Archives Committee was held in the Conference Room of the first permanent block of the Department of National Archives at Ibadan. Sir Adetokunbo Ademola, Chief Justice of the Federation and Chairman of the Committee, presided.
8. The following members were also present:-
- Dr. J. H. Parry, Principal, University College, Ibadan.
  - Mr. B. E. B. Fagg, Director of Antiquities.
  - Mallam Bello, Wali of Katsina.
  - Dr. J. O. Lucas, Archdeacon of Lagos.
  - Dr. S. O. Biobaku, Secretary to the Premier and  
Executive Council, Western Region.
  - Mr. W. J. Harris, Librarian, University College,  
Ibadan.
  - Mr. D. H. L. Parker, U.A.C., Lagos.
  - Alhadji M. Ladan, Nigerian Broadcasting Service,  
Kaduna.
  - Chief S. O. Adebo, Permanent Secretary, Ministry of  
Finance, Western Region.
  - Chief E. D. Woseley, Supervisor of Anglican Schools,  
Yenagoa, via Nembe.
  - Rev. W. J. Wood, Secretary, Christian Council of  
Nigeria.
  - Dr. K. O. Dike, Director of National Archives.  
(Secretary)

Also in attendance were:-

- Mr. L. C. Gwam, Archivist, Department of National  
Archives, Ibadan.
- Mr. S. S. Waniko, Archivist, Department of National  
Archives, Kaduna.
- Mrs. I. M. Omer-Cooper, Secretary, Department of  
National Archives, Ibadan.

Apologies for absence were received from:-

- Mr. J. O. Field, Commissioner of Southern  
Cameroons, Buea.
- Alhadji Smith of Ilesha.
- Rev. Father H. Sheppard, S.M.A.

Photographs were taken as the meeting commenced.



9. The Chairman's Opening remarks.

The Chairman welcomed new members to the Committee. He then referred to the Public Archives of Nigeria Ordinance of 14th November 1957, enacted since the last meeting of the Committee. He pointed out that the Ordinance provided for a permanent National Archives Committee with the Chief Justice of the Federation as Chairman, the Director of National Archives, and not more than seven other members; the meeting was therefore the final one of the Provisional Archives Committee.

10. Minutes.

The Minutes of the first meeting held on 18 January 1956, having been previously circulated, were taken as read, and, as moved by Chief E. D. Woseley, agreed by the Committee.

11. Matters Arising.

(i) Minute 3. - The Chairman's Opening Remarks:

The Secretary, Dr. K. O. Dike, confirmed that the first permanent block at Ibadan was the Western Region Branch of the National Archives and that there would be other permanent Regional branches at Enugu and Kaduna, and a central office at Lagos.

Dr. Dike also confirmed that the Department of National Archives had, since the previous meeting, been transferred from the portfolio of the Minister of Works to that of the Minister of Education.

(ii) Minute 6. - Drafting of a Nigerian National Archives Bill:

Members were then asked to consider the Public Archives of Nigeria Ordinance enacted on 14th November 1957, copies of which were circulated.

Dr. J. O. Lucas referred to paragraph 10 (c) and asked what precautions would be taken to ensure that documents did not leave the country without



Government approval and suggested a procedure be adopted on the lines of that followed by the Antiquities Commission.

Chief S. O. Adebo stressed the importance of security measures in the maintenance of documents.

Dr. Dike outlined the fate of documents before the establishment of a Public Record Office; and stressed how valuable historical documents have been lost through climatic and insect activities and human depredations.

On a proposal by Dr. Lucas, the Chairman agreed to approach Mr. Justice Bennett with a view to the introduction of a bye-law to cover the export and custody question.

Dr. Dike suggested that "moral persuasion" could prove more effective than bye-laws, and stressed the fact that until the enactment of the Archives Ordinance there were no means of preventing an officer from taking papers out of the country.

12. The Secretary's Report.

At the Chairman's request the Secretary read his report (copies of which were circulated to members) on the progress of the Department since the last meeting of the Archives Committee in 1956. (A copy is attached).

The Chairman, seconded by Chief S. O. Adebo, moved that the report be adopted for discussion.

Chief Adebo and Dr. Lucas, on behalf of the Committee, expressed gratitude for the work done by Dr. Dike as outlined in his report.

13. Matters arising from the Secretary's Report:

(i) INTRODUCTION

The Chairman said that he would send a letter to Sir Stafford Foster Sutton thanking him for his work



while Chairman of the Archives Committee.

(ii) STAFF

Alhadji M. Ladan referred to the remarks contained in the Secretary's previous report regarding the then imminent appoint of an Arabist/Archivist. Dr. Dike confirmed his regret that this appointment had not after all been made (as stated in the report under discussion). He said that Mallam Haliru Binji had actually accepted appointment as Arabist/Archivist but was subsequently employed by the Government of the Northern Region in their Education Service. Dr. Lucas suggested that application be made by the Secretary to the Northern Region Government for Mallam Haliru Binji's release, on secondment, to the Department of National Archives for a few years. This suggestion was accepted by the Committee.

After a general discussion on the recruitment of an Arabist/Archivist, Dr. Dike, supported by Dr. J. H. Parry stressed that academic qualifications were essential. Dr. Parry commented on the difficulties involved in view of the universal dearth of Arabists.

Dr. Dike then asked members to assist in finding an alternative suitable candidate for appointment direct, or by secondment from elsewhere.

(iii) ACCOMMODATION

In reply to a query from Chief Adebo, Dr. Dike said that the first permanent building at Ibadan was intended to be experimental as a building for Archives in the tropics and that the central building to be erected later at Lagos would therefore benefit. Dr. Dike said that the site for the Lagos building had already been applied for and Mr. B. E. B. Fagg produced the plan for members to see.

Dr. Lucas asked whether the Committee, in



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conjunction with Mr. Fagg in his capacity as Director of Antiquities, could not approach the Ministry expressing appreciation for what had already been done and recommending that the Yoruba Tennis Club, at present housed on part of the prospective site, be asked to vacate as soon as possible. Dr. Dike proposed, and it was agreed, that an ad hoc sub-committee - "Site Committee" - consisting of:-

Sir Adetokunbo Ademola

Mr. B. E. B. Fagg

Dr. J. O. Lucas

Dr. K. O. Dike

be formed to approach the Ministry.

(iv) LEGISLATION (p.4 final paragraph)

Dr. Lucas asked what had been done to secure the co-operation of the public in the collection and preservation of documents and whether there were any recent signs of increased co-operation. Dr. Dike said that much help had been given by the Protestant Missions - C.M.S. and Methodists. He also stated that the only commercial concern that had handed over papers was John Holt's and that the only private contribution of importance had come from a private source in the case of the Jaja papers. He also related how he had spent 10 days at Sapele during his Survey trying to gain access to the papers of the late I. T. Palmer, political agent of Sir George Taubman Goldie, but without success.

Dr. Parry asked whether there was any plan for a National Register of Archives for Nigeria to cover the registration of papers in private possession such as is adopted in Britain for instance, and suggested that archivists might systematically call on members of the public requesting them to complete forms detailing



documents etc. in their possession. The Committee agreed that this would be worth trying in the future.

The Rev. W. J. Wood proposed that the Press be interviewed with a view to promoting public interest in archives and also that a general pamphlet on archives be produced for wide circulation.

Alhadji Ladan suggested that public interest be stimulated by broadcast appeals. Dr. Dike said that Mr. Waniko had already spoken about Archives over the Northern Broadcasting Service and that Mr. Gwam would be speaking shortly over the National Service.

Mr. Fagg said that the Antiquities Commission had been able to secure a considerable amount of practical public co-operation by visiting people in the first instance and photographing pieces etc.

Dr. Dike raised the question of the field of commercial records. Mr. D. H. L. Parker said that U.A.C. was not a very profitable source and that the documents of John Holt and Co. Ltd. were far more numerous and valuable. He then suggested that an approach be made to Mr. G. L. Baker, Assistant Manager of U.A.C., Ilorin, who possessed documents on Yola etc., was very interested in the subject and might therefore prove a valuable contact.

(v) TRAINING SCHEMES

Dr. Dike elaborated on this paragraph of his report. He said that staffing was one of the Department's biggest problems. Other archive institutions in England and America had, however, generously offered free training for potential Nigerian Archivists. The qualification necessary for an Archivist was either an Honours degree, preferably in History, or, in special cases, a good General degree.

14. Any Other Business:



(i) Rev. Wood enquired whether the Cameroons area is included in the work of the Department. Dr. Dike said that the Office at Enugu will be responsible for the Cameroons as well at present and that eventually, when funds permitted, a Record Office would be built in the Cameroons.

(ii) Dr. S. O. Biobaku asked when the documents in the new permanent block at Ibadan would be made available to scholars for research. Dr. Dike said that they would be available as soon as all the Regional Governments had approved the Regulations which had been circulated to them for comment. Chief Adebo suggested that the comments of the various governments might have been circulated to members. It was agreed that since the provisional committee was now winding up this would not be practicable.

(iii) Copies of the programme for the formal opening of the first permanent block of the Department of National Archives by Lord Evershed, on 9 January 1959, were circulated to members.

There being no further business, the meeting was closed at approximately 6.45 p.m.

K. Onunka Dike  
SECRETARY  
ARCHIVES COMMITTEE.

KOD/SEO.



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## THE ARCHIVES COMMITTEE

### SECRETARY'S REPORT

#### INTRODUCTION

Since our last meeting, Sir Stafford Foster Sutton, former Chief Justice of the Federation of Nigeria, and first Chairman of this Committee, retired from the Nigerian Service early in 1958. His place has been taken by his successor in office, Sir Adetokunbo Ademola. Before proceeding with the business of the day, I wish to place on record our gratitude to Sir Stafford for the magnificent work which he did in placing this Committee on a sound footing and in piloting it through the difficult days before the Archives Ordinance was passed. In the drafting of this Ordinance, Sir Stafford worked in the closest co-operation with me taking great pains to see that the best in the archives law of many nations were embodied in our ordinance. Undoubtedly Sir Stafford's most important contribution to the work of this Committee was not only the drafting of the Ordinance, but also in persuading the Federal and Regional Governments to accept its provisions. Might I, in your name, welcome our new Chairman, who is presiding over this Committee for the first time today. He has already been largely responsible for getting so distinguished a personage as Lord Evershed to open our new building. We wish him God's guidance in the conduct of the affairs of this Committee.

I regret to say that this is the last meeting of the first Archives Committee. We were a provisional Committee, charged with the main duty of regularising archive administration in this country. With the enactment of the Public Archives Ordinance in November 1957, it may be said that our assignment has been concluded. The new Ordinance provides for an Archives Committee with the Chief Justice of the Federation as Chairman, the Director of National Archives as Secretary and, to quote from the Ordinance, "such other persons, not exceeding seven in number." Arrangements are in hand for the appointment of the new Committee and it is my earnest wish that many members of the old Committee will find seats in the new one. Might I take this opportunity of thanking all those who contributed in making the work of this Committee a success.

#### STAFF

Considerable progress has been made in the staffing of the department of National Archives since the last meeting of the Committee. Two archivists - Messrs. S. S. Waniko and L. C. Gwam - were recruited in 1956 and both gentlemen have



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undergone training in archive science and administration in Britain. There are still 3 vacancies for the posts of Archivists, one of which is for an Arabist/Archivist. In this connection, I regret to say that the hope expressed in my last report of appointing an Arabist/Archivist has not materialised. At the moment, the total strength of the department is 66. The growth of the department within the past 3 years will only be appreciated if it is recalled that the total strength of the office in January 1956 was 21.

#### ACCOMMODATION

##### IBADAN

In my last report, mention was made of the difficulties which the department had hitherto faced with regard to accommodation. At Ibadan which is at present our temporary headquarters the problem of office accommodation ended when the department moved into its permanent block on the 3rd of March 1958. The present building is calculated to accommodate all the functional categories connected with archive administration i.e. offices for Director and Archivists, public areas for search, repair and bindery workshop, photographic laboratory and the stackrooms. The stack rooms are capable of accommodating 15,000 linear feet of shelving space. It is hoped to double the existing accommodation in the stack rooms as soon as funds are available. Members will, I hope, find time to look around the building at the close of this meeting. As you are aware, this building will be formally opened tomorrow by Lord Evershed, Master of the Rolls.

##### ENUGU

Before I completed my survey of Nigerian public records in 1953, I established a nucleus of the Eastern Region branch of the National Archives in the basement of the Eastern House of Assembly Enugu. By 1956, the storage space in that office became inadequate. Accordingly a representation was made to the Federal Government for an alternative accommodation and a sum of £10,600 was set aside for the erection of two floors of the repository wing of the proposed Eastern Region Branch of the National Archives at Enugu in the 1957/58 Capital Estimates. Work began on the project in February 1958 and took about eight months to complete. It is hoped that this building will be brought to the present level of development of the Ibadan project as soon as funds are available.

##### KADUNA

In June 1957 an archivist was sent to Kaduna to lay



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the foundation of the Northern Branch Office of the Department. Temporary accommodation was found in the Federal Block of Offices and No. 13 Keffi Road Bungalow. A site has now been allocated for the proposed permanent office and repository block at Kaduna and work on the project will start when the necessary funds are provided.

#### LEGISLATION

During the last meeting of the Committee, it was decided that a sub-committee presided over by the Chairman should deal with the matter of an archives legislation. The sub-committee duly carried out this assignment and a Public Archives Bill was passed during the August Session of the House of Representatives in 1957. This Bill was enacted as Ordinance No.43 of 1957 and took effect from the 14th of November, 1957.

One major obstacle still remains to be solved before the ordinance can be fully implemented. Section 12 of the Ordinance provides that certain regulations may be made by the Minister providing for

- (a) the admission of the Public to Offices of the Director and the inspection by the public of archives;
- (b) the transfer of any archives from the custody of any public office having control thereof to the National Archives;
- (c) the examination, disposal or destruction of any archives which are not of sufficient value to justify their preservation in the archives office or elsewhere;
- (d) the fees to be paid in respect of the services provided by the Director; and
- (e) generally the better carrying out of the objects and purposes of this Ordinance.

The first drafts of these regulations were forwarded to the Federal Government in February 1958 and were subsequently circularised to the regional governments for their comments which have since been received. A perusal of the comments received from some regional governments reveals that there is still a good deal of ignorance, and sometimes suspicion, of the functions of the National Archives. Much of this mistrust will be allayed as the public is educated as to the aims and functions of this Department and this will naturally take time. Nevertheless a growing section of the public are beginning to realise



- (a) that the archives of a nation are the repositories of that nation's history and that the work of building up our national archives, if it is going to succeed, must receive support and encouragement from the Government and the public;
- (b) that the main function of the National Archives is to ensure that public records are properly preserved for the purposes of administrative reference and scholarly research and that it is the only body in the country at the moment which possesses all the facilities for document preservation;
- (c) that when depositors transfer their holdings to the National Archives, they still retain their rights of ownership over the papers so deposited; in fact these papers cannot be opened to the public without the permission of the owners. In other words, the National Archives does not expropriate documents, but only exercises charge and superintendence over the records in its custody.

I am therefore appealing to members to help in educating the general public on the functions and importance of the National Archives for the people of this country. We can never hope to secure the co-operation of all concerned until our aims and functions are widely advertised.

#### WEST AFRICAN GUIDE COMMITTEE

Mention was made in my last report of the formation of a West African Guide Sub-Committee of the Institute of Historical Research Committee, University of London, for the purpose of preparing a Guide to materials for West African History in European Archives. I am glad to announce that the Federal Government of Nigeria made available to this Committee in January 1958 a sum of £8,500 for the purpose of preparing guides to Nigerian materials in European archives. This Committee has now employed two scholars and these are engaged preparing guides to West African materials in France, Holland and Portugal.

#### ASSIGNMENT OF NATIONAL ARCHIVES TO THE MINISTRY OF EDUCATION

During our last meeting, members criticised the inclusion of the Department of National Archives in the portfolio of the Ministry of Works and recommended that Archives should be handled by the Ministry responsible for higher education, namely, formerly the Ministry of Social Services, (now the Ministry of Education). I am happy to



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report that the department has now been assigned to the Federal Ministry of Education. I must, however, record my gratitude to the Federal Ministry of Works for the great service which they rendered to this Department in the period of our association with them. It was this Ministry that speeded up the building programme of the National Archives and thus placed the department on a permanent footing.

#### TRAINING SCHEMES

As I stated in my last report, the immediate task facing the department is that of training the professional and technical staff to man this growing organization. A training scheme for archivists has been worked out and under it, three archivists have been trained and a fourth man is undergoing training in England. A training scheme has been planned for our Binder/Repairers and one of them has completed his training in the National Archives of Ghana. A second trainee craftsman is undergoing training in the same institution. The scheme for the training of photographers is in progress. One candidate has completed his preliminary training locally and will be proceeding to Britain in the later part of this year.

#### ACCESSIONS

All the documents that came into our custody during the last three years were mainly from government departments. The administrative arrangements in the Eastern and Western Regions following the abolition of the office of Residents in 1956 and 1957 resulted in large accumulations of non-current documents being transferred to the National Archives. In the Northern Region, a similar development took place when the decision was taken to integrate departments into Ministries. At the moment, the papers that have been judged worthy of permanent preservation in the Ibadan Office alone occupy 1257 linear feet of shelving space.

#### VISIT TO ARCHIVES INSTITUTIONS OVERSEAS

From the 1st to the 12th August 1957, I paid visits to some archive institutions in Western Germany. I was accompanied on this tour by one archivist, Mr. L. C. Gwam. This tour was a continuation of the fact finding visit which I carried out with the former Archive Instructor, Mr. Charman in the summer of 1955. The tour was a great success and many useful contacts were made.

During the first half of last year when I was in the United States of America as Visiting Professor to the North Western University, I visited the National Archives of the



United States at Washington. I was presented with microfilm copies of the Letter Books of Commodore Matthew C. Perry (1843-45) and Letters received by the Secretary of the Navy from Commanding Officers of Squadrons (on the West Coast of Africa) (1841-86) and was assured by the authorities that they will gladly accept our men for training in that institution. Arrangements will be made in due course to exploit the training facilities that exist in America.

CONCLUSION

Finally, I must record my gratitude for the support and encouragement I have received from members of the Archives Committee and particularly Mr. John Harris who loaned us the spacious 4th floor of the University College Library to be used as our main repository at a time when we were much pressed for accommodation.

K. Ogunde Dike -  
S E C R E T A R Y

National Archives,  
c/o University College,  
I B A D A N.

8th January, 1958.

KOD/SEO.



ANNOUNCEMENT

ADDITIONAL INFORMATION ABOUT LORD EVERSHERD

Before the enactment of the Public Record Act of 1958, the direction of the Public Record Office London was vested in the Master of the Rolls. This function has now been transferred to the Lord Chancellor and on the 1st of January this year, a civil servant, Dr. D. L. Evans became Keeper of Public Records under the provisions of the Act. Although Lord Evershed now ceases to be Keeper of the Records, he still remains Keeper of the Records of Chancery and Chairman of the Historical Manuscripts Commission; in addition, he is to be appointed Chairman of the new Advisory Council on Public Records.



FEDERAL MINISTRY OF EDUCATION

Telephone : 21007

IBADAN

Telegram : ARCHIVES

In replying please quote the number  
and date of this letter



No. DNA.17/23/1

NATIONAL ARCHIVES HEADQUARTERS,  
PRIVATE MAIL BAG No. 4,  
UNIVERSITY POST OFFICE,  
IBADAN, NIGERIA

16 October, 1965.

The Regional Security Officer,  
Premier's Office,  
Cabinet Division,  
I b a d a n.

(For the attention of Mr. J. O. Sobande)

The National Archives, Ibadan: Request  
for armed guards for the protection of.

I shall be most grateful if you will arrange as a matter of urgency armed protection by Police or Army personnel for the building of the National Archives of Nigeria situated within the grounds of the University of Ibadan.

2. As you are doubtless aware, this department which is a division of the Federal Ministry of Education, preserves all the public records of the Federal, and all the regional governments, and holds in its care all the important records made by the successive Nigerian governments since the Cession of Lagos in 1861. I need not therefore seek to impress upon you the grave necessity to ensure for this organ of state the maximum protection in these difficult times.

3. Copies of this letter have been addressed to the Commissioner of Police, Police Headquarters, Ibadan, the Permanent Secretary, Federal Ministry of Education Lagos, the Secretary to the Premier and Executive Council, Premier's Office, Ibadan and the Secretary to the Prime Minister and the Council of Ministers, Cabinet Office, Lagos.

4. I shall be happy to receive your urgent attention to this letter.

(s. O. SOWOOLU)

AC. CONTROLLER, NATIONAL ARCHIVES.

SOS/JON.

Copies to:-

1. The Commissioner of Police,  
Police Headquarters,  
Ibadan.
2. The Permanent Secretary,  
Federal Ministry of Education,  
Lagos.
- ✓ 3. The Secretary to the Premier  
and Executive Control,  
Premier's Office,  
I b a d a n.

PREMIER'S OFFICE  
RECEIVED  
16 OCT 1965  
WESTERN REGION  
NIGERIA



4. The Secretary to the Prime Minister  
and the Council of Ministers,  
Cabinet Office,  
Lagos.

For information.

*S. O. Sowoolu*  
(S. O. SOWOOLU)  
AG. CONTROLLER, NATIONAL ARCHIVES.

4/8

The original of the above letter has been  
received & dealt with elsewhere. Please confirm.

*WJ*

*25/10.*

S.P.E.C.

The original of the above letter went  
to R.S.O. & I was informed by him that  
he has already dealt with same.

*WJ*  
*25/10.*

*PA*

*WJ*  
*25/10.*



Note

p ~~25~~ <sup>33</sup> 22 - ~~36~~ removed

from this file into file

SP/S-351 as pp. 25-36.

D 24/5/67  
cl.





Reference: SHQ/SH/10

SP/S.169

SUPREME HEADQUARTERS,

STATE HOUSE,  
LAGOS, NIGERIA

Tele: 23400 Ext 60

29 July, 1966.



The Secretary to the Military  
Governor,  
Eastern Group of Provinces,  
Enugu.

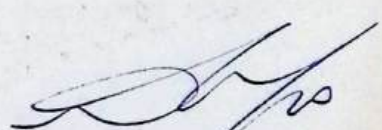
The Secretary to the Military  
Governor,  
Western Group of Provinces,  
Ibadan.

The Secretary to the Military  
Governor,  
Mid-Western Group of Provinces,  
Benin.

National Archives  
Temporary Office & Repository  
Accommodation

P.35  
I am directed to forward herewith a copy of letter  
No. SME.246/S.1/74 dated 14th June 1966 from the National  
Ministry of Education for your consideration. You may wish  
to reply direct to the Permanent Secretary, National Ministry  
of Education, Lagos.

SP/S.169

  
for Brigadier,  
Chief of Staff,  
Supreme Headquarters.



NATIONAL MINISTRY OF EDUCATION

PERMANENT SECRETARY'S OFFICE  
.....DIVISION

LAGOS.  
.....

P.M.B. No.....

Telegrams:.....

Telephone:.....

Ref. No. SME.246/S.1/74

Date..... 14th June, 1966

The Chief of Staff,  
Supreme Headquarters,  
LAGOS.

Temporary Office and Repository Accommodation  
For the National Archives in Lagos, Ibadan and  
Benin: Request For

When the Department of National Archives was established, the headquarters was sited at Ibadan on the University campus so that it might be possible for the staff to obtain expert advice from the only University in the country at the time. Branches were, however, established at Enugu and Kaduna. At first, the repositories appeared to be adequate, but for some years now, it has not been possible for the Archives to receive new accessions of records from Government offices all over the Republic for lack of space. As a result the Department has been unable to render effectively the services for which it was established. We are now faced with the danger that unless proper accommodation can be secured for the ever increasing number of records in Government offices, they will be disposed of or destroyed by the various Ministries thereby defeating the purpose for which an Archives Department exists. Information has even now reached the National Archives that some Government Ministries have decided to distribute their old files among research institutions and organizations for lack of proper storage facilities. If this is allowed, a great number of valuable documents which could be of considerable value to the nation in future, will be lost to private organisations. In order to avert this eventuality, additional storage space is urgently required in Ibadan, Lagos and Benin for the Archives.

2. An estimate of the building of the Headquarters of the Department in Lagos was submitted to the Capital Estimates Committee before the end of the last financial year but lack of funds did not permit the Committee to approve this. It even appears that it may not be possible to build the new Headquarters until, at the earliest, the next plan period. By that time, of course, many valuable documents would have been destroyed or otherwise lost.

3. In the circumstances, I should be very grateful if the National Military Government would consider making available some vacant Government Buildings in Lagos, Ibadan and Benin to accommodate the documents temporarily. The requirements in this respect are most dire and urgent and I should, therefore, be very grateful for early and favourable consideration.

Sgd. ? ?  
(S. S. Waniko),  
Ag. Permanent Secretary.

U.S.  
From p. 34 sub'd pl.  
12/8/66



AS (Fr9) Please examine p. 35 and let me  
know if there is any accommodation  
Western Nigeria can offer to the National  
Archives.

Imahant

13/8/66



U. S.

Your minute on p. 36 refer please.

2. I have made some inquiries about the type of accommodation suitable for this service. We require a building with a fairly large hall and with facilities for storing such delicate objects like micro-films.

3. At the moment, there is no vacant Government building which can be used for this purpose; in fact we are in a great difficulty about accommodating our own offices.

4. I spoke to A.S. (E & H.) about some of the quarters vacated by the former political functionaries. There is none available.

5. The University of Ife will be moving to its new site very soon, but I do not know who is acquiring the buildings on the old site.

6. However, I have in mind the "COCOA HOUSE" which belongs to the Western Nigeria Marketing Board. There are about 17 vacant floors, each evaluated by the Ministry of Lands and Housing at £2,850 p.a. per floor at 10/- per sq. foot. This is, however, a very modest estimate which may not be acceptable to the Marketing Board which is claiming about £6,000 or 23/6d per sq. foot per annum. The National Ministry of Education may not be able to afford this heavy rentage.

7. However, I suggest we write to find out from the National Ministry of Education whether it is interested in acquiring a floor in "COCOA HOUSE" bearing in mind the £6,000 per annum rent.

M. A. Dorisade  
A. S. (F. & G.)

15<sup>th</sup> August, 1966.

Put up a draft letter to the PS, NNE  
regretting the fact that the Govt of Western Nigeria  
cannot offer any office accommodation for the National  
Archives. You should suggest the 'Cocoa House'  
requesting him up to take up direct negotiations  
with the owners.

*[Signature]*  
15/8/66



SF/S.169/38

18<sup>th</sup> August, 1966.

The Permanent Secretary,  
National Ministry of Education,  
Lagos.

Temporary Office and Repository Accommodation  
For the National Archives in Lagos, Ibadan &  
Benin: Request For

I am directed to refer to your letter No.SME.246/S.1/74 of 14th June, 1966 and regret to inform you that the Government of Western Nigeria cannot offer any accommodation for the National Archives.

2. There are, however, some vacant floors in COCOA HOUSE, which belongs to the Western Nigeria Marketing Board. If you are interested in leasing a floor in the building, you are advised to take up direct negotiation with the owners.



(H. A. Borisade)  
for Secretary to the Military  
Government.



39  
**SECRET**

Ref: No. SMER.4/T/149.

Federal Ministry of Education,  
Lagos.

10th July, 1969

SA/s. 169

The Secretary to the  
Military Government,  
Lagos State,  
Lagos.

The Secretary to the  
Military Government,  
North-Central State,  
Kaduna.

The Secretary to the  
Military Government,  
North Western State,  
Sokoto.

The Secretary to the  
Military Government,  
Benue Plateau State,  
Jos.

The Secretary to the  
Military Government,  
North Eastern State,  
Maiduguri.

The Secretary to the  
Military Government,  
Kano State,  
Kano.

The Secretary to the  
Military Government,  
Kwara State,  
Ilorin.

✓ The Secretary to the  
Military Government,  
Western State,  
Ibadan.

The Secretary to the  
Military Government,  
Rivers State,  
Port-Harcourt.

The Secretary to the  
Military Government,  
South Eastern State,  
Calabar.

The Secretary to the  
Military Government,  
Mid-Western State,  
Benin-City.



see P. 47, 53  
**SECRET**



SECRET

- 2. -

Antiquities Commission Act (Cap. 12 of 1958), Public Archives Act (Cap. 163 of 1958) and The Citizenship and Leadership Training Centre Management Committee Act (Amendment Decrees Nos. 19, 20 and 21)

The Antiquities (Amendment) Decree 1969, Public Archives (Amendment) Decree 1969 and the Citizenship and Leadership Training Centre (Amendment) Decree 1969 published in No. 34 Vol. 56 of the Federal Republic of Nigeria Official Gazette of 26th June, 1969 Amend Sections 4(2), 9(1) and 4(3) of the above-named Acts respectively by increasing the membership of the Committee established under the respective Acts.

2. The composition of each of the Committees should include one nominee by the Military Governor of each State and I should be grateful if you would obtain His Excellency, the Military Governor's nominations in respect of your State for each of the following:-

- (a) The antiquities Commission.
- (b) The National Archives Committee.
- (c) The Citizenship and Leadership Training Centre Management Committee.

3. I should be grateful to receive an early reply.

S. Ade John  
(S. Ade-John),  
Permanent Secretary,  
Federal Ministry of Education.

SAS (G),

SECRET

pp 39-40 sub'ded fl.

2. No copy of the Fed. Gaz quoted above is available in his office. Copies are yet to be forwarded to his State.

1/22/70 ER



S. M. G. & H. S.,

In the circular letter on p 40, we are informed that the Federal Government has decided to include one nominee by the Military Governor of each State on the following Commission/Committees:

- (a) The Antiquities Commission
- (b) The National Archives Committee
- and (c) The Citizenship and Leadership Training Centre Management Committee.

We have been asked to forward the nominations of His Excellency the Military Governor of this State.

2. Would you approve, please, that we ask P. S. M. E. to suggest two or three names each for membership of the Antiquities Commission and the Archives <sup>Committee</sup> ~~Commission~~; and that a similar request be addressed to P. S. M. E. P. & S. D. in respect of the Citizenship & Leadership Training Centre Management Committee?

  
(F. B. A. Conde)  
S. A. S. (G)

25<sup>th</sup> August, 1969

Yes pls.

X  
26/8



42  
h  
27  
SP/S. 169/42

August, 1969

The Permanent Secretary,  
Ministry of Education,  
Ibadan.

Membership of The Antiquities Commission and  
The National Archives Committee

We have been informed by the Federal Government that it intends to make the membership of the above-mentioned Committees more representative by appointing to each Committee one nominee by the Military Governor of each State.

2. I am directed to request that you suggest the names of a couple of persons suitable for appointment to each of the two Committees. It is intended that His Excellency the Military Governor should consider these before deciding on his nominations.
3. Early action will be appreciated, please.



(F. B. A. Conde)  
for Secretary to the Military Government  
and Head of Service



see p. 45



SP/S. 169/43

43  
27<sup>th</sup> August, 1969

The Permanent Secretary,  
Ministry of Economic Planning  
and Social Development,  
Ibadan.

Membership of the Citizenship and Leadership  
Training Centre Management Committee

We have been informed by the Federal Government that it intends to make the membership of the above-mentioned Committee more representative by appointing to it one nominee by the Military Governor of each State.

2. You are requested to suggest the names of two or three persons from among whom His Excellency the Military Governor can suitably choose his nominee for membership of the Committee.
3. Early action will be appreciated, please.



  
(F. B. A. Conde)  
for Secretary to the Military Government  
and Head of Service

Pl bu sa 24/8  
D 27/8  27/8



MINISTRY OF  
AND SOCIAL



ECONOMIC PLANNING  
DEVELOPMENT

IBADAN · WESTERN STATE OF NIGERIA

Your Ref. No. SP/S. 169/43.

All communications should be  
addressed to the Permanent Secretary  
quoting

Our Ref. No. C. CD. 20/654.

Date 9<sup>th</sup> Sept., 1969.

The Secretary to the Military Government  
and Head of Service,  
Office of the Military Governor,  
Agodi,  
Ibadan.

SP/S/169

Membership of the Citizenship and Leadership  
Training Centre Management Committee.

With reference to your letter No. SP/S. 169/43 of  
27th August 1969, the following names are nominated for  
membership of the above-mentioned Committee:-

- (1) the Chief Inspector of Education by virtue of  
his responsibility in the field of Education,
- (2) the Chief Social Development Officer of this  
Ministry by virtue of his responsibility for  
the conduct of the State's citizenship and  
leadership courses along with the selection of  
candidates for the Man O'War Bay Courses and  
control of the State votes for the courses.

file 11/9

SAS(G)

*G. Thomas*  
(G. Thomas)

Permanent Secretary.

11/9/69  
CR.

12/9

Above is sub'd p. art. p. 44.  
p. 42 on 24/8 11/5





MINISTRY OF EDUCATION  
EDUCATION ADMINISTRATION DIVISION

IBADAN · WESTERN NIGERIA

Your Ref. No.....  
All communications to be addressed  
to the Permanent Secretary quoting

Our Ref. No. EDU.323/16....



Date.....16 September.....1969.

The Secretary to the Military  
and Head of Service,  
Office of the Military Governor,  
Ibadan.

(For the attention of Mr. F. B. A. Conde)

Membership of The Antiquities Commission and  
The National Archives Committee

I am directed to refer to your letter No. SP/S.168/42 of  
27th August, 1969, and to suggest the names of the following  
persons for appointment to the National Archives Committee:

- (i) Professor J. F. Ajayi - Dean, Faculty of Arts  
University of Ibadan,  
Ibadan;
- and (ii) Professor I. A. Akinjogbin - Head of Department of  
History, University of  
Ife, Ile-Ife.,

2. In regard to the membership of the Antiquities Commission,  
records in this Ministry show that nominations to that Commission  
were, in the past, made by the Ministry of Home Affairs and  
Information. This information has already been given by the  
undersigned to Mr. F. B. A. Conde, Senior Assistant Secretary,  
in your office.

SAS(G)

S. A. Adebajo  
(S. A. Adebajo)  
for Permanent Secretary

Above is sub'ded fl art: p.42.

18/9/69  
CR



# FEDERAL MINISTRY OF EDUCATION

ADMINISTRATIVE DIVISION

P.M.B. No. 12573

Telegrams SECEDUCATE

Telephone 24125



SECRET

Ref. No. SMER.4/T/167.

Date. 20th September, 1969

The Secretary to the  
Military Government,  
Western State,  
IBADAN.

SP/S-169

Antiquities Commission Act (Cap. 12 of 1958),  
Public Archives Act (Cap. 163 of 1958) and The  
Citizenship and Leadership Training Centre  
Management Committee Act (Amendment Decrees  
Nos. 19, 20 and 21)

I refer to my letter No. SMER.4/T/149 of 10th July,  
1969 on the composition of the Committees to be established  
under the above-mentioned Acts and should be grateful for  
an early reply.

SAS(G),

(S. O. Soyode),  
for Permanent Secretary,  
Federal Ministry of Education.

Above is subscribed pl

SECRET

See P48, 53

29/9  
CH



SECRET

SP/S. 169/48

29<sup>th</sup> September, 1969

The Permanent Secretary,  
Federal Ministry of Education,  
(Administrative Division),  
Lagos.

Antiquities Commission Act (Cap. 12 of 1958),  
Public Archives Act (Cap. 163 of 1958) and The  
citizenship and Leadership Training Centre  
Management Committee Act (Amendment Decrees  
Nos. 19, 20 and 21).

I am directed to inform you that your letter No. SMER.4/T/167 dated 20th September, 1969 is receiving attention and that the names of His Excellency the Military Governor's nominees will be forwarded soon.

*[Signature]*  
(F. B. A. Conde)

for Secretary to the Military Government

*M. bu as on p 46.*

*[Signature]*  
28/9

*Issued*  
*28/9*



S. M. G. & H. S.,

We were informed by the Federal Ministry of Education (on P 40) that the Federal Govt. intends to appoint a nominee of State Military <sup>each</sup> Governors to each of the following Commission/Committee:

- (i) The Antiquities Commission
- (ii) The National Archives Committee
- (iii) The Citizenship and Leadership Training Centre Management Committee.

2. Following consultations with our Ministries of Home Affairs and Information, Education and Economic Planning and Community Development respectively, we now have a panel of suggested names from among whom H. E. can make nominations for appointment to the three Commission/Committees.

(a) For the Antiquities Commission:

- (i) Permanent Secretary,  
Ministry of Home Affairs and Information,
- (ii) Chief J. A. Ayorinde
- (iii) Chief M. A. Fabunmi
- (iv) Dr. S. O. Biobaku

(b) For the Archives Committee:

- (i) Prof. J. F. Ade Ajayi of the History Dept.  
University of Ibadan
- (ii) Prof. I. A. Akinjogbin : Head of Department of History  
University of Ife.

(c) For the Citizenship & Leadership Training Centre Management Committee:

- (i) The Chief Inspector of Education
- (ii) The Chief Social Development Officer

3. I am unable to recommend either of the two nominations of the Ministry of Education (Profs Ajayi and Akinjogbin) for the Archives Committee. This is because it is very likely that both of them will be on the Committee in any case as representatives of the History Depts of their respective Universities. I had a talk with the Controller of Archives and apart from confirming the above information he said that one of the reasons for wanting representatives of State Governors on the Archives Committee is



to obtain the views of interests other than those of University academics. I am therefore proposing that F. S. M. E. (Mr. Augustus Adebayo) who is an Honours graduate in History should represent H. E. on the Committee.

4. I respectfully suggest the following nominations for consideration:

Antiquities Commission : P. S. M. H. A. & I.

Archives Committee : P. S. M. E.

Citizenship & Leadership Training

Centre Committee.

: Chief Social Development  
Officer.

  
(F. B. A. Conde)

S. A. S. (G)

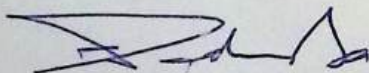
3<sup>rd</sup> November, 1969

Y.E.,

Please see preceding minute regarding the request of the Fed. Min. of Education (P.40) for the nomination of persons to represent this State on the three Fed. bodies indicated in para. 2 of p.40. From the list of names submitted by the Ministries concerned in this State as shown in para. 2 of p.50, I recommend as follows:

- (a) Antiquities Commission - Chief M.A. Fabunmi, (of Ile-Ife), Fellow of the Institute of African Studies, University of Ife.
- (b) Archives Committee - Dr. E.A. Ayandele, Senior Lecturer in History, University of Ibadan and native of Ogbomosho.
- (c) Citizenship and Leadership Training Centre (Management Committee) - The Chief Social Development Officer, Min. of Econ. Planning and Social Dev.

I shall be glad if Y.E. will approve accordingly.

  
(P. T. Odumosu),  
S.M.G. & H.S.,

11/11/69.

Approved

for 6/11 545(a)  
F. N. A. P. S.  
11/11



SECRET

SP/S. 169/52

7<sup>th</sup> November, 1969

The Permanent Secretary,  
Federal Ministry of Education,  
(Administrative Division),  
Lagos.

Antiquities Commission Act (Cap. 12 of 1958),  
Public Archives Act (Cap. 163 of 1958) and The  
citizenship and Leadership Training Centre  
Management Committee Act (Amendment Decrees  
Nos. 19, 20 and 21)

Further to my letter No. SP/S. 169/48 dated 29th September, 1969,  
I am directed to forward herewith the following nominations by His  
Excellency the Military Governor of the Western State:

For membership of

- (a) the Antiquities Commission: Chief M. A. Fabunmi,  
Fellow of the Institute of African  
Studies, University of Ife
- (b) the Archives Committee : Dr. E. A. Ayandele,  
Senior Lecturer in History,  
University of Ibadan.
- (c) the Citizenship and Leadership  
Training Centre Management Committee : The Chief Social  
Development Officer,  
Ministry of Economic  
Planning and Social  
Development, Ibadan.

2. I am to request that letters appointing the nominated persons as  
Members of the various Commission/Committees should be forwarded through  
this office for onward transmission to them.



(F. B. A. Conde)  
for Secretary to the Military Government

SECRET

CR  
7/11  
7/11



53



DEPT. OF POSTS AND TELECOMMUNICATIONS, NIGERIA  
TRANSMITTED TELEGRAM/CABLEGRAM FORM

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5

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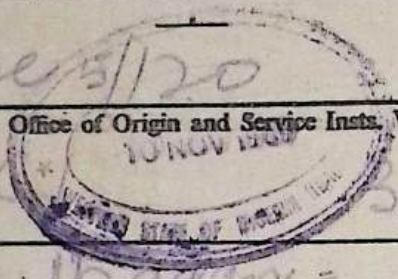
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SRL Prefix Rate Office of Origin and Service Insts. Wds. Date. Time.

Lagos



31 1040

To :-

Secmulgov: Ibadan =

Reference my SNER4/T/149 of 10th July and my reminder SNER4/T/167 of 20th September x Grateful forward urgently recommendations for Antiquities Commission Public Archives and Citizenship and Leadership Committee. Earliest publication of membership of committees. Essential =

SAS(6)

+ 2/0

Secaduate +

TTP 1690-967-68 pds. of c

c.R pl file away.

10/10

See p. 52

K.V.

8/12

PA

ARCHIVE



57.

# FEDERAL MINISTRY OF EDUCATION

NATIONAL ARCHIVES HEADQUARTERS

DIVISION

IBADAN

51/S. 169

✓

P.M.B. No. 4

Telegrams DARCHNES

Telephone 21007/1



Ref. No. DNA.20/6 Vol.IV/542

Date 10th June, 1970

The Secretary to the Military Government,  
Military Governor's Office,  
Western State,  
Ibadan



A Memorandum on the Organization and  
Management of Archives in Nigeria

a/del 1/6  
I have to forward the enclosed "A Memorandum on the Organization and Management of Archives in Nigeria" (in two volumes) for your perusal and retention. It would be appreciated if you could also make the 'Memorandum' available to the officials in your State Ministry which is responsible for archives.

For too long, the proper management of the documentary heritage of this great nation has been neglected mainly because of the apathy arising from the appalling ignorance in high official circles of the purpose and the essentials of archive management in the modern state. Our 'Memorandum' is geared towards abating this apathetic ignorance so that this great nation may be allowed to reach the standards attained long ago by other countries in the preservation of the priceless records that document the actions and life of her governments and peoples.

I would crave your indulgence to draw special attention to pages 197 - 209; 209 - 227; 228 - 236; 248 - 250; and 254 - 257.

S. O. Sowolu,  
Controller, National Archives.

SAS(G)

ABOVE letter smtd. The two books  
retd to above are att'd at bc pl.

17/6

AS(HS)

Pl consider.

SAS(G) 17/6.



159  
S.A.S.(G),

You asked me examine the attached Memorandum which was forwarded to this Office by the Controller of National Archives of Nigeria. The memorandum is on the organisation and management of archives in Nigeria. It is produced in order to combat, as the Controller's letter says, "ignorance in high official circles of the purpose and the essentials of archive management in the modern state," with the result that "this great nation may be allowed to reach the standards attained long ago by other countries in the preservation of the priceless records that document the action and life of her governments and people."

2. I have digested and commented at length on, the Memorandum not only because it is a lengthy work in itself, but because it ~~is~~ concerns an activity in which I am interested. I apologise for not having submitted this minute earlier. On two occasions I was not able to speak to the Controller, Mr. <sup>Sowole</sup> ~~Semeta~~ on the telephone, and when I finally went to the National Archives, I met his deputy Mr. Akinfemiwa, with whom I discussed. I have assured him that we are giving consideration to the Memorandum.

3. The Memorandum is in three parts, the first part treating of the origin and historical development of Nigerian National Archives, the second part is a survey of modern archive management and the third part prescribes for the organisation and management of Archives in Nigeria. Within the two bound volumes of the document, the Controller of the National Archives has managed to cover comprehensively and more than adequately the historical development of archival activity in Nigeria, and has painted not only the rosy parts but the warts as well. It has been done only as a professional record-keeper can be able to do it, because every phase of the history is supported with quotations from the relevant papers, memos, speeches and minutes from official files.



4. Public archival activity in Nigeria did not start in earnest until 1951 when Dr. K. O. Dike, former Vice-Chancellor of the University of Ibadan, put forward proposals to the Government about the proper preservation of historical documents and offered his services free. On the long run, the services of Dr. Dike were not obtained free of charge for the 13 years he served as the head of the National Archives, nor did his project remain as proposed, that is: ... "a staff of two or three with facilities for travel ... to locate and save from loss or destruction all sources of historical importance in the country ...". If, despite several Colonial Office despatches between the years 1914 and 1948, no action was taken to establish an organisation that could preserve our public records, and if only for making the proposals and initiating the National Archives, I think Dr. Dike deserves all praise. This memorandum has however descended too heavily on Dr. Dike. He is said to have had no technical knowledge of the job he took on, that is, the preservation of papers, that he had no time for the work, since he was either a lecturer or Head of Department or Vice-Chancellor at the University of Ibadan at the same time he headed the Archives, that he centralised decisions in his hand, that ~~he~~ in fact he opted to do too much in ignorance, for with the staff he had in 1951, he could not have surveyed, collected and preserved historical papers in Nigeria, and finally that he did not set the National Archives department on the right foot. In fact, the glory of some of the good achievement at the Department was given to a Mr. Charman, who came to the Department for six months in 1955 from the Public Record Office, London. Opinion, however, was divided on this man's achievement.

5. Much of the blame heaped on Dr. Dike could be properly laid at the door of the Federal Ministry of Education, which was to oversee the National Archives, and which was criminally negligent about the affairs of the Department. Another fact was that Dr. Dike was not a civil servant, and therefore he knew little of the procedural matters, hierarchical organisation, establishment mores etc. of the Civil Service.



He simply floundered, and he was not helped by the Federal ministry. Admittedly, he was a part-time Director of the National Archives, he was also not a professional archivist, but he didn't make himself the Director of Archives, it was officials in Lagos who made the decision. Moreover, the headquarters of the National Archives was wrongly situated in Ibadan; access to the Federal Ministry of Education in Lagos becomes difficult and since the Department is far from Lagos, its matters are not treated with any urgency in Lagos.

6. The Memorandum also traced some of the problems plaguing the National Archives to the fact that when the Records Survey of Dr. Dike started in 1951, the Regional Authorities were not properly consulted, and that even subsequently, it was never impressed upon them that their help was sorely needed in providing access to papers, and accommodation and the need even for preserving the papers. Consequently, the National Archives did not have the full cooperation of the regional services' functionaries, and on one occasion in the then Northern Region, access to papers was forbidden the National Archives' staff. It was not until the demise of the Provincial Administration in 1956 in the West, and the East that the National Archives had a substantial volume of papers released to them. After that the cold war continued. One other problem of the National Archives is that National Committees are usually constituted for the department after lengthy intervals of years, but these Committees never meet. The first Archives Committee, on which Chief Adebo represented Western Nigeria, met twice before 1960; the second committee constituted in 1960 did not meet at all. A new Committee is now to be appointed and in fact, the constitution of the Committee is partly the reason for the writing of this comprehensive memorandum; one can only hope that this new Committee would take up its work diligently and that the officials of the Federal Ministry of Education expected to service it, would indeed allow the Committee to function.



7. In 1963, the Memorandum says, Dr. Dike's contract as Director of National Archives was not renewed and "thus ended - ingloriously - his thirteen years misdirection of the affairs of the Nigerian National Archives."

8. The second part of the memorandum (Vol. II. pp.177-247) surveys modern archive management, treats of the nature and value of modern archives and considers the training of archive staff. This part would be useful reading for our State Security Officer who is the Secretary and executive officer of a Committee charged with the evaluation of records and the establishment of a machinery for the purpose of collaborating with Research Institutions, Archives and similar bodies. I have examined our circulars, (which I have placed at back cover of this file for purpose of easy reference,) concerning the Committee and they embody to a great extent the prescriptions of this memorandum which is not surprising since the writer of the memorandum, the Controller of National Archives, was a member of the Advisory Committee of Experts to the Committee. I feel however that our designed machinery is cumbersome and that we might not get good results, since officials engaged in their other normal duties are expected to evaluate non-current records in their offices for the Committee; the evaluation work does not thereby get done. Since the last circular issued in June 1968, the departmental security officers have not all weeded their files of chaff, separating the useful records. I think the suggestion of the National Archives that their officers should be called in to sift governmental records in Federal and State Offices could make for a quicker and better result. I bear it mind that these Archivists are also bound by the Official Secrets law.

9. In the second part of the memorandum are <sup>also</sup> discussed the type Archives Act most suited to Nigeria, whether a National Archives department should report to a Minister or be independent, (independence is preferred), what should be preserved, the type of building most suited to an archives collection, the time-limit for public access to classified information. A Records Management or paper work management programme



in government departments is also discussed (para. 327 onwards). It is claimed that (para. 335) "enormous savings in expensive office space and equipment are made where there are proper records disposition programmes ..." It is also advised that each government should create a Records Centre which is a sort of transit office between the government department registry and the Archive shelf. Such a Centre might subsist under the Organisation and Method Division, or under each department or even under the State or National Archives, (para. 338-40).

10. One of the papers produced internally by the staff of the National Archives when this Memorandum was being written could perhaps help us to achieve the "enormous savings" mentioned above. It is a "Proposed Records Management Records Management Programme for Nigerian Federal Government Ministries and Departments." I have talked to Mr. Akinfemiwa, the second-in-command at the National Archives, who wrote the paper and he said he could let us have a copy. It will be useful to the State Security Officer.

11. The third and final part of the Memorandum (pp.248-271) prescribes for the organisation and management of Archives in Nigeria. A number of recommendations were made on the pattern of organisation of Archives, training of staff, a new Archives Law, capital development programmes for the National Archives department, and recruitment, and internal organisation of work in the department. The recommendations necessary for our examination are the three considered below:

(a) Organisational Pattern for Nigerian Archives:

Since the archival organisational patterns in a country depend on the nature and administrative systems of that country as are enshrined in its constitution and its laws, it is proposed that the archives of Nigeria are best arranged as follows -

- (a) The archives of the Federal Government to be preserved by the National Archives;
- (b) The archives of the constituent States to be preserved by the States themselves in their State Archives.



(ii) A New Public Records Law: (para. 369)

It must be carefully considered whether the Federal Ministry of Education should still be in charge of archive matters; the constitution and the role of the new National Archives Council (Committee), the range of powers and responsibility of the Director (Controller) of National Archives etc.

(iii) Capital Development Programmes (para. 371)

A National Archives headquarters building to be built in Lagos; Federal Records Centres in the States; and a grant of £50,000 to be made to each State towards the building of a State Archives. Total cost of the Programme is envisaged at a little over £2 million.

12. Also mentioned are areas of archival activities currently neglected in Nigeria, and which the Memorandum spotlighted. <sup>(para. 388)</sup> There are:

- (i) a Record Management programme which should be introduced in Government offices for the proper management of non-current or semi-current official records.
- (ii) Preservation of Nigerian civil war records;
- (iii) Covering the wide gap in official archives held at present. A great chunk of our cultural heritage in records are said to be in the keeping of foreign archives, foreign and Nigerian libraries and other learned institutions;
- (iv) Identification and microfiliming of all records essential to the continuity of the Federal Government, including those records still being held in offices;
- (v) The acquisition of the records of private individuals and organisations - to search for, locate and buy these records. The big companies like the U.A.C., P.Z. etc and other organisations should be required by law to keep their Nigerian archives in Nigeria and to preserve them adequately.



- (vi) A programme for the publication of Nigerian official and private manuscripts or republication of out-of print ones which are considered landmarks in the history of Nigeria.

13. The recommendations I have spotlighted at paragraph 11 (i - iii) above are basically sound, and I believe they were made after a lot of reflection by the Controller of National Archives. The last two of the recommendations, a New Public Records Law and Capital Development Programmes are non-contentious; we can only hope that a new and better Archives Law would soon issue after the new Archives Committee would begin meeting (the first meeting, I am informed, would be in November) and also if it were decided that the Federal Government should make building grants to State governments towards the setting up of State Archives we should only be happy. I however do not support the first recommendation on the organisation Pattern for Nigerian Archives, that is, that each State should have its own State Archives. It is a very expensive undertaking, and to be properly done, I think we shall need to establish a Records Centre as well. If I may suggest, we should recommend to the Federal Government through our member on the Archives Committee, Professor E. A. Ayandele, that there should be a National Archives headquarters at Lagos and that there should be in each State, a branch office of the department. For instance, the present headquarters building at University of Ibadan should be sold to that University and a branch office built at the Secretariat to house the State Government records, which should not normally be transferable to anywhere else without the specific permission of the head of our State Government. This way the Federal Government would bear the whole burden of archival collection in the country, and the Archives Department would be large enough to offer career opportunities to the highly-qualified staff it recruits, which it does not at present.



14. The final paragraph of this Memorandum (para. 392) shows clearly that the Controller of National Archives does not only want to "combat ignorance" about archive management, he naturally also wants action to be taken on the deplorable condition in which his administration is. He asks that the National Archives Committee be summoned speedily to deliberate on the problems of and future of Nigeria National Archives with a view to advising the Federal Commissioner for Education on the matters outlined in the Memorandum.

15. The obvious action for us to take is to let our State representative on the Nigeria National Archives Committee to be constituted have this Memorandum. Mr. Akinfemiwa, the Archives official I met, however told me that all States' nominees have each been sent the Memorandum. Our next action would be to instruct our representative if necessary about matter that may come up for discussion. For instance, since he is a University professor, he might not agree with the view that a branch office of the Archives should not be on the grounds of the University, that it should be near the offices which feed it with the papers it would preserve etc. And that in any case the Archives office being in the ground of the University easily loses its identity as a Civil Service department it is.

16. To conclude, I state below areas touched in my minute -

(a) in which we need further examination by the State Security Officer, ~~or~~ Secretary of the Committee on Evaluation Records etc., and possibly the Organisation and Methods division;

and (b) areas in which we need to take a decision immediately and inform the Controller of Archives of our views on his Memorandum and possibly instruct our representative on the Nigerian National Archives Committee to be constituted.

..../9.



17. Under (a) are

- (i) the suggestion that we should allow the archivists at the Nigerian National Archives to look into our non-current records and to sift out the useful ones instead of devolving this work on the respective Security Officers of our Ministries who have their normal duties to do. (Para. 328 of the Memorandum and latter part of para. 8 above refer);
- (ii) the suggestion that we might look into the new idea of a Records Management programme, which might save us "expensive office space and equipment" and to request a copy of an internal paper produced at the National Archives on the subject; (paras. 9 and 10 above refer);
- (iii) the suggestion that we might look into the idea of a Records Centre which is the halfway house between the non-current records repository of the Departmental registry and the Archives; (paras. 336-8 of the Memorandum and latter part of paragraph 9 above refer). Such a Record Centre might <sup>be</sup> the end-product of the present exercise engaged upon by the Committee on Evaluation of Records etc.

18. Under (b) are matters which we can dispose of immediately. The summary of the recommendations made in this Memorandum is at paragraph 392, the last paragraph in the Memorandum. I have considered these recommendations at paragraphs 11-13 above. I suggest that we inform the Controller of Archives that we are in agreement with the recommendations <sup>be</sup> summarised in paragraph 392 of the Memorandum, but that we regret we cannot support his prescription for the organisation patterns for the management of archives in Nigeria because we do not see the necessity for each State to own its own archival institution. Archives should still remain a Federal subject, but considering the political realities of the country,



we suggest that the National Archives should have its headquarters offices in Lagos and that a branch office of the department should be situated in each of the States to house the records of that State which should not normally be transferable outside the State.

(Taiwo Okusanya)  
A.S. to H.S.

31 August, 1970



SP/S.167/T/11

th  
17 November, 1970

The Permanent Secretary,  
Ministry of Education,  
Ibadan.

Memorandum on the Organisation and  
Management of Archives in Nigeria

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P-57  
R-57  
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SPS 167  
I forward herewith for your information and whatever action is deemed appropriate, the two volumes of the above mentioned Memorandum received from the Controller of National Archives. A copy of the Controller's letter No.DNA.20/6 Vol.IV/542 of 10th June, 1970, is attached.

Mde  
(F. B. A. Conde)  
for Secretary to the Military Government  
and Head of Service

It merge with m/f and fa

Mde 17/11



# FEDERAL MINISTRY OF EDUCATION

National Archives Headquarters

DIVISION

Ibadan

P.M.B. No. 4

Telegrams. Darchnes

Telephone. 21007-8/4



Ref. No. DNA.6/2/92

Date. 16 September, 1971.

MINUTES OF THE INAUGURAL MEETING OF THE RECONSTITUTED NATIONAL  
ARCHIVES COMMITTEE HELD ON 5TH MARCH, 1971 AT THE NIGERIAN  
INSTITUTE OF INTERNATIONAL AFFAIRS, VICTORIA ISLAND, LAGOS.

71-88 I have the pleasure to forward a copy of the minutes of the meeting referred to above for your perusal and retention.

(C. N. ODUAH)  
for Controller, National Archives



CNO/POA

Enc.

Copy to:

1. The Secretary to the Military Government, Military Governor's Office, State House, Lagos.
2. Secretary to the Military Government, Military Governor's Office, Kwara State, Ilorin.
3. Secretary to the Military Government, Military Governor's Office, Mid-Western State, Benin City.
4. Secretary to the Military Government, Military Governor's Office, Western State, Ibadan. ✓
5. Secretary to the Military Government, Military Governor's Office, North-Eastern State, Maiduguri.
6. Secretary to Military Government, Military Governor's Office, North-Central State, Zaria.
7. Secretary to the Military Government, Military Governor's Office, Benue-Plateau State, Jos.
- (8) The Secretary to the Military Government, Military Governor's Office, Rivers State, Port Harcourt.
- (9) The Secretary to the Military Government, Military Governor's Office, South Eastern State, Calabar.
- (10) The Secretary to the Military Government, Military Governor's Office, North-Western State, Sokoto.
- (11) Secretary to the Military Government, Military Governor's Office, Kano State, Kano.
- (12) The Secretary to the Administrator Cabinet Office, East Central State, Enugu.
- (13) The Secretary to the Federal Military Government, Cabinet Office, Lagos.

See P. 90



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MINUTES OF THE INAUGURAL MEETING OF THE RECONSTITUTED NATIONAL  
ARCHIVES COMMITTEE HELD ON 5TH MARCH, 1971 AT THE NIGERIAN  
INSTITUTE OF INTERNATIONAL AFFAIRS, VICTORIA ISLAND, LAGOS.

1. The reconstituted National Archives Committee met for the first time in the Nigerian Institute of International Affairs on Friday, 5th March 1971. The meeting was opened by the Chairman, His Lordship Sir Adetokunbo Ademola, the Chief Justice of the Federation shortly after 4 p.m. with the introduction of the Federal Commissioner for Education, Mr. Wenike Briggs who addressed the members of the Committee.

2. The other members who were present during the meeting were :

Dr. J. O. Lucas  
Alhaji Bala, Limamin Kona  
Professor A. B. Aderibigbe  
Professor M. Achufusi  
Mr. D. O. Ashikeni  
Dr. E. J. Alagoa  
Mallam M. Lawal, Wazirin Agaie  
Professor E. A. Ayandele  
Alhaji Inuwa Wada  
Mr. J. O. Fadero  
Colonel M. S. D. Ilyasu  
Mrs. Ekei I. Oku  
Dr. S. A. Akintoye  
Mr. Osa Osife  
Mr. S. O. Sowoolu (Secretary)

3. The following senior staff of the National Archives observed the proceedings of the meeting :

Mr. J. O. Nwaobi  
Mr. A. Akinfemiwa

4. The following members sent apologies for their inability to attend the meeting :

Alhaji Junaidu, Wazirin Sokoto  
Professor H. F. C. Smith



5. Federal Commissioner for Education's Address.

A copy of the Address of the Federal Commissioner for Education is attached to these minutes as Appendix A.

6. The Chairman's Reply

In his reply to the Commissioner, the Chairman thanked him for finding the time to address the Committee. He then commented briefly on the role of Professor Kenneth Dike in the work of the National Archives and of its previous Committees, ascribing the prolongation of his headship of the department to an anxiety that the young institution, which he guarded like a baby, might suffer if he left. This anxiety led him to combine the headship of the National Archives with his work as professor and university principal. He praised Dr. Dike for doing his best and he acknowledged the value of the work he did for the National Archives. Continuing, the Chairman said that the chances of success of the Committee would depend largely on the co-operation and encouragement it received from the Commissioner and the despatch with which it was given. Finally, he expressed the hope that the Committee would be "third time lucky".

7. Group Photographs with the Commissioner

After the Chairman's reply to the Commissioner's address, the members of the Committee retired to the lawns of the Institute for group photographs with the Commissioner. The Commissioner thereafter departed, accompanied by his Permanent Secretary, Alhaji A. Joda.

8. Committee Business

The Committee began its deliberations after the Commissioner's departure, and the Chairman called on the Secretary to read his report. A copy of the report read by the Secretary is attached to these minutes as Appendix B.

9. Matters Arising from the Secretary's Report

The Chairman called for a detailed discussion of the Secretary's report, and suggested the report might be examined page by page. But Professor Ayandele felt that members should be allowed to make general remarks from which the points to discuss would emerge. He then proceeded, with the Chairman's agreement, to make the following points:



(i) He felt that the picture painted by the Secretary in his report was too gloomy and that the general tone was negative. He thought that the Nigerian National Archives was not doing badly if it was compared with the National Archives of sister West African Countries like Ghana and Sierra Leone, and thought that the Nigerian Government deserved to be given some credit.

(ii) He suggested that the Nigerian National Archives would be better if it was made independent.

(iii) He thought that the National Archives Headquarters should be sited outside Lagos in a location in the hinterland, say Ilorin, so as to provide foreigners with an incentive to spend their money in the country by travelling there to see it, and

(iv) He opposed the decentralisation of archival service in Nigeria and did not think the establishment of State Archives necessary.

10. Colonel Ilyasu spoke next: (i) He advised that the National Archives should be placed under the Ministry of Internal Affairs as was suggested to Professor Dike in the early sixties. He informed the house that in the then Northern Region it was the regional Ministry of Internal Affairs which handled archival matters.

(ii) He expressed his deep dissatisfaction that nowhere in the departmental memoranda sent to him did he see any reference to Arabic Manuscripts or the work done by people like himself in collecting those valuable documents. This silence implied that Arabic Manuscripts were not considered important.

(iii) The Colonel was also unhappy that the post of Arabist had been abolished. He wanted the post resuscitated and a qualified Arabist appointed. He also advocated a proper hierarchy for arabists. The Secretary explained that the post of Arabist was suppressed so as to enable the incumbent get promotion. The former post of Arabist was now added to those of archivists. Both Arabist and Archivist performed essentially the same functions. He assured Colonel Ilyasu that an archivist with a good knowledge of Arabic would soon be posted to National Archives, Kaduna.



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11. The anxiety expressed by Colonel Ilyasu in the matter of the preservation of Arabic Manuscripts was also shared by Alhaji Inuwa Wada and Mallam Lawal.
12. The third speaker, Mr. Fadero, wanted the Secretary to advise the Committee on whether or not autonomy should be recommended for the department and whether it was the practice in other countries. The Secretary replied that the matter was for the Committee to decide, and his opinion was not important; but he felt that the important thing to decide was the Ministry to which the National Archives was to be subordinated and the question of autonomy could be examined after that.
13. Professor Aderibigbe spoke next and although he agreed with Professor Ayandele that the Secretary's report was rather gloomy, he thought that this must be due to the desire of the staff of National Archives to attain higher standards comparable with the best anywhere else. He did not want the department to be complacent and urged the Committee to solicit support from the Government and the public. He would also support some measure of autonomy to be extended to the National Archives.
14. Dr. Lucas thought it unnecessary to dwell upon the past. He did not think the Secretary did full justice to Professor Dike in his report although he accepted the Secretary's assurance that there was no intention to denigrate Dr. Dike. He touched upon the difficult conditions under which Dr. Dike worked and which made it necessary for him to be given the headship of the department. He suggested that the Secretary should be asked to state the points for decision one by one.
15. Professor Achufusi associated himself with the sentiments expressed by Dr. Lucas.

16. The Question of Autonomy

It was decided by a consensus to examine the matter of autonomy first. Mr. Fadero reiterated that he would like to know the advantages and disadvantages of autonomy as against being placed under a ministry. Alhaji Inuwa Wada explained that autonomy was not everything, and that whether autonomous or not, the institution would have to be placed under a



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ministry. He suggested the National Archives should come under the Cabinet or President's Office. Professor Achufusi agreed with this suggestion. After more discussion, it emerged that the feeling of the Committee was that the National Archives, because of the inter-ministerial nature of its functions, would do better if placed under a ministry which exercised control and influence over all other ministries, that is, the Cabinet Office. A resolution to this effect was move by Dr. Akintoye and, seconded by Dr. Lucas, was unanimously carried.

17. The Siting of the Headquarters of  
National Archives

The first speaker on this second topic was Dr. Lucas who began by admitting that the present site of the headquarters of the National Archives was decided upon for the convenience of Dr. Dike, the moving spirit behind the establishment of the department and its first Director. But the National Archives had come to be over-shadowed by the University of Ibadan and this had stultified its national significance and services. He would like to see the department removed from the University campus to Lagos.

18. The Chairman then joined in the discussion and warned members about the political implications of siting the National Archives headquarters outside Lagos. He also remembered having been informed by Lord Evershed, then Master of the Rolls, in 1959 during the opening of the present Ibadan headquarters of the National Archives that the National Archives of any country should be in its Capital. Mrs. Oku supported the Chairman and recommended Lagos because of its accessibility. A consensus soon emerged supporting the choice of Lagos, and preferably the mainland part of it, for the site of the permanent building of the headquarters of the Nigerian National Archives, and Dr. Ideribigbe therefore moved a resolution to this effect which Mallam Lawal supported and which was unanimously agreed.

19. Arabic Manuscript Collections and Other Private Papers

Colonel Ilyasu reiterated his earlier arguments on this topic. The Secretary replied that Arabic Manuscripts were included in the term



'private papers' which was mentioned in the departmental memoranda referred to by Colonel Ilyasu. He went on to commend Colonel Ilyasu's work in assembling the department's Arabic Manuscript holdings during the period of his service with the National Archives.

20. Discussion then shifted to 'private papers' as a whole. The debate which was extensive was started by Dr. Lucas who deployed the increasing incidence of alienation of private papers of Nigerian families by foreign scholars, especially Americans. He narrated his experiences with the papers of the late R. B. Blaize. He wanted the responsibilities of the National Archives defined as regards private papers, especially as there was now a scramble for these papers among universities. As for him, he had refused to surrender the private papers in his possession to the universities because he felt that his first loyalty was to the National Archives. Member after member spoke of the alarming rate at which private papers were being smuggled out of the country. The Chairman felt that the archive law should provide protection for private papers and his view was supported by all members. The Committee agreed that private papers were very important and that every action possible should be taken by the National Archives to ensure their preservation within the country. Members also felt that agreement should be reached in due course for the transfer of all private papers now held by the universities to the National Archives. During the discussion Professors Ayandele and Aderibigbe and Dr. Akintoye narrated their own experiences in their search for some of these private papers. In one case, some valuable private papers were found hidden in a rock.

21. Before the discussion on the search for, recovery and preservation of private papers was concluded, Dr. Alagoa drew attention to the increasing incidence of the smuggling out of the country of tape recordings of Nigerian oral traditions. Members felt that copies of such recordings should be deposited in the National Archives and that the archive law should take cognisance of this activity by foreign scholars.



22.

Decentralisation

It was agreed, on the suggestion of Dr. Alagoa, that the nature and degree of decentralisation required in the pattern of archive administration in Nigeria should be studied in full by the Re-organisation Sub-Committee suggested by the Secretary in his report, which will submit its recommendations to the Committee at its next meeting.

23.

Appointment of Sub-Committees

The Committee agreed unanimously to the suggestion of the Secretary in his report to empower its Chairman to nominate members of the National Archives Re-organisation and the National Archives Building Sub-Committees. But membership of either committee was increased by 2 from the number suggested by the Secretary. It was the view of the Chairman that it would not be necessary for the members of the Building Sub-Committee to travel overseas: what was essential was to secure an architect with the requisite specialist knowledge. The Committee agreed with the Chairman's view and expressed the wish that a site in the Ikeja area of Lagos would be most suitable for the building.

24.

General

Colonel Ilyasu wanted the Secretary to formally inform members what interest they were representing in the Committee, and this was done by the Secretary. (A list of members' names and the interests they represent is attached<sup>ss</sup> Appendix C). Professor Achufusi wanted action to be taken to ensure the representation of the University of Nigeria, Nsukka on the Committee. The Secretary agreed to see to this request. Dr. Alagoa wanted the Secretary to give a brief report to the meeting on the state of the National Archives, Enugu. The Secretary acceded to his request. In this impromptu report the Secretary pointed out that some sections of two important record groups were presumably removed by the rebels in their retreat from Enugu in 1967, but there was some hope that some of them might be retrieved later. On the whole, the situation of the records



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in the building at the end of the war was much better than was earlier feared. Mr. Fadero wanted the department to arrange visits for members to the different branches of the National Archives. On this, the Chairman thought the purpose intended could as well be served if members of the staff of National Archives would contact Committee members when on tour to the stations of these Committee members, and if Committee members on visits to Ibadan, Enugu and Kaduna would take time off to visit the National Archives branches in those towns. Finally, Mr. Ashikeni requested that copies of the minutes of the meeting should be sent to the different state governments for information. This was agreed.

25.

Resolutions Passed by the Committee

The two resolutions passed unanimously by the Committee during the meeting read as follows:

- (i) That the National Archives should be under the control of the Cabinet Office for effective management and administration.
- (ii) That the National Archives headquarters building be sited in Lagos, preferably in the Mainland.

26.

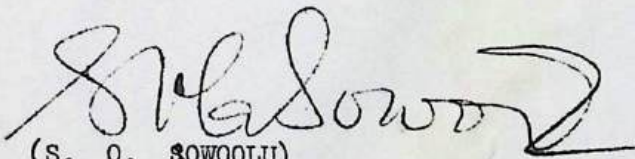
Date of Next Meeting

The Committee agreed that the next meeting should be held on a Friday in early November 1971, preferably the first week of November.

27.

Adjournment

The meeting rose at 6.37 p.m.

  
(S. O. SOWOOLU),  
SECRETARY, NATIONAL ARCHIVES COMMITTEE.

7th July, 1971



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APPENDIX A

AN ADDRESS DELIVERED BY THE FEDERAL COMMISSIONER  
FOR EDUCATION, MR. WENIKE BRIGGS, TO THE INAUGURAL  
MEETING OF RECONSTITUTED NATIONAL ARCHIVES COMMITTEE  
HELD IN THE INSTITUTE OF INTERNATIONAL AFFAIRS, LAGOS,  
ON 5TH MARCH, 1971

My Lord the Chief Justice, Members of the National Archives Committee,  
Ladies and Gentlemen,

It gives me great pleasure to address you this afternoon on the occasion of the inaugural meeting of the reconstituted National Archives Committee. The opening part of my address will be devoted to giving a brief account of the history of the Committee particularly for the benefit of those of you who are being associated with the Nigerian National Archives for the first time. The origin of the National Archives Committee can be rightly said to date back to 1954 when a provisional Committee was set up under the chairmanship of Dr. Kenneth Dike to examine and advise on the mode of preservation and administration of historical records in Nigeria. The task of the provisional Committee included to advise on the longterm proposals on the care to be taken by departments over their archives, to formulate precise regulations for the safe custody of archives in Government Offices, and to advise on the elimination of documents not considered worthy of permanent preservation and on the regular transfers of records from Government departments to the Nigerian Record Office. This provisional Committee held its first meeting on 18th January, 1956. The main result of that meeting was the enactment in September 1957 of the Public Archives Act which formally converted the Nigerian Record Office into the present Department of National Archives of Nigeria. The provisional Committee met for the last time on 8th January, 1959.

The Public Archives Act, which was re-enacted as Cap 163 of the Laws of the Federation of Nigeria in 1958, provided for the establishment of a National Archives Committee, the membership of which reflected the regional structure of the country at the time. The Committee was constituted in April, 1960 but owing to circumstances beyond its control it was unable to meet until the introduction of a 12-State structure in the country on 27th May, 1967. As a result of the creation of States in the country, I decided in 1969 to reconstitute the Committee to take account of the new State-structure, and so the National Archives Committee was enlarged to give representation to everyone of the States and to the five Universities in the country.

/No account.....



No account of the history of the National Archives Committee, and indeed of the National Archives of Nigeria in general, will be complete if no mention is made of the excellent pioneering work of Dr. Kenneth Onwuka Biki, the first Director of the National Archives of Nigeria. The country owes him a great debt for his role in the establishment of the department and for his devotion to the cause of archival development in Nigeria. But for his untiring efforts, the colonial era in Nigeria might never have witnessed the establishment first of the Nigerian Record Office and later of the Department of National Archives.

It is pleasing to observe that some of the members of both the provisional and the first permanent National Archives Committee are also members of the present reconstituted Committee. I refer to Alhaji Junaidu, Wazirin Sokoto, Dr. J. O. Lucas, and Professor J. F. A. Ajayi. The Committee will be enriched by the wealth of experience of these veteran members, just as it will benefit from the wise and able guidance of its statutory chairman, His Lordship, Sir Adetokunbo Ademola, the Chief Justice of the Federation.

It is gratifying to note that the Federal Military Government has made provision in the Second National Development Plan 1970-74 for the building in Lagos of a new headquarters for the National Archives and for the reconstruction of the facilities at the Enugu branch of the department. The transfer of the headquarters of the National Archives to Lagos will ensure that it is sited close to the Federal Government Ministries and Departments that it is established primarily to serve. As for the Enugu branch of the department which was temporarily closed down during the civil war, prompt action was taken to re-open it following the cessation of hostilities. The reconstruction of the facilities at the branch will, no doubt, take some time to complete, and I look forward to the restoration of the branch to its pre-war level during the current plan period.

It need not be said that a lot of work awaits the present Committee. Archival management is a relatively new field of endeavour in Nigeria and there are quite a few questions as regards its future development still to be answered. One of such questions is the issue of whether the present structure of archival management in Nigeria should remain as it stands - one single organization

/charged with



- 3 -

charged with the preservation of the records of thirteen governments - or whether each of the constituent governments in the federation should own and run its own archival institution as is the case with many countries with a federal system of government. I look forward to receiving the Committee's opinion on this and other issues which are bound to affect the future course of development of archival management in Nigeria.

My Lord the Chief Justice, Members of the Committee, Ladies and Gentlemen, it is not my intention to take up any more of your time. I wish the Committee a fruitful deliberation and trust that it will be able to recommend a pattern of archival management which will meet the needs and match the greatness of our country.

Thank you.



Inaugural Meeting of the Reconstituted  
National Archives Committee Held on 5th  
March, 1971 at the Nigerian Institute of  
International Affairs, Victoria Island,

Lagos at 4 p. m.

Report of the Secretary

The memorandum prepared by the National Archives of Nigeria on the organization and management of archives in Nigeria has dealt in rich detail with all the aspects of the origins, development and state of archival administration in this country and has given pointers to the way ahead. All I now wish to do in this report is to hammer home the most important point made in this memorandum - that the requirements of modern archive management had never been properly considered by the Nigerian Government - as well as provide a little more information on the work now being done by the staff of the National Archives to help the National Archives Committee, and suggest how our Committee might proceed in tackling its assignments.

After half a century of neglect of the Nigerian public records by the old Nigerian colonial administration, Dr. Kenneth Onwuka Dike was appointed Supervisor of Records in 1951 to conduct a survey into the 'ancient' records of the nation and to save them from loss and destruction. He was an enthusiastic amateur and his work on the records showed the usual marks of zealous amateurism: a romantic approach to the difficulties of the situation and a colossal underestimation of its needs and demands. An excellent historian, he viewed the problems, objectives and requirements of archive management from the perspective of the historical scholar and entirely from the interest of historical scholarship. Such an inadequate assessment reduced archive management to an activity of limited objective and value, and therefore to an activity requiring limited resources and facilities.

Our purpose in Part I of our memorandum and which is entitled "Origins and Development of the Nigerian National Archives" is not to denigrate the reputation of a great Nigerian, for in this essay there is no statement made that we do not vouch for, and there is no opinion that is lightly expressed, but to throw a fiercely illuminating light on past policies and actions with a view to discovering the points at which the archival administration



in Nigeria veered away under Dr. Dike's leadership from the main road of modern archival management, and with a view to searching for a way back to the course of the proper, efficient and effective management of Nigerian archives on the most up-to-date lines.

Of the value of the service rendered by Dr. Dike to the cause of archive preservation in Nigeria there is solid evidence. This we do not contest. Our quarrel with him is this: if it was worthwhile for him to preserve Nigerian archives, it was certainly worthwhile for him to devote all his time to the job. By remaining part-time amateur head of the Nigerian archival establishment for so long, Dr. Dike gave the impression to all and sundry that nothing very important could be happening there.

All our present misfortunes have their origin from that central fact. Government policy up to this very moment is that the department should be a small one which must not be allowed to expand beyond its intended limits. This is a decision that must be reversed, if any permanent good is to come from our present endeavours. A National Archives in a modern society must be given all the facilities needed to carry out fully all aspects of its duties and responsibilities, and the only reasonable restraints that may be imposed are those due to the economic capacity of the nation.

The Government decision to which I refer arose from the limited conception which government officials had won from Dr. Dike about the purpose and value of public archival institutions, their role in the national body politic, and their needs in space, equipment and staff. It is this misguided conception that we give battle to in Part II of our memorandum and titled "A Survey of Modern Archive Management". As you have read in this essay, a National Archives, far from being a mere handmaiden of historical research, serves firstly as a national monument, a beautiful and massive architectural structure to house an important segment of the cultural heritage of the nation, then as the repository of the memories of a nation from which any may obtain enlightenment and knowledge about the past, and thirdly, as a service agency to other government departments, helping and advising them in their record-making and record-keeping practices. Such an organisation in such a country as ours cannot be kept small or run on a shoestring budget. If we seek a National Archives befitting the status and dignity of our great country and meeting its needs the original decision that the National Archives shall be



kept small must be reversed.

I regard this as the main challenge, my lord and members of the National Archives Committee, and after its attainment we can then press happily forward to the rich pastures that must then lie ahead.

It is only after it has been accepted that the National Archives must be allowed to perform a full service to the Nigerian nation, and to provide for its professional and technical staff a full service career that most of our prescriptions in Part III of our memorandum can become practical issues.

It is only from an appreciation of the facts given in this Part III of the memorandum on the purpose, value, functions and requirements of a National Archives that the absurdities of our present situation can be realised: a tiny Federal department which provides unattractive prospects to its officers and whose headquarters is buried deep inside the grounds of a university; a government organisation which ought to exercise certain powers over the records of all the other organs of government, but which is subordinated to a Ministry of Education which other ministries hold only in contempt; an inadequately financed and inadequately staffed federal department which nevertheless presumes to take charge of the preservation of the records of the other 12 governments in the Federation; a National Archives which, because of inadequate storage space, has virtually ceased to take in more records from government offices, and where, because of primitive or unsuitable preservation facilities, documents received in a poor state have only continued to deteriorate. Ours is a National Archives with a professional staff who are almost completely only trained on-the-job, and a technical staff whose techniques are now largely out-of-date. If you search the "The Second National Development Plan 1970-74" you will not see even one explanatory paragraph on the provision of the relatively meagre sum of £300,000 for the use of the whole department, although we put in our proposals on several sheets of paper; and we have not been represented since 1960 at any international professional congress or meeting save on the ticket of other countries or international organisations. That is the true picture of this small establishment which masquerades as a National Archives.

It is possible that the transitional arrangements suggested in paragraphs 389 and 390 of our memorandum might to some extent be accepted by the Commissioner for Education and acted upon with some speed. If this happens,



the department will be able to function with slightly increased efficiency and vigour. I understand the ad hoc Committee is now preparing its report for submission to the Commissioner. (It is fair to say that items (f) and (g) of the transitional arrangements desired - variation in establishment warrant and increased promotion prospects for technical officers - have to a large extent been met by some recent actions of the Federal Ministry of Establishments).

It is also possible that our finances will improve next financial year, but this would be due almost entirely to the need to resuscitate the Enugu branch of the National Archives, and is nothing much to crow about.

It now remains for me to suggest how we might tackle all these problems. You have been summoned in a hurry and although you all must have read our memorandum which had been dispatched to you since July 1970, it is too much to expect that clear-out decisions will now be taken on the problems analysed in it. I would therefore suggest the appointment of a sub-Committee of about 5 members to look into the prescriptions explained in paragraphs 361 to 388 of our memorandum and summarised in sections (a) and (b) of paragraph 392. This reorganisation sub-Committee might meet twice or thrice before September 1971 (or November 1971 at the latest) when a plenary session of the National Archives Committee should be summoned to take decisions on its recommendations. You might think it more useful if the Chairman of the National Archives Committee could be permitted to use his discretion, after such consultations as appear to him useful, to appoint the members of this reorganisation sub-Committee. This method will make it possible for members now absent to be considered to serve on the sub-Committee. Much material on the work of the sub-Committee is already available in Parts I and II of our memorandum and more will become available in the weeks ahead from the work now being done by some of my colleagues on the special task groups which I had set up on 21st December, 1970. (The paper on these special groups was sent to you along with other papers a fortnight or so ago).

There is a slight possibility that a sum of £100,000 out of the £300,000 allocated to the building and reconstruction of National Archives buildings in the "Second National Development Plan 1970-74" might be released sometime during 1971-72, and it would be advisable if we anticipate this possibility by empowering our Chairman to appoint a National Archives Building Planning Sub-Committee as soon as he thinks this advisable during 1971-72. This sub-Committee which need contain no more than three members of the National Archives

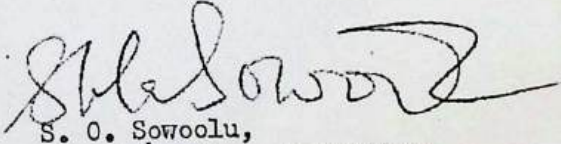


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Committee and two technical advisers - an architect and an archivist - will be required to consider all aspects of the planning and construction of the new National Archives Building in Lagos - the selection of site, the choice of building design etc. The Chairman of the National Archives Committee will at the appropriate time submit an application for funds to be made available to this building sub-Committee to travel extensively overseas to see more recently built National Archives in other lands. Many years of working with the archives have persuaded me that in the construction of adequate archive buildings a visual inspection of the achievements of other countries in this regard is most beneficial. One of our departmental special task groups is now engaged in work which will be useful to this sub-Committee. Finally, it will be necessary at a later session of the full Committee, when the views of Government should have been made known on those recommendations of the reorganisation sub-Committee which had been approved by the National Archives Committee, to appoint a legislative sub-Committee to draft a new archive bill which will give to the National Archives complete control over all non-current records in all government offices, and which will enable it to influence the adoption of efficient, economical and orderly procedures in the creation and maintenance of official current records, and to participate fully and forcefully in the preservation of private records.

I cannot conclude my report without publicly acknowledging the deep debt which I owe to our Chairman for his simply charming but invaluable help in bringing off this occasion. Indeed he took over the whole of the arrangements from my fumbling hands, and saw them through himself. I pray that God will make it possible for him to see the fruit of the tree he is again planting this afternoon.

I also thank all of you who have answered our hurried summons.

  
S. O. Sowolu,  
Secretary, National Archives Committee.

4th March, 1971



APPENDIX C

MEMBERS OF NATIONAL ARCHIVES COMMITTEE AND THE INTERESTS THEY  
REPRESENT AS AT 5/3/71

2 Ex-officio members

- |                                       |                                                                                                        |                     |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------|
| 1.                                    | The Chief Justice of the Federation                                                                    | Chairman            |
| 2.                                    | The Director of National Archives                                                                      | Secretary           |
| <u>12 Nominations from the States</u> |                                                                                                        |                     |
| 3.                                    | Lt. Col. M. S. D. Ilyasu,<br>Chief Imam, Nigerian Army, Kaduna                                         | North-Central State |
| 4.                                    | Mr. D. O. Ashikeni,<br>Ministry of Education, Jos.                                                     | Benue-Plateau State |
| 5.                                    | Mr. J. O. Oyinloye,<br>Deputy Permanent Secretary,<br>Ministry of Education, Ilorin.                   | Kwara State         |
| 6.                                    | Alhaji Inuwa Wada,<br>Magajin Kano,<br>P. O. Box 605, Kano                                             | Kano State          |
| 7.                                    | Mallam Muhammadu Lawal,<br>The Wazirin Agaie.                                                          | North-Western State |
| 8.                                    | Professor E. A. Ayandele,<br>Department of History,<br>University of Ibadan, Ibadan.                   | Western State       |
| 9.                                    | The Permanent Secretary,<br>Ministry of Education,<br>Benin-City.                                      | Mid-Western State   |
| 10.                                   | The Librarian,<br>c/o Ministry of Education and<br>Community Development,<br>Maidugari.                | North-Eastern State |
| 11.                                   | Mr. J. O. Fadero,<br>Senior Librarian,<br>Ministry of Education and<br>Community Development, Lagos.   | Lagos State         |
| 12.                                   | Dr. E. J. Alagoa,<br>Senior Research Fellow,<br>Institute of African Studies,<br>University of Ibadan. | Revers State        |
| 13.                                   | Mrs. Ekei E. Oku,<br>Librarian, State Library, Calabar.                                                | South-Eastern State |
| 14.                                   | Professor M. Achufusi,<br>University of Nigeria, Nsukka.                                               | East-Central State  |



5 Nominations by the Senates of the Universities

15. Professor J. F. A. Ajayi University of Ibadan
16. Dr. S. A. Akintoye,  
Senior Lecturer,  
Department of History. University of Ife
17. Professor A. B. Aderibigbe,  
Deputy Vice-Chancellor and  
Dean School of Humanities. University of Lagos
18. Professor H. F. C. Smith,  
Head of the Department of History Ahmadu Bello  
University, Zaria
19. No nomination yet University of Nigeria,  
Nsukka.

One member to represent Commercial Interests

20. Mr. Dotun Okubanjo,  
143, Yakubu Gowon Street, Lagos.

One member to represent Missionary Bodies

21. Dr. J. Olumide Lucas,  
8, Turton Street,  
P. O. Box 710, Lagos.

Two members who are versed in Arabic Studies  
recommended by the Director of National Archives.

22. Alhaji Junaidu,  
Wazirin Sokoto.
23. Alhaji Bala,  
Limamin Kona,  
L. A. Central Office,  
Zaria.



AS(As)

~~PAS/GV~~

p 70-88 are submitted please

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23/9/71

Mae  
23/9Note

Discussed p70 &amp; following pp with PAS(a).

To ask Lintell's Archivist to send me further  
copy of the minutes for M/E.The  
r/s

ARCHIVED



SP/S.169/90

28 September, 1971

The Controller,  
National Archives,  
Federal Ministry of Education,  
National Archives Headquarters Division,  
P.M.B. No. 4,  
IBADAN.

MINUTES OF THE INAUGURAL MEETING OF THE RECONSTITUTED NATIONAL  
ARCHIVES COMMITTEE HELD ON 5TH MARCH, 1971 AT THE NIGERIAN  
INSTITUTE OF INTERNATIONAL AFFAIRS, VICTORIA ISLAND, LAGOS

I acknowledge receipt of your letter No. DNA.6/2/92 of 16th September, 1971 and the attached copy of the minutes of the above-named meeting. I shall be grateful if you will kindly forward to me another copy of the minutes for the use of our Ministry of Education which has initial responsibility for matters concerning your Department. Also, in future, you should please forward two copies of such minutes.



(Taiwo Okusanya)  
for Secretary to the Military Government,  
and Head of Service.

See P. 92

b.u. 18/10 ✓

Thi 28/9



91

AS(HS)

Bu. on p. 90 is submitted please

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CR

18/10/71





92  
18 October, 1971

SP/S.169/92

The Controller,  
National Archives,  
Federal Ministry of Education,  
National Archives Headquarters Division,  
P.M.B. No. 4,  
IBADAN.

MINUTES OF THE INAUGURAL MEETING OF THE RECONSTITUTED  
NATIONAL ARCHIVES COMMITTEE HELD ON 5TH MARCH, 1971 AT  
THE NIGERIAN INSTITUTE OF INTERNATIONAL AFFAIRS,  
VICTORIAL ISLAND, LAGOS

P.90  
May I refer to my letter No. SP/S.169/90 of 28th September,  
1971 and ask when the additional copy of the above minutes  
requested will be sent.



(Taiwo Okusanya)  
for Secretary to the Military Government  
and Head of Service.

see p. 94

64.29/10 ✓



93  
ASHS/

B.U. on p. 92 is submitted  
please.

(Jimmie  
CR

29/10/71



# FEDERAL MINISTRY OF EDUCATION

NATIONAL ARCHIVES HEADQUARTERS

DIVISION

IBADAN

P.M.B. No. 4

Telegrams DARCHNES

Telephone 21007



Ref. No. DNA.6/2/107

Date 28<sup>th</sup> October, 1971

' S E C R E T '

The Secretary, to the Military  
Government and Head of Service,  
Office of the Military Governor,  
Ibadan,  
Western State.



MINUTES OF THE INAUGURAL MEETING OF THE  
RECONSTITUTED NATIONAL ARCHIVES COMMITTEE  
HELD ON 5TH MARCH, 1971 AT THE NIGERIAN  
INSTITUTE OF INTERNATIONAL AFFAIRS,  
VICTORIA ISLAND, LAGOS.

I have to refer to your letter No. SP/S.169/92 of 18th October, 1971  
and to forward herewith a copy of the above minutes as requested.

*P. 72*  
*at be*  
*copy already*  
*file*

*[Signature]*  
C. N. Oduah,  
for Controller, National Archives.



SP/S.169/95

95  
3 November, 1971

The Permanent Secretary,  
Ministry of Education,  
Ibadan.

MINUTES OF THE INAUGURAL MEETING OF THE RECONSTITUTED  
NATIONAL ARCHIVES COMMITTEE HELD ON 5TH MARCH, 1971 AT  
THE NIGERIAN INSTITUTE OF INTERNATIONAL AFFAIRS, VICTORIA  
ISLAND, LAGOS

---  
I forward herewith for your information a copy of the  
minutes of the above-mentioned meeting.



(Taiwo Okusanya)  
for Secretary to the Military Government  
and Head of Service.

PD -

3/11



# FEDERAL MINISTRY OF EDUCATION

NATIONAL ARCHIVES HEADQUARTERS

DIVISION

IBADAN

P.M.B. No. 4

Telegrams DARCHNES

Telephone 21007/3



Ref. No. DNA.6/2 Vol.III/264

Date 13th March, 1972

SECRET

The Secretary to the Military Government,  
Military Governor's Office,  
Western State,  
Ibadan.



Minutes of the Second Meeting of the National  
Archives Committee Held on 5th November, 1971

I am directed to refer to your letter No. SP/S.169/90 of 28th September, 1971 and to forward herewith two copies of the minutes referred to above and to draw your attention particularly to paragraphs 30-37 and 40 of the minutes and appendix 3 Section I: On the Patterns of Archival Organisation in Nigeria, pages 1 and 2

*J. O. Nwaobi*  
J. O. Nwaobi,  
for Secretary,  
National Archives Committee.



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Minutes of the Second Meeting of the National  
Archives Committee Held on Friday 5th November,  
1971 In the Committee Room of the Nigerian  
Institute of International Affairs, Victoria  
Island, Lagos

Opening

The National Archives Committee held its second meeting in the Committee Room of the Nigerian Institute of International Affairs, Lagos on 5th November, 1971. The meeting was declared open by the Chairman, Sir Adetokunbo Ademola, Chief Justice of the Federation, at 9.38 a.m.

Attendance

2. The following members, apart from the Chairman and the Secretary, attended the meeting:

Professor A. B. Aderibigbe

Mallam M. Lawal

Professor Abdullahi Smith

Mr. J. O. Oyinloye

Professor M. Achufusi

Mr. O. Osifo (representing the Permanent Secretary,  
Ministry of Education, Benin)

Dr. J. O. Lucas

Professor E. A. Ayandele

Mr. Umaru A. Alk

Colonel M. S. D. Ilyasu

Mr. Dotun Okubanjo

Mallam Shehu Yamusa

Mrs. E. E. Oku

Dr. E. J. Alagoa

Mr. D. O. Ashikeni

Mr. J. O. Fadero

3. The following members sent apologies for their inability to attend:

Alhaji Inuwa Wada

Professor J. F. Ade. Ajayi

Alhaji Junaidu, Wazirin Sokoto



Dr. S. A. Akintoye

Dr. C. C. Ifemesia

4. Two Senior Archivists in the National Archives attended the meeting as observers and helped to take down the notes of the proceedings.

Chairman's Address

5. In a short address, the Chairman welcomed members and regretted the absence of the other members some of whom might have had transport the absence of the other members some of whom might have had transport difficulties. He apologised that it was impossible to meet in the Institute's Conference Room and hoped members would not find the smaller Committee Room too inconvenient. He reminded members of the appointment during the last meeting in March 1971 of two sub-committees who had since met and the results of whose deliberations were being tabled for discussion. Finally, he apologised for his inability to stay longer at the meeting owing to the fact that he had to attend the meeting of all the Chief Justices in the Federation at 10 a.m.; he therefore appointed Professor Aderibigbe to act as Chairman during his absence. He would, however, attend the afternoon session of the Committee meeting which would start at 4 p.m. During the Chairman's brief speech three members of the Committee arrived.

Committee Business:

1. Announcements

6. After Dr. Aderibigbe had excused himself for his inability to attend the afternoon session, he called the Secretary to make the announcements outlined in the agenda. The Secretary made the following announcements:

- (a) New members appointed since the March 1971 meeting are Mallam Shehu Yamusa, representing Arabic scholars; and Dr. C. C. Ifemesia - representing University of Nigeria, Nsukka.
- (b) Statutory Instrument of membership was published in Federal Government Gazette No.41 Vol.58 of 12/8/71 at page 1324; and copies had already been sent to members.
- (c) Chief A. Y. Eke has been appointed Commissioner for Education. The Committee might wish to send him a congratulatory message on his appointment.



- (d) Apologies for absence had been received from Professor J. F. Ade. Ajayi, Alhaji Inuwa Wada and Dr. C. Ifemesia.

7. The Acting Chairman welcomed the new members on behalf of the old members; and the meeting agreed to send a message of congratulations to the new Commissioner expressing the wish that he would attend a meeting of the Committee in the future.

2. Minutes of Last Meeting

8. The only correction made in the minutes of the last meeting was in the initials of Mrs. Oku which should read "E. E." and not "E. I." The minutes were then approved on the motion of Mr. Osifo who was supported by Mallam Lawal.

3. Matters Arising out of the Minutes

(a) Reaction, if any, of the Federal Commissioner for Education to the Minutes and Resolutions of last meeting.

- (i) The Secretary informed members that the Chairman had forwarded the minutes of the last meeting to the Commissioner but that there had been no formal comment or reaction on it by the Ministry of Education. Continuing, the Secretary said he was however invited to visit the Ministry to discuss the minutes. When he went there, he was informed by the Deputy Permanent Secretary that the new Permanent Secretary was anxious to know what had led to the Committee's surprising recommendation for the transfer of the National Archives to the Cabinet Office so as to know what advice to give to his Commissioner. The Secretary said he explained the whole situation to the Deputy Permanent Secretary with the aid of the departmental memorandum on the organization and management of archives in Nigeria, reiterating what obtained overseas, and the circumstances which made it very difficult for Ministries of Education to be effective when put in charge of archival matters. For the administration of archives to be efficient and effective in Nigeria, the archival authority had to be associated with the highest authority in the land. He however assured the Deputy Permanent Secretary that the matter would come again before the Re-organization Sub-Committee and he advised that action should be postponed until their views were known.



10. The Acting Chairman spoke after the Secretary and informed members that the Re-organization Sub-Committee of which he was a member had come very strongly in support of transferring the National Archives to the Cabinet Office and of eventually conferring autonomy on it.

11. Professor Ayandele expressed surprise that the only aspect of the minutes which attracted the Ministry's attention was that which would diminish their empire and insisted that the Committee should not allow itself to be persuaded from its decision because it was taken in the national interest.

12. Dr. Lucas felt that the Ministry should be politely and persuasively informed that the decision was taken in the interest of the country, and that the National Archives had originally been under the Ministry of Works. The Acting Chairman speaking last on the matter could not see that any question of the spiteful diminution of the Ministry's sphere of influence was involved, and thought that the decision must stand.

13. (ii) On the siting of the headquarters of the National Archives in the Lagos Mainland, the Secretary informed members that the Ministry had long ago agreed to this, and it was giving much co-operation on the process of acquiring a suitable site along the Airport Road, Ikeja. Queried by Dr. Lucas why so much land - 10 acres - was to be acquired, the Secretary said regard had to be paid to future developments and expansion.

(b) Appointment and Work of the Re-organization Sub-Committee

14. The Acting Chairman informed the meeting that the Re-organization Sub-Committee had been appointed, had met and had submitted its report which was among papers tabled before members for discussion and decision.

15. Colonel Ilyasu would like to know the difference between the main committee and the appointed sub-committees, and the Acting Chairman obliged him with an explanation. The colonel would also like copies of the Public Archives Act to be sent to members, and the Acting Chairman advised him to bring this up during discussion on Item 8 of the Agenda - General.

(c) Appointment and Work of the National Archives Building Sub-Committee

16. Members were also formally told of the appointment of this sub-committee, and that its report also had been laid before the meeting for



discussion and decision.

(d) Private Papers and Arabic Manuscripts

17. Dr. Lucas referred to the section of the minutes dealing with private papers and requested the Secretary to report progress. The Secretary replied that the Re-organisation Sub-Committee had discussed the matter and had made certain recommendations which would be discussed later.

18. Professor Smith expressed concern that the matter of Arabic Manuscripts had not been discussed in sufficient detail perhaps because they had been wrongly classified in the National Archives as private papers whereas they represented public records of the pre-colonial era. The Arabic Manuscripts should therefore have the same status as other public records and it was wrong to classify them as private records. Therefore the Government had equal responsibility to collect and preserve them. He was not happy at the way the records were being preserved in National Archives, Kaduna.

19. Other speakers supported Professor Smith in expressing concern that all pre-colonial records - not only Arabic Manuscripts - should receive the proper attention they deserve. Among such speakers were Dr. Alagoa, Mr. Fadero, Mallam Shehu Yamusa and Colonel Ilyasu.

20. Mallam Shehu Yamusa, for instance, thought that if the aim was to get a full documentation of the pre-colonial era, then Arabists must travel to neighbouring countries to collect rare Arabic Manuscripts, and requested to know why the collection of these manuscripts had been stopped. The Secretary said it had been suspended because there was no staff for it and because the man who should do it, Alhaji Bello Uthman, was fully engaged on administrative duties as head of the National Archives, Kaduna - the centre for the collection of Arabic Manuscripts. Professor Smith joined in to say that it would be wrong to say collection of Arabic Manuscripts had stopped because they at Ahmadu Bello University were still collecting them.

21. The Secretary raised the question of assessing the worth of these Arabic Manuscripts, and urged the view that money must not be spent on valueless materials. The Acting Chairman thought it necessary in such a case for the National Archives to co-operate with the Arabic documentation centre of the University of Ibadan. Dr. Ayandele also remarked the lack of co-operation among all those interested in the collection of Arabic Manuscripts and stressed



the need for the National Archives to engage the services of qualified arabists with a view to assessing the value of the Arabic collections in the National Archives. Members agreed that Government should provide the qualified staff to tackle this important matter.

22. Returning to the general topic of Arabic Manuscripts, Mallam Shehu Yamusa requested that an Arabic Section should be opened at Kaduna National Archives, and Colonel Ilyasu added that the person appointed to head such a section should be given facilities to tour West Africa because these documents were scattered all through West Africa. The Secretary said he would look into all these matters.

23. Dr. Lucas contributing to this debate said that since all members had expressed concern on the matter of the collection and preservation of Arabic Manuscripts it would be useful to set up a sub-committee to go into all the details of the matter and to advise the main Committee later.

24. Professor Ayandele thought the scope of the terms of reference of the proposed sub-committee should be widened to include all pre-colonial documentation, and his view was supported by other speakers, including Mr. Oyinloye and Mr. Fadero.

25. Dr. Lucas moved and Professor Ayandele supported that a sub-committee be appointed to study the matter in depth. Members appointed into the sub-committee were as follows: Professor Smith (Chairman), Colonel Ilyasu, Mallam Shehu Yamusa, Professor Ayandele, and the Wazirin Sokoto. The sub-committee could co-opt other members to give expert advice as necessary. The sub-committee's terms of reference were as follows: To examine all the problems connected with the collection and preservation of all pre-colonial documents including Arabic Manuscripts as well as of all contemporary private records that have relevance to the country, and report back to the National Archives Committee.

(e) Representation of Arabic Interests

26. Mallam Shehu Yamusa suggested an increase of one in the representation of Arabic interests to ensure that at least one member would be present at meetings. The Acting Chairman was of the view that all members should endeavour to be present at meetings, and in answer to a question from Mr.



Okubanjo the Secretary made it clear that the Committee had no powers to increase its own membership.

(f) Recovery of Records Removed from National Archives, Enugu  
During the Civil War

27. Dr. Alagoa raised the question of the records removed from the Enugu National Archives during the Civil War and requested for a progress report on the issue. The Secretary then informed the house of the efforts being made by his staff at the Enugu branch. They had already recovered huge heaps of mixed-up records which were being sorted, and there were signs that the exercise would yield good results. He also informed the meeting that occasionally certain individuals or bodies had returned on their own volition to the Archives some of the lost records which had come somehow into their possession. Dr. Alagoa wanted to know if more staff was needed for the Enugu branch. The Secretary replied that the entire department needed more staff. Other speakers including Mr. Oyinloye and Professor Achufusi supported Dr. Alagoa and stressed that the case of the Enugu branch was a real emergency and it should be treated as a special case. Professor Ayandele wondered whether the Rehabilitation Commission was approached for help. The Secretary said he did but got nothing from the Commission. Members then felt something definite should be done to recover all these records and Dr. Alagoa moved and Professor Ayandele supported that "This Committee calls on the Government to make the necessary funds available to enable the National Archives to do everything possible to recover all the records removed from National Archives, Enugu during the Civil War".

28. The Acting Chairman remarked that one of the biggest obstacles was that only a few people understood what the National Archives was doing. In such circumstances, said Mr. Okubanjo, the Committee should be more effectively publicised. A lot more could be achieved from a personal meeting between the Chairman and the Commissioner for Education, he believed. This important point was noted for consideration during the discussion of Item 7 on the agenda. Supporting Mr. Okubanjo, Colonel Ilyasu suggested that all the members should pay a courtesy call on the Head of State. This idea was also noted for later discussion.



4. Consideration of the Recommendations of  
the Re-organization Sub-Committee.

29. The Acting Chairman suggested that members should only note the minutes of the Re-organization Sub-Committee while discussions should be concentrated on the recommendations attached to the minutes. These recommendations should be tackled one by one. The meeting agreed with this suggested procedure.

I On the Patterns of Archival Organization in Nigeria

30. Recommendation 1(i) in this first group of recommendations was non-controversial and was approved without debate. The recommendation had proposed the establishment of a National Archives to preserve specifically Federal archives as well as other originally non-official archives which it had acquired by negotiation or compulsorily.

31. Recommendation 1(ii) which sought the establishment of state archival institutions was debated at length. Professor Smith, speaking on behalf of the six Northern States, informed the meeting that this subject had been given much attention by the governors of the six states, and that although they all agreed in principle with the idea of establishing state archival institutions, they did not think it financially possible for each state to own its own archival institution at present.

32. Mr. Alk would like to know the defects of the present archive law which made a change necessary, and the Secretary explained that the old law did not expressly authorise the establishment of state (or regional) archives but it was desired that the new law should specifically authorise such a development.

33. Mr. Oyinloye agreed with what Professor Smith had said about the difficulties of the states in establishing their own archives, but the Secretary felt that the states were not sufficiently serious in the matter hence the complaint about lack of funds, especially because they found money for the other projects they really wanted. Both Professor Ayandele and Professor Achufusi did not think that the creation of state archives should be made obligatory. The main objective was to lessen the reliance of the states on the Federal Government in the matter of record preservation. Professor Smith would not agree that the states were not showing sufficient



seriousness as alleged by the Secretary, and he pointed to the work now going on in Kaduna on the collection and preservation of the post-1952 records.

34. Dr. Alagoa expressed the view that the National Archives, Kaduna should take over the records of the former Northern regional government, but the Secretary explained that as heirs of the former Northern Government, the Six Northern States were now the owners of these records, and it was their duty to preserve them. It was for them to decide how this was to be done, but if they wanted them preserved in the National Archives, they would have also to provide the necessary funds. Professor Achufusi wondered if the states could not be compelled to transfer their records to the National Archives if they could not preserve them themselves, but the Secretary was of the view that the Federal Government could not compel such transfers.

35. Professor Ayandele took exception to all that line of thinking: he considered it obligatory for the National Archives in the interest of the nation to preserve very important state archives if the states owning them could not finance their preservation. In such a situation, the Secretary insisted, the National Archives must take over control over such archives completely and they must therefore become Federal archives. The Director of National Archives should have only one master: the Federal Government.

36. At the end of this long discussion, members agreed that recommendation 1(ii) should be re-phrased as follows: "That a State if it wishes may establish its own archival institution or join with other States to establish one joint archival institution. Any State may turn over its archives to the National Archives provided that such archives will automatically become the property of the National Archives. The Federal Government shall give a block grant to each State to encourage the states to establish their own archival institutions; the National Archives will help to train the staffs of the new State Archives; and the State Archives will deposit copies of the lists of their archive holdings with the National Archives."

37. Mallam Shehu Yamusa had wanted a provision to be included which would compel State Archives to place copies of their records which was of national significance in the National Archives, but members agreed to note the suggestion only since it depended on circumstances and the availability of funds.



38. Recommendation 1(iii) on arrangements suggested for the preservation of private commercial and industrial archives received the fervent support of members. Mrs. Oku wanted to know why a 25-year limit was set, and the Secretary replied that a 25-year period was generally supposed to confer archival status. Professor Ayandele narrated his experiences with some of the private undertakings operating in the country. Some firms, he said, generally destroyed their documents. He urged on the meeting to alert the Government on this serious situation in which certain powerful and rich interests deprived the nation of the records of their past activities. Professor Smith shared Professor Ayandele's concern and wondered if the best approach was not to amend the Company Act to compel companies to preserve their records. Mr. Okubanjo, the representative of commercial interests, remarked that the activities of foreign businessmen who carried all the details of their operations in their heads or falsified their records to evade tax was giving his Chamber of Commerce some concern. Dr. Alagoa suggested that some guidelines should be worked out to underline the types of business records which should be preserved by companies. The recommendation was then approved.

39. Recommendations 2(i) and 2(ii) conferring on the National Archives the right to compel the declaration and registration of all private archives, and the right to inspect private archives respectively were approved without debate. Recommendation 2(iii) conferring the right to acquire certain private archives compulsorily was also approved after it had been amended to make the payment of adequate compensation obligatory. Recommendation 2(iv) was then approved without debate or amendment.

40. Recommendation 3 which would make it possible for State Archives to preserve some Federal archives which have only local value was approved after the Secretary had briefly explained its significance.

41. Recommendation 4 which reserved the preservation of the records of the Nigerian Civil War to the Federal Government only was read and approved. Later, however, Professor Achufusi came back to the point and stressed the need for adequate funds to enable the archivist in charge of National Archives, Enugu take effective part in the race which was on for the acquisition of the Civil War records in the Eastern States. Professor Achufusi alleged that foreigners were in the market for these records and were offering high prices for them. The Acting Chairman observed that some drastic action was necessary,



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but other members felt that a law to ban the sale of such records would only serve to appreciate their monetary value. In the end a compromise was reached which combined the two elements of compulsion and persuasion. Mr. Fadero moved and Professor Achufusi supported a resolution to the effect that "This Committee has noted that some of the materials on the Nigerian Civil War in private hands were being sold to foreigners and will appreciate assistance from the Government to prevent the exportation and the continued sale of such records; and also requests that people in possession of such materials should be made to surrender them to the National Archives subject to the payment of adequate compensation." The resolution was passed.

42. During the discussion on what measures should be taken to prevent the sale to foreigners of the records of the Civil War, Colonel Ilyasu thought the Police should be represented on the Committee. The Secretary promised to bring this to the notice of the Commissioner.

43. Recommendation 5 was approved after a brief reference by the Secretary to relevant practices abroad and to the attitude of modern archivists in the matter.

## II On the Training of National Archives Professional and Technical Staff

44. The Acting Chairman explained that the aim of this second group of recommendations was to see that the country would not have any need to invite expatriate archivists to work on Nigerian archives. The ensuing discussion centred on the need to ensure that recruits into the archival profession were drawn from all over the country. Emphasizing this need, Professor Smith felt disappointed that there were no graduate archivists from any of the Northern states in the National Archives, but other members drew attention to the difficulty of attracting the Northern graduate into Federal Government employment because better and more attractive conditions of service and career prospects were offered by the different Northern states. Mallam Shehu Yamusa thought there was a general tendency of Nigerians to remain in their own states while Mr. Oyinloye advised that the Controller of National Archives might try speaking to students in their universities about the job opportunities available in the National Archives. The meeting at the end of the discussion agreed that since the National Archives was a



national institution all the sections of the country should be represented on its professional staff. The meeting then approved Recommendation 1.

45. Recommendation 2 was at first approved without debate but this decision was later reconsidered and, on Mr. Okubanjo's suggestion, the suggested period of the crash training programme was cut down to two years.

46. Recommendation 3 was also approved after Colonel Ilyasu had been satisfied by the Acting Chairman as to the need for the insertion of the words "in a way that does not commit the Federal Government."

47. Recommendations 4 and 5 were considered together. Professor Ayandele was of the view that rather than open up a separate archive school, the School of Librarianship in one of the Nigerian universities could be expanded to provide training in archival management, while Professor Smith wondered why the country had to wait until 1974 before local facilities for archival training could become available. He thought it would be much quicker to achieve the end desired and cheaper if archival training could be entrusted to one of the universities as suggested by Professor Ayandele. He thought that even the crash training programme should be undertaken in Nigeria and any foreign aid necessary should be in the form of paying for the foreign experts who would come to teach in Nigeria. Both professors advised that the National Universities Commission should be contacted at once, and after a little more consideration of the issue, the meeting agreed that the permanent training scheme for archivists should be developed by one of the Nigerian universities while the immediate training needs for the next two years would be undertaken overseas, that the National Universities Commission should take steps immediately to establish with minimum delay courses in archive management in a Nigerian university, and that the Chairman of the National Archives Committee accompanied by the Deputy Vice-Chancellor of the University of Lagos, Professor Aderibigbe, should interview the Chairman of the National Universities Commission on the matter. Recommendations 4(i) and 4(ii) on the overseas archival training facilities to be made available were then approved.

48. Recommendation 6 was approved after it had been amended to remove the reference to the establishment of an archive school by 1974 and to substitute the institution of archival studies in a Nigerian university. Professor Smith wanted to know what plans there were for the training of



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non-graduate technicians in the National Archives, and the Secretary replied that there were no formal training facilities available in the country at present for these men, and that it was difficult getting them accepted for training overseas because of their low standard of education; but he hoped the proposed scheme for archival training to be developed in one of the universities would include the training of archival technicians.

49. Recommendations 7 and 8 were then approved after a slight amendment had been effected on Recommendation 7 to remove the reference to the establishment of an archive school and to substitute the institution of archival studies in a Nigerian university.

### III On the Capital Development Programme for Nigerian Records and Archives

50. The Secretary explained to the meeting that the recommendations under this Section were closely connected with the recommendations of the Building Sub-Committee, and he therefore suggested that both sets of recommendations should be considered together. He also informed the Committee that action had been initiated to get the piece of land in question compulsorily acquired. Some members expressed fears that some highly placed persons might thwart the efforts being made to acquire the land, but the Secretary said that he was reasonably optimistic that the acquisition would be effected. The Committee then decided to discuss these recommendations during the afternoon session.

### IV On the Organization for Work in the New National Archives A. Nature of Internal Organization

51. Recommendations 1, 2 and 3 in this sub-section were approved after very short discussion.

52. In the debate that ensued on Recommendations 4, 5, 6 and 7 the Secretary in reply to a question from Mr. Alk, explained that some sectional heads were of inferior status to other sectional heads only because such sections with heads of inferior status could not be adequately assessed in present circumstances, and the matter would need to be kept constantly in mind with a view to effecting changes later. Mr. Oyinloye also wondered why the Deputy Director was to be burdened with specific duties, and the Secretary replied that it was very important that he should be made responsible for



these duties in order to justify the post. Mr. Okubanjo did not feel happy that better prospects were not to be offered to the technicians in the National Archives. The Secretary replied that the proposals had been drawn up on the basis of the National Archives continuing as a civil service department, and as such, such technicians - printers, photographers, binders etc. - would be able to obtain higher prospects only in specialist civil service departments like the Information Service or the Government Printer, but if the National Archives became autonomous, its Council would have to reconsider the matter. Mr. Okubanjo however insisted on pointing out that it could not be in the interest of the National Archives to be constantly losing well qualified and experienced technicians due to poor job prospects, and the Secretary noted the point. Professor Smith thought the aim of the proposed Federal Records Management Centres should be to make records available where they were most needed, and he gave the instance of certain records of the former Northern Nigerian colonial administration which were sent to Lagos in 1937 but could not now be traced and appealed to the Secretary for help to trace the documents. The Secretary said if he could have a full list of the records he would see if any of them still survived in the records of the National Archives. Professor Smith then drew attention to the former decision of the committee that Arabic Manuscripts were pre-colonial official records and he therefore suggested that there should be a pre-colonial official archives section separate and distinct from the Pre-amalgamation Official Archives Section of the Division of Historical Official Archives in the Archive Management Branch. His point was agreed. Mr. Okubanjo had earlier wondered whether the staff attached to certain sections was not inadequate, and the Secretary had expressed the view that only time would sort out such difficulties. Recommendations 4, 5, 6 and 7 were approved by the Committee.

B. The Recruitment and Status of National Archives Staff

53. The Secretary began discussion on this sub-section by informing the Committee of the present posts and salary gradings in the National Archives: A Director in Group 6, no Deputy Director, and 1 Principal Archivist in Group 7. Recommendation 1 was then approved after a slight amendment proposed by Mr. Oyinloye had been accepted with a view to providing the



justification for the suggested improvement in the salary grading for the Director. Recommendation 2 in this sub-section was also approved after an improvement proposed to its phrasing by Mr. Oyinloye had been accepted. "To become" was changed to "to stay on in the profession".

54. The Committee adjourned at 12.55 p.m. after the Acting Chairman had again expressed regret that he would be unable to attend the afternoon session.

55. The Committee resumed its business a few minutes after 4 O'clock with the Chairman who had been unable to lead the morning discussions now presiding.

C. Priority Programmes for Action in the Renascent  
National Archives

56. Recommendation 1(i) in this sub-section was approved without debate.

57. Recommendation 1(ii) on the preservation of the records of the Nigerian civil war evoked some lively debate. Opening the discussion, Professor Ayandele took exception to the concluding sentence of the recommendation and asserted that it was in fact one of the assignments of the History of the Civil War Commission to collect civil war records for preservation in a centre, but he would now support that all such records collected by that Commission should eventually be preserved in the National Archives. Professor Smith, a member of the Commission, in his own contribution to the debate gave useful information on the work of the Commission. The Commission, he said, had been set up by the Federal Ministry of Information to advise the Government on the preservation of the Civil War records and so it was not unlikely that some members gathered records in the process of locating these records. He said that only the Chairman of the Commission, Professor Ajayi, who is a member of the National Archives Committee could best give the desired information on the activities of the Commission, but he was then abroad. He remarked the keen interest shown in the project by the Cabinet Office. Professor Achufusi reminded members that the Committee had earlier decided that all civil war records must be preserved together in the National Archives. Coming into the debate again, Professor Ayandele expressed satisfaction with the information volunteered by Professor Smith and stressed that the important point was for the records to be eventually transferred to the National Archives. Professor Smith agreed but stressed that his agreement was conditional on the National Archives becoming a responsibility of the Cabinet Office. The Chairman



supporting him humourously added that Government felt more secure always at the Cabinet Office. The recommendation was then approved.

58. Recommendation 1(iii) was also approved, but Professor Ayandele advised that the National Archives should first consult with the Nigerian universities on the matter so that efforts would not be duplicated.

59. Recommendations 1(iv), (v), (vi) and (vii) were also approved by the meeting. There was no debate on Recommendations 1(iv), (vi) and (vii), but on Recommendation 1(v), Professor Ayandele advised that the matter should be marked down as most important. The measure was necessary, he said, in order to ensure the survival of the nation's history in any calamity.

60. On the conclusion of discussions on these priority action programmes, Mr. Okubanjo expressed the view that publicising the activities of the National Archives should also be listed among the priority programmes awaiting action, but as the question of publicity had already been listed for discussion in the Section of recommendations on miscellaneous matters, it was put aside for that moment.

#### V. On the Public Records Law

61. All the four recommendations in this Section were approved without debate, although Professor Ayandele fervently appealed to the Chairman for the most urgent action to be taken in implementing the recommendations.

#### VI. On the Controlling Ministry for the National Archives and the Degree of its Autonomy

62. All the three recommendations in this Section were approved, but on Recommendation 1 urging the immediate transfer of the National Archives to the Cabinet Office, Professor Ayandele advised that adequate explanation should be offered to the Commissioner for Education that the decision was made in the national interest, and not merely to narrow down his spheres of influence.

#### VII. On the Estimates of Expenditure on Personal Emoluments, Other Charges and Special Expenditure on the Re-organized National Archives

63. All the three recommendations in this Section were approved without debate.

#### VIII. On Miscellaneous Matters

64. The Chairman observed that Recommendations 2 in this Section - on



the use of foreign experts - was not necessary as the need could arise in the future. The Committee agreed, and the recommendation was eliminated. The other two recommendations were however approved.

5. Consideration of the Recommendations  
of the Building Sub-Committee

65. After a short argument, the meeting agreed that the recommendations of the Building Sub-Committee should be considered before the recommendations of the Re-organization Sub-Committee on Capital Development Programmes of the National Archives were attended to.

66. Recommendation 1 of the Building Sub-Committee avoked doubts from the Chairman that it was too late to acquire the piece of land in question in view of the interest of the Nigeria Police in it, but the Secretary explained that the land in question was not part of the land recently acquired for the Police. Dr. Lucas drew attention to the nearness of the area to the Airport, and expressed the view that the building could not be a very tall one in view of existing building regulations on the matter. Other members contributed their views, and at the end of the discussion members agreed that a building six storeys tall would be adequate, and that the architects should be briefed accordingly.

67. When Recommendation 2 was taken up, Professor Ayandele who is a member of the Building Sub-Committee explained its ornate language, that it was to do away with the original idea that the building should be monumental. The building, he insisted, should symbolise the cultural achievements of the nation. But the Chairman suggested that what was required was for the building to be a 'prestige building' and members agreed.

68. At this stage, the Chairman expressed his fears again about the present proposed site and suggested that alternative sites should be investigated. The meeting agreed with him, and the Secretary noted the point.

69. Recommendation 3 on the phasing of the construction of the building was then approved without debate.

70. Recommendation 4 was next taken in hand, and it evoked some lively comments. Mr. Fadero wanted to know why the sub-committee did not favour the building being handled by the Federal Ministry of Works and Housing, and Professor Ayandele explained that it was because they would take long on the



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job, and it might not be of the best quality. The best result would be obtained, he insisted, only if the job was turned over to open competition. Mr. Fadaro offered the view that turning the job over to private architects would drive up the cost. The Chairman said it all depended on the Ministry of Works: if they insisted on being responsible for the job, there was nothing anyone could do about it. Colonel Ilyasu evoked some laughter when he suggested calling in the Army to handle the construction job. Also contributing to the discussion, Mallam Lawal warned that in view of the fact that it was the National Archives Committee which had set up the Building Sub-Committee, the recommendations of the sub-committee could only be rejected on very valid reasons. The Chairman assured him that that was exactly what was being done, and rounding up the arguments, the Chairman agreed with some members that the Ministry of Works had a number of very good architects who had done quite good jobs, but the Committee could insist that the job should be thrown open to private architects to compete for, but if this approach failed, and the Ministry of Works insisted on being responsible for the job, then the Ministry should be requested to prosecute the project with vigour and dispatch. The meeting accepted this view. Concluding the matter, Mr. Fadaro added that personal contacts with the Ministry officials could be useful since they sometimes permitted such projects to be handled by private architects. Recommendation 4 was, at the end, amended to delete the reference to the architects in the Federal Ministry of Works & Housing.

71. The remaining recommendations were considered with little or no debate. Recommendations 5 and 6 were approved as they stood. Recommendation 7 was deemed not necessary and was deleted. Recommendation 8 was also approved without amendment. Recommendation 9 was amended to substitute "the National Archives Committee" for "the National Archives Building Sub-Committee". Recommendation 10 was deleted because it was decided that architects had their professional contacts and means of information in such matters. Recommendation 11 was slightly amended to substitute "the National Archives Building Sub-Committee" for "the National Archives Committee", and Recommendation 12 which affected only the National Archives Committee itself was noted by the meeting. This recommendation urged the National Archives Committee to pursue its recommendations to their logical conclusions with great vigour and with maximum dispatch.



6. Consideration of the Recommendations of the  
Re-organization Sub-Committee on the Cap-  
ital Development Programme for Nigerian  
Records and Archives.

72. Recommendation 1 was deleted in view of the fact that the version of the Building Sub-Committee on the matter which had earlier been approved was preferred.

73. Recommendations 1(i), (ii) and (iii) which carried details of suggested development programmes for the period 1974-86 were left on paper for consideration in the future, but the reference in the recommendations to a Nigerian archive school was eliminated.

74. Recommendation 3 was briefly explained by the Secretary, and was approved by the meeting.

75. While Recommendation 4 was left on paper, Recommendation 5 was approved after the reference to a specific sum of money to be granted to each state had been deleted.

7. Machinery for Intimating Government of  
Decisions of the National Archives  
Committee

76. Professor Ayandele opened the discussion on this topic and strongly advised that the Committee should use the Chairman's influence to the full to bring the National Archives and its Committee to the full notice of the Government, and he cited the work being done for the National Library and the Sports Commission by the Commissioner for Labour, Chief Tony Enahoro. For the resolutions of the Committee to have any chance of being implemented, the Chairman must come out in a big way to help the Controller of National Archives who was only a civil servant. He suggested that the Chairman could start by having a talk with the Head of State, in the company of the Commissioner for Education together with his topmost officers. Colonel Ilyasu disagreed with the composition of the team to meet with the Head of State and he suggested that all members of the Committee should go, because each member represented a particular state or interest, and gave as an example a recent visit of all members of the Federal Public Service Commission to the Head of State.

77. Resuming his appeal to the Chairman, Professor Ayandele reminded him of the earlier decision of the Committee to request one of the Nigerian



universities to provide courses in archive management and requested the Chairman to take the issue up urgently personally with the Chairman of the National Universities Commission. Finally, he referred to the question of the site for the Headquarters of the National Archives and appealed to the Chairman to look personally into this matter too.

78. Speaking next, Mr. Fadero urged the Secretary to give more attention to publicising the activities of the Committee, and said that the press could have been invited to the opening of that meeting and this would have afforded them the opportunity of interviewing the Chairman. Supporting the previous speakers on this subject, Mr. Okubanjo advised the Chairman to arrange to visit the National Archives, Ibadan for such a visit would also afford him an opportunity of speaking to the press and thereby publicising both the National Archives and the National Archives Committee.

79. Replying to all these appeals and suggestions, the Chairman agreed to arrange a meeting as soon as possible with the Chairman of the National Universities Commission. Professor Aderibigbe would accompany him. He would also arrange to visit the Commissioner for Education to assure him of the good intentions of the Committee in relation to its recommendations for the transfer of the National Archives to the Cabinet Office and for its autonomy. There had to be someone to speak for the National Archives in the Federal Executive Council, and he would suggest that the Commissioner for Education should continue to speak for the National Archives in the Federal Executive Council. When the first two actions had been taken, he would see to arranging a meeting with the Head of State.

80. These promised actions, the Chairman told the meeting, would have to be taken in the next few months, as he would soon be retiring from the office of Chief Justice of the Federation, and therefore as statutory Chairman of the National Archives Committee he would have to hand over to his successor in office. He however went on to say that he would try to obtain facts about the present proposed site for the National Archives Headquarters and to make enquiries about alternative pieces of land.

81. Contributing his own views on the matter, Mr. Oyinloye warned that great care had to be taken in implementing the decision that the National Archives should be transferred to the Cabinet Office, for the Cabinet Office, in his view, was a more unwieldy Ministry than the Education Ministry. The



Chairman said that such administrative arrangements as would be necessary to make the transfer achieve its purpose would have to be discussed and agreed with the Cabinet Office with the permission of the Commissioner for Education.

8. General

82. Mr. Okubanjo suggested that a verbatim reporter should be employed to cover each meeting of the Committee to relieve those taking notes in long hand. The Secretary explained that he had tried one before, but did not find him very useful. The Chairman supported the Secretary's comments. Mr. Okubanjo then announced the policy of his Chamber of Commerce that members of the Chamber were not to receive any allowances for participating in the work of national committees or councils, and finally he seized the opportunity to thank the Chairman for his services to the nation generally, and to the National Archives in particular.

83. Replying, the Chairman expressed his regret that he had not done much for the Archives. The Secretary however expressed the hope that he would continue to have the National Archives and the Committee in mind.

84. Dr. Lucas raised again the question of private papers, and recalling the efforts of Dr. Dike to collect these papers locally and abroad, he wanted to know what progress was being made in this field. The Secretary said that only a little progress had been made and he told the meeting of the receipt into the National Archives of the Ikoli Papers. As for the records overseas, he said that this was one of the plans now being drawn up for implementation, and he said that the work of the West African Guide Committee in this field would facilitate matters.

85. Resuming, Dr. Lucas referred to the co-operation given to Dr. Dike by the CMS and the Methodist Mission and wondered that the Roman Catholic Mission had not been equally co-operative. The Secretary agreed that the Catholics had not been keen on the matter, perhaps because their Vatican Archives were among the best in the world. Dr. Lucas advised that the matter should be pursued.

86. Dr. Lucas then turned his attention to the private papers held in Yorubaland, and advised the Secretary to see to the recovery of all such papers or they would all be bought up by rich Americans. The Secretary assured him he was doing something on the matter, and more efforts would be



exerted.

87. Supporting Dr. Lucas, Professor Ayandele and Mr. Okubanjo also advised that more efforts were required to recover these papers and both gave indications of where some of these papers might be found.

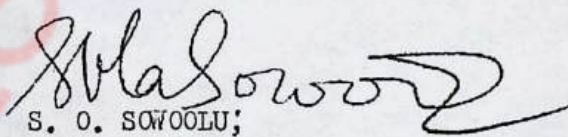
88. Colonel Ilyasu repeated his earlier request for a copy of the existing Archives law to be sent to each member. The Secretary said he would do so.

89. Mr. Ashikeni then apologised for his lateness - he had missed the morning session.

9. Date of Next Meeting

90. Because of matters which needed urgent attention, the date of next meeting was fixed for first Friday in March, 1972, that is, for 3rd March, 1972. Thereafter, it was hoped meetings would become annual and would be held in November.

91. The meeting rose at 5.50 p.m.



S. O. SOWOOLU;  
Secretary,  
National Archives Committee.

15/12/71



Index to Appendices

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| 2.                | Resolutions of the National Archives Committee Made at its Second Meeting                                                                                                                                                                                |
| 3.                | Recommendations of the National Archives Committee on the Re-organization of the National Archives (including Schedule of Estimates of Expenditure) for the Action of the Federal Commissioner for Education.                                            |
| 4.                | Recommendations of the National Archives Committee on the Building of the National Archives Headquarters in Lagos, and on the Capital Development Programme for Nigerian Archives and Records, for the Action of the Federal Commissioner for Education. |

ARCHIVES



Appendix I

List of the Papers Laid before the  
Second Meeting of the National Archives  
Committee by the Secretary

1. Minutes of the Inaugural Meeting of the Reconstituted National Archives Committee Held on 5th March, 1971.
2. Working Papers Prepared by the Secretary for the Members of the National Archives Re-organization Sub-Committee.
3. Minutes and Recommendations of the Meeting of the National Archives Re-organization Sub-Committee Held on 23rd and 24th September, 1971.
4. Working Papers Prepared by the Secretary for the Members of the National Archives Building Sub-Committee.
5. Minutes and Recommendations of the Meeting of the National Archives Building Sub-Committee Held on 15th October, 1971.



Appendix 2

Resolutions of the National Archives  
Committee Made at its Second Meeting

1. That a sub-committee be appointed, and is now appointed, with Professor Smith as Chairman and Colonel Ilyasu, Mallam Shehu Yamusa, Professor Ayandele and Alhaji Junaidu, Wazirin Sokoto as Members, to examine all the problems connected with the collection and preservation of all pre-colonial documents including Arabic Manuscripts as well as of all contemporary private records that have relevance to the country, and report back to the National Archives Committee.
2. That the National Archives Committee calls on the Federal Military Government to make the necessary funds available to enable the National Archives to do everything possible to recover all the records removed from National Archives, Enugu during the Civil War.
3. That the National Archives Committee has noted that some of the materials on the Nigerian Civil War in private hands were being sold to foreigners and will appreciate assistance from the Government to prevent the exportation and the continued sale of such records; and also requests that people in possession of such materials should be made to surrender them to the National Archives subject to the payment of adequate compensation.

ARCHIVES



Recommendations of the National Archives Committee  
on the Re-organization of the National Archives  
(including Schedule of Estimates of Expenditure)  
for the Action of the Federal Commissioner for  
Education

I. On the Patterns of Archival Organization in Nigeria

1. That a new archive law be enacted to provide the following services to the nation:
  - i. A National Archives which will preserve the archives of the Federal Government and other originally non-official archives which it has acquired by negotiation or compulsorily.
  - ii. That a State if it wishes may establish its own archival institution or join with other States to establish one joint archival institution. Any State may turn over its archives to the National Archives provided that such archives will automatically become the property of the National Archives. The Federal Government shall give a block grant to each State to encourage the States to establish their own archival institutions; the National Archives will help to train the staffs of the new State Archives; and the State Archives will deposit copies of the lists of their archive holdings with the National Archives.
  - iii. All private commercial and industrial undertakings shall on attaining 25 years of age either establish an archival division to preserve their archives or transfer such archives to the National Archives. A group of such undertakings could combine to establish an archival institution between them.
2. That the new archive law will confer on the National Archives the following powers over all private archives in Nigeria:
  - i. The right to compel the declaration and registration of all private archival collections. This right will include the power to arrange for the classification, listing, copying, and publication, if desirable, of such archives. In respect of family archives, the declaration and registration will be made by the executors of the creators of the family archives.
  - ii. The right to inspect all private archive repositories or collections and give advice as to their care, custody and preservation.
  - iii. The right to transfer compulsorily to the National Archives for permanent preservation, subject to the payment of adequate compensation, such private archives as are declared by the Director of National Archives to be of national significance and which are in danger of loss and destruction from negligence or bad management.
  - iv. The right to prohibit the exportation or sale outside the country of all private archives in Nigeria.
3. That the Constituent Assembly, when it is summoned, should be advised to put "archives before 23rd January, 1952" in the exclusive federal list, and "archives on or after 23rd January, 1952" on the concurrent list. This arrangement will make it clear



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that all official archives in Nigeria created before 23rd January, 1952 - the effective date of self-government granted to the former Regions - are the property of the Federal Government. But there will be a provision in the new archive law which will enable State Archives to preserve certain federal archives (i.e. created before 23rd January, 1952). This provision will enable the State Archives to be declared "Places of Deposit" for federal archives which have no national significance but are of interest to the State. As "Places of Deposit" for these federal archives, the State Archives will be required to preserve and manage the archives under the same conditions as they would have been preserved and managed in the National Archives.

4. That no State Archival Authority will have the right to preserve the archives of the Nigerian Civil War.
5. That the new archive law will expressly forbid the establishment of any archival authority other than the National Archives for the preservation of Federal Government archives.

## II. On the Training of National Archives Professional and Technical Staff

1. That negotiations should be opened immediately by the Federal Ministry of Education on behalf of the National Archives with the Federal Ministries of Establishments and Finance with a view to securing an allocation of funds from the central training vote of the Federal Ministry of Establishments and a specific departmental allocation for the prosecution of a crash overseas training programme for the professional and technical staff of the National Archives. The allocation from the central training vote will be for three members of National Archives staff, and will not be less than £5,500. The departmental vote to be approved by the Federal Ministry of Finance will be for seven members of staff and will not be less than £12,500.
2. That the crash overseas training programme will be for ten members of staff annually for a period of two years Beginning from 1972-73.
3. That the Director of National Archives should be encouraged by the Commissioner for Education to establish discreet contacts with foreign aid organisations in a way that does not commit the Federal Government with a view to exploring the possibilities of obtaining technical assistance for the training of the professional and technical staff of the National Archives.
4. That the overseas training facilities to be made available to National Archives professional staff will be as follows:
  - i. Beginners or staff on probation are to attend such archive schools as the University College, London School of Library, Archive and Information Studies.
  - ii. Confirmed staff are to attend seminars, institutes or short courses in the United States or France and be later attached to an archival institution for practical observation and work, while very senior members of staff are to be encouraged to visit archival institutions abroad and attend international archival conferences and meetings.
5. That the National Universities Commission should be urged immediately to take steps urgently to establish with minimum delay courses in archive management in a Nigerian university.
6. That on the institution of courses in archive management in a Nigerian university, the departmental crash overseas training programme will terminate, and a fresh programme of advanced professional training overseas, details of which will later be worked out, will take over.



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7. That when archival studies have been instituted in a Nigerian university, pre-appointment training will be insisted upon for all candidates for recruitment as archivists in all archival establishments in Nigeria.
8. That encouragement should be given to archivists to pursue, without a break in service, advanced academic courses leading to higher university degrees if they desire and are competent to do so.

### III. On the Organization for Work in the New National Archives

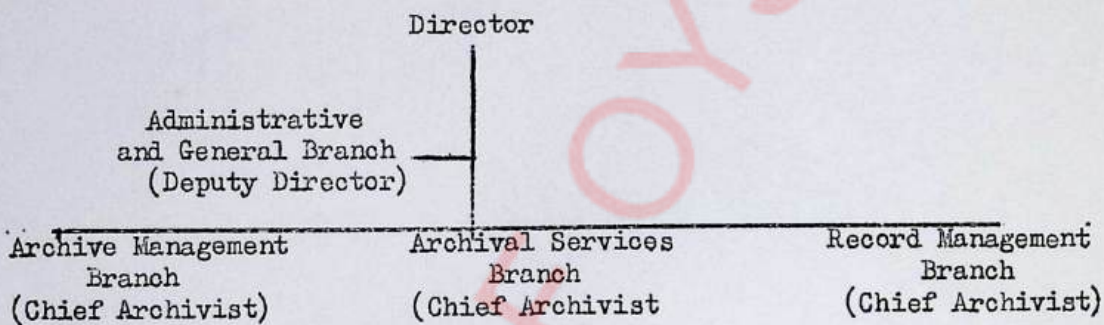
#### A. Nature of Internal Organization

1. That the National Archives should be so equipped and staffed as to enable it to react favourably at any time to the needs of the users of the archives.
2. That the National Archives will be headed by a Director who will be immediately assisted by a Deputy Director.
3. That there will be four branches of the National Archives, to wit:
  - i. The Administrative and General Branch
  - ii. The Archive Management Branch
  - iii. The Archival Services Branch
  - iv. The Records Management Branch
4. That the Administrative and General Branch will be headed by the Deputy Director, each of the other three branches will be placed under Chief Archivists.
5. That each branch will be organized into a number of divisions thus:
  - i. The Administrative and General Branch: Administrative Division; Staff Development and Planning Division; Preservation and Technical Services Division.
  - ii. The Archive Management Branch: Division of Historical Official Archives; Division of Archives of Federal Ministries and Departments; Division of Archives of Federal Corporations, Companies and Autonomous Institutions; Division of Special Archives.
  - iii. Archival Services Branch: Division of Sorting, Appraisal and Selection; Division of Information, Research and Documentation; Editorial and Publications Division; Exhibition and Public Education Division; Division of Mechanised and Automated Information Processes.
  - iv. Records Management Branch: Division of Records Management Services; Three Divisions of Federal Records Management Centres (at Ibadan, Kaduna and Enugu); Division of Federal Records Management Centre, Lagos.
6. Most of the Divisions which will generally be headed by Principal Archivists will themselves be organized into a number of sections as, for example, follows, each Section being headed, generally, by a Senior Archivist:
  - i. (Under Administrative and General Branch) Division of Preservation and Technical Services: Maintenance and Transport Section; Archives Preservation Section; Document Restoration Centre and Bindery; Reprographic Centre; Printing Section.



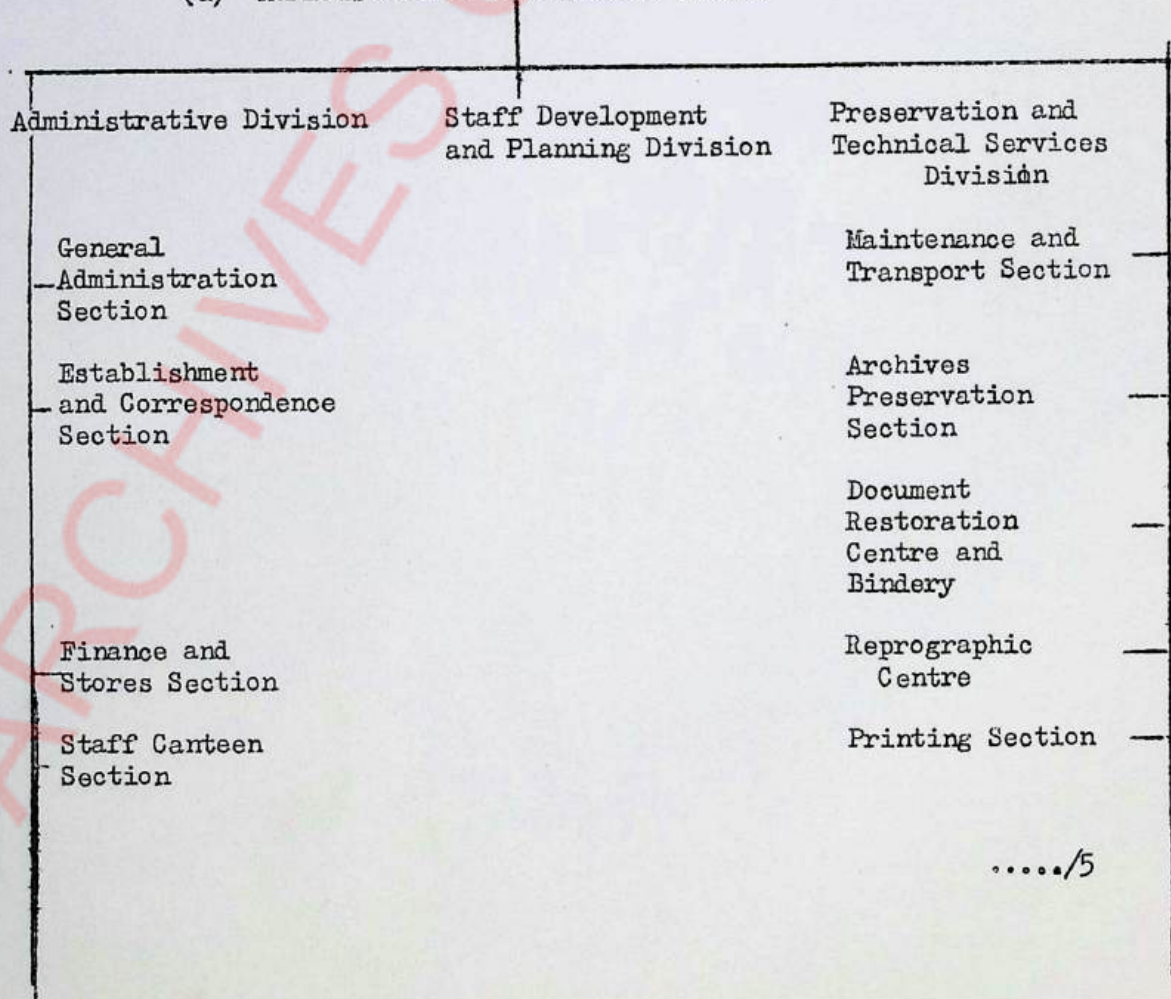
- ii. (Under Archive Management Branch) Division of Historical Official Archives: Pre-amalgamation Official Archives Section; Nigerian Central Colonial Administration Archives Section; Nigerian Departmental Colonial Administrative Archive Section.
  - iii. (Under Archival Services Branch) Division of Information, Research and Documentation: Library Section: Research and Documentation Section.
  - iv. (Under Records Management Branch) Division of Records Management Services: Records Inspection, Appraisal and Scheduling Section; Technical Assistance and Training Section.
7. That the diagrammatic schemes of the internal organization will be as follows:

(i) Organization into branches:



(ii) Organization into Divisions and Sections:

(a) Administrative and General Branch





(b) Archive Management Branch

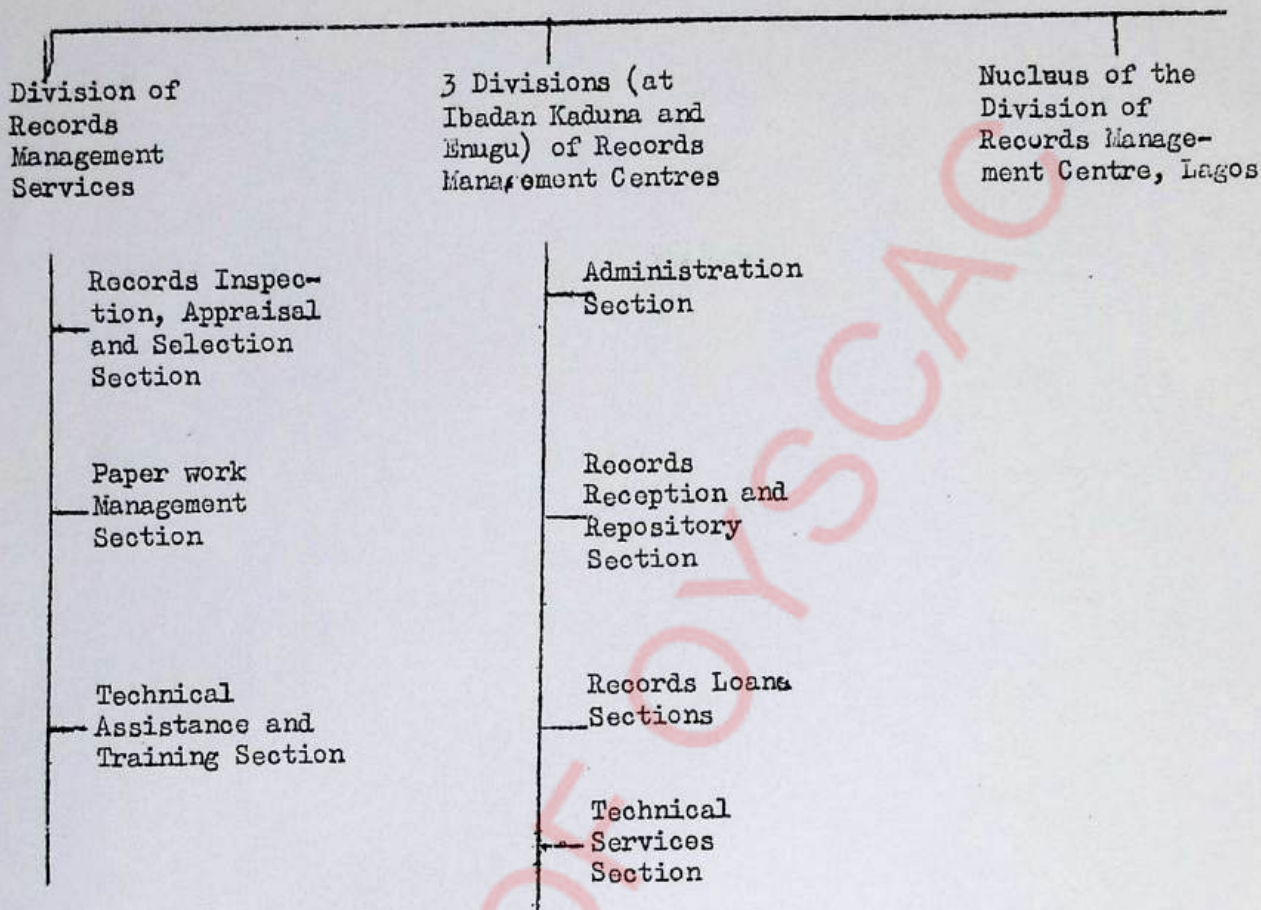
| Division of<br>Historical<br>Official<br>Archives                           | Division of<br>Archives of<br>Federal<br>Ministries<br>and<br>Departments | Division of<br>Archives of<br>Federal Cor-<br>porations,<br>etc. | Division<br>of Special<br>Archives                                 |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------|
| Pre-colonial<br>Official<br>Archives<br>Section                             |                                                                           |                                                                  |                                                                    |
| Pre-amalgama-<br>tion Official<br>Archives<br>Section                       | Political,<br>Diplomatic,<br>and legal<br>Archives<br>Section             | Federal<br>Corporation<br>Archives<br>Section                    | Private<br>Archives<br>and<br>Historical<br>Manuscripts<br>Section |
| Nigerian<br>Central<br>Colonial<br>Administration<br>Archives<br>Section    | Social and<br>Economic<br>Archives<br>Section                             | Higher<br>Education<br>Archives<br>Section                       | Publications<br>and<br>Periodicals<br>Section                      |
| Nigerian<br>Provincial<br>Colonial<br>Administration<br>Archives<br>Section | Military<br>Archives<br>Section                                           | Government<br>owned<br>Business<br>Archives<br>Section           | Cartographic<br>Archives<br>Section                                |
|                                                                             | Legislative<br>and Fiscal<br>Archives<br>Section                          | Research<br>and<br>General<br>Archives<br>Section                |                                                                    |
| Nigerian<br>Departmental<br>Colonial<br>Administration<br>Archives          | General<br>Services<br>Archives<br>Section                                |                                                                  | Audio-visual<br>Archives<br>Section                                |
|                                                                             | Federal<br>Government<br>Personnel<br>Archives<br>Section                 |                                                                  | Private<br>Business<br>Archives<br>Section                         |

(c) Archival Services Branch

| Division of<br>Sorting,<br>Appraisal<br>and Selection | Division of<br>Information,<br>Research and<br>Documentation | Exhibition<br>and Public<br>Education<br>Division | Division<br>of<br>Mechanised<br>and<br>Automated<br>Informa-<br>tion<br>Processes |
|-------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------|
|                                                       | Library Section                                              |                                                   |                                                                                   |
|                                                       | Research and<br>Documentation<br>Section                     |                                                   |                                                                                   |



(d) Records Management Branch



B. The Recruitment and Status of National Archives Staff

1. That the Director of National Archives should be placed on the implementation of the re-organization proposals, on salary Group 4. and that the Deputy Director should be on salary Group 5A. The salary grading for the Chief Archivist rank will be Group 6 and the Principal Archivist will remain in Group 7.
2. That to encourage high quality graduates to stay on in the profession prospects for archivists must be made attractive.

C. Priority Programmes for Action in the Renascent National Archives

1. That the Federal Government must be advised that the following programmes are essential features of archive management in advanced communities, and that adequate funds must be made available to prosecute them:
  - i. Records Management programmes for better records making and records keeping practices to be introduced in Nigerian Government offices with the co-operation of the National Archives in respect of current records, and under its supervision and authority in respect of non-current records. As an essential feature of these programmes records management centres under the management of the National Archives will be constructed or established for the proper management of non-current or semi-current official records which may be of a non-permanent nature.
  - ii. The preservation of Nigerian Civil War records. Special arrangements as proposed in National Archives letter No. DNA 14/9/20 of 12th September, 1968 for the identification collection, classification and preservation of all records of the Nigerian Civil War will need to be made urgently to



assemble together now all the records of the war.

- iii. Steps are to be taken to fill in the gaps which exist in National Archives holdings by making copies of all overseas-held archives which relate to Nigeria.
- iv. The publication of important Nigerian Official or private manuscripts and the re-issue of out-of-print official publications.
- v. The identification and later security microfilming of all archives essential to the continuity of the Federal Government. Such microfilms should be preserved in underground strong-rooms, safe from all hazards.
- vi. The intensification of the search for, acquisition and or preservation of private archives which will involve compelling private commercial and industrial undertakings and other bodies to preserve their archives adequately.
- vii. Facilities for the National Archives to participate fully in international archival movements and activities in order to improve its technical and professional expertise.

#### IV. On the New Public Records Law

1. That all necessary consultations on the draft archive law after the National Archives Committee has presented it to the Federal Commissioner for Education will be held within a reasonable period to enable the law to be decreed and to become operative as early as possible.

#### V. On the Controlling Ministry for the National Archives and the Degree of its Autonomy

1. That the earlier decision of the National Archives Committee that the Cabinet Office should take over from the Federal Ministry of Education responsibility for the National Archives should take effect immediately.
2. That action shall be taken in the draft archive law to confer autonomous status on the National Archives.
3. That the National Archives shall become autonomous with effect from the same day the new archive law becomes operative.

#### VI. On the Estimates of Expenditure on Personal Emoluments, Other Charges and Special Expenditure of the Re-organized National Archives

1. That when the National Archives has been re-organized as recommended in fore-going sections the details of its Estimates of Expenditure in respect of Personal Emoluments, Other Charges and Special Expenditure will be as stated in the Schedule attached to these recommendations.
2. That the Summary of these Estimates will be as follows:

|                          |   |              |
|--------------------------|---|--------------|
| i. Personal Emoluments   | - | £<br>475,000 |
| ii. Other Charges        | - | 216,000      |
| iii. Special Expenditure | - | 169,000      |
| Total                    | - | 860,375      |



3. That the Personal Emoluments and Other Charges will be reckoned on the basis of the National Archives being conferred autonomous status which is to say, that both these items will cost 25% more than if the National Archives were to remain a department in the Civil Service.

VII. On Miscellaneous Matters

1. That funds should be made available when necessary for a few members of the National Archives Committee to travel abroad to establish contacts with other archival institutions and observe their archive management practices.
2. That the National Archives should take every opportunity to publicise its functions and activities.



Schedule of Estimates of Expenditure:

Re-organised National Archives

A. PERSONAL EMOLUMENTS

I Office of Director

Director Group 4.

1 Confidential Secretary Grade II

1 Messenger

\* II Administrative and General Branch

1 Deputy Director Group 5A

1 Confidential Secretary Grade II

1 Messenger

(a) Administrative Division

(i) General Administrative Section

1 Principal Archivist Group 7

1 Archivist Grade I Scale A(U)

1 Confidential Secretary Grade III

1 Stenographer

1 Typist

(ii) Establishment and Correspondence Section

1 Senior Executive Officer (General Duties)

1 Higher Executive Officer ( -do- )

1 Executive Officer ( -do- )

2 Assistant Executive Officers ( -do- )

1 Chief Clerical Officer

2 Senior Clerical Officers

12 Clerical Officers

4 Clerical Assistants

2 Senior Typists

12 Typists

2 Head Messengers



- 12 Messengers
- 2 Telephone Attendants
- 1 Duplicating Machine Operator
- 1 Senior Security Guard Scale F.4
- 7 Security Guard Scale F.1,2,3
- 1 Head Porter
- 4 Porters
- 3 Lift Attendants
- 4 Gatemen
- 4 Gardeners
- 1 Head Office Cleaner
- 8 Office Cleaners
- 4 Nightwatchmen
- 4 Sanitary Attendants

(b) Finance and Stores Section

- 1 Senior Executive Officer (Accounts)
- 1 Higher Executive Officer -do-
- 1 Executive Officer -do-
- 2 Assistant Executive Officers -do-
- 1 Chief Clerical Officer
- 2 Senior Clerical Officers
- 8 Clerical Officers
- 3 Clerical Assistants
- 1 Chief Storekeeper Scale D.5
- 1 Senior Storekeeper
- 3 Storekeepers
- 2 Store Assistants

\*\* (iii) Staff Canteen Section

- 1 Cook Grade I
- 2 Cooks Grade II
- 2 Stewards/stewardesses Grade I
- 4 Stewards/stewardesses Grade II



\*\* (a) Staff Development and Planning Division

- 1 Principal Archivist
- 1 Archivist Grade I
- 2 Archivists Grade II
- 1 Stenographer
- 1 Typist

(b) Preservation and Technical Services Division

\*\* (i) Maintenance and Transport Section

- 1 Mechanical Superintendent Scale C(T)2,3,4
- 1 Assistant Mechanical Superintendent
- 1 Senior Mechanician Scale E.4
- 6 Mechanicians
- 2 Senior Motor Drivers/Drivers-Mechanics
- 10 Motor Drivers/Drivers-Mechanics

\*\* (ii) Archive Preservation Section

- 1 Senior Technician
- 6 Technicians
- 2 Senior Archive Handlers Scale F.4
- 12 Archive Handlers Scale F.1,2,3

(iii) Document Restoration Centre  
and Bindery

- 1 Senior Research Officer
- 1 Research Officer Grade I
- 2 Research Officers Grade II
- 2 Laboratory Technologists
- 2 Chief Archive Restorers/Binders
- 4 Senior Archive Restorers/Binders
- 10 Archive Restorers/Binders

(iv) Reprographic Centre

- 1 Senior Reprographer
- 1 Higher Reprographer
- 3 Reprographers
- 1 Chief Reprographic Assistant



- 4 -

- 3 Senior Reprographic Assistants
- 8 Reprographic Assistants

**\*\* (v) Printing Section**

- 1 Senior Printer
- 4 Printers/Printer Learners
- 1 Duplicating Machine Operator

**• III Archive Management Branch**

- 1 Chief Archivist Group 6
- 1 Confidential Secretary Grade II
- 1 Senior Typist
- 7 Typists
- 1 Head Messenger
- 7 Messengers
- 1 Head Stackroom Cleaner
- 8 Stackroom Cleaners

**(a) Division of Historical Official Archives**

**\*\* (i) Pre-Amalgamation Official Archives Section**

- 1 Principal Archivist
- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Archives Officer
- 1 Confidential Secretary Grade III

**\*\* (ii) Nigerian Central Colonial Administration Archives Section**

- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Archives Officer
- 1 Chief Archive Assistant
- 1 Stenographer



\*\* (iii) Nigerian Provincial Colonial Administration  
Archives Section

- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Assistant Archives Officer
- 1 Senior Archive Assistant

\*\* (iv) Nigerian Departmental Colonial Administration  
Archives Section

- 1 Archivist Grade I
- 2 Archivists Grade II
- 1 Senior Archive Assistant

(b) Division of Archives of Federal Ministries and Departments

\*\* (i) Political, Diplomatic and Legal Archives Section

- 1 Principal Archivist
- 1 Archivist Grade I
- 1 Archives Officer
- 1 Confidential Secretary Grade III

\*\* (ii) Social and Economic Archives Section

- 1 Senior Archivist
- 1 Archivist Grade II
- 1 Assistant Archives Officer
- 1 Chief Archive Assistant
- 1 Archive Assistant
- 1 Stenographer

\*\* (iii) Legislative and Fiscal Archives Section

- 1 Archivist Grade I
- 1 Assistant Archives Officer
- 1 Senior Archive Assistant

\*\* (iv) Military Archives Section

- 1 Archives Officer
- 1 Assistant Archives Officer
- 1 Archive Assistant



\*\* (v) General Services Archives Section

- 1 Archives Officer
- 1 Assistant Archives Officer
- 2 Archive Assistants

\*\* (vi) Government Personnel Archives Section

- 1 Archives Officer
- 1 Assistant Archives Officer
- 1 Senior Archive Assistant

(c) Division of Archives of Federal Corporations, Companies and Autonomous Institutions

\*\* (i) Public Corporations Archives Section

- 1 Senior Archivist
- 1 Archives Officer
- 1 Assistant Archives Officer
- 1 Senior Archive Assistant
- 1 Archive Assistant
- 1 Stenographer

\*\* (ii) Higher Education Archives Section

- 1 Archivist Grade II
- 1 Archive Assistant

\*\* (iii) Government-owned Business Archives Section

- 1 Archives Officer
- 1 Chief Archive Assistant

\*\* (iv) Research and General Archives

- 1 Assistant Archives Officer
- 1 Archive Assistant

(d) Division of Special Archives

(i) Private Archives and Historical Manuscripts Section

- 1 Principal Archivist
- 1 Senior Archivist
- 1 Archivist Grade I
- 2 Archivists Grade II
- 1 Archives Officer
- 1 Assistant Archives Officer
- 1 Confidential Secretary Grade III



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(ii) Publications and Periodicals

- 1 Senior Archivist
- 1 Archivist Grade II
- 1 Senior Archive Assistant
- 1 Stenographer

(iii) Arabic Manuscripts Section

- 1 Senior Archivist
- 1 Archivist Grade II
- 1 Chief Archive Assistant

(iv) Cartographic Archives Section

- 1 Archivist Grade I
- 1 Senior Archive Assistant

\*\* (v) Audio-visual Archives Section

- 1 Archivist Grade II
- 2 Archive Assistants

\*\* (vi) Private Business Archives Section

- 1 Archivist Grade II
- 1 Archives Officer
- 1 Archive Assistant

\* IV Archival Services Branch

- 1 Chief Archivist
- 1 Confidential Secretary Grade II
- 1 Senior Typist
- 6 Typists
- 4 Messengers

\*\* (a) Division of Sorting, Appraisal and Selection

- 1 Principal Archivist
- 1 Senior Archivist
- 1 Archivist Grade I
- 2 Archivists Grade II
- 1 Confidential Secretary Grade III
- 1 Stenographer



(b) Division of Information, Research and Documentation

(i) Library Section

- 1 Senior Librarian
- 1 Librarian Grade I
- 2 Librarians Grade II
- 1 Senior Library Assistant
- 3 Library Assistants
- 1 Stenographer

(ii) Research and Documentation Section

- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 2 Assistant Archives Officers
- 1 Chief Archive Assistant
- 2 Senior Archive Assistants
- 1 Stenographer

\*\* (iii) Editorial and Publications Division

- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Stenographer

\*\* (iv) Exhibition and Public Education Division

- 1 Archivist Grade II
- 1 Senior Archive Assistant
- 1 Archive Assistant

\*\* (v) Division of Mechanised and Automated Information Processes

- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Archives Officer



V Records Management Branch

- 1 Chief Archivist
- 1 Confidential Secretary Grade II
- 1 Senior Typist
- 6 Typists
- 4 Messengers

(a) Division of Records Management Services

\*\* (i) Records Inspection, Appraisal and Scheduling Section

- 1 Principal Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Archives Officer
- 1 Assistant Archives Officer
- 1 Confidential Secretary Grade III

\*\* (ii) Paperwork Management Section

- 1 Senior Archivist
- 1 Archivist Grade II
- 1 Stenographer

\*\* (iii) Technical Assistance and Training Section

- 1 Archivist Grade II
- 1 Archives Officer
- 1 Assistant Archives Officer

\* (c) Records Management Centre Division, Ibadan

- 1 Principal Archivist
- 1 Confidential Secretary Grade II
- 1 Messenger

(i) Administration Division

- 1 Archivist Grade I
- 1 Executive Officer (General Duties)
- 1 Executive Officer (Accounts)
- 1 Assistant Executive Officer (General Duties)
- 1 Assistant Executive Officer (Accounts)



- 2 Senior Clerical Officers
- 6 Clerical Officers
- 4 Clerical Assistants
- 1 Storekeeper Scale D.1,2,3
- 2 Store Assistants
- 1 Stenographer
- 1 Senior Typist
- 6 Typists
- 2 Nightwatchmen
- 4 Security Guards
- 2 Hall Porters
- 2 Gardeners
- 1 Telephone Attendant
- 1 Senior Motor Driver/Driver-Mechanic
- 4 Motor Drivers/Drivers-Mechanics
- 4 Office Cleaners
- 1 Duplicating Machine Operator
- 1 Head Messenger
- 6 Messengers

(ii) Records Reception and Repository Section

- 1 Senior Archivist
- 1 Archivist Grade I.
- 1 Archivist Grade II
- 1 Senior Archive Assistant
- 3 Archive Assistants
- 4 Archive Handlers
- 4 Stackroom Cleaners

(iii) Records Loans Sections

- 1 Archivist Grade II
- 1 Senior Archive Assistant
- 1 Archive Assistant



(iv) Reference Section

- 1 Archives Officer
- 2 Archive Assistants
- 1 Library Officer
- 2 Library Assistants

(v) Technical Services Section

- 1 Reprographer
- 1 Senior Reprographic Assistant
- 3 Reprographic Assistants
- 1 Chief Restorer/Binder
- 1 Senior Restorer/Binder
- 4 Restorers/Binders
- 2 Technicians

(vi) Archives Section

- 1 Senior Archivist
- 1 Archivist Grade I
- 1 Archivist Grade II
- 1 Chief Archive Assistant
- 1 Senior Archive Assistant
- 3 Archive Assistants
- 2 Archive Handlers
- 2 Stackroom Cleaners

\* (b) Records Management Centre Division, Enugu Repeats  
staff for Ibadan Centre.

\* (c) Records Management Centre Division, Kaduna Repeats  
staff for Ibadan Centre.

\*\* (d) Nucleus of Records Management Centre Division, Lagos

- 1 Archivist Grade I
- 2 Archivists Grade II
- 1 Archives Officer
- 2 Archive Assistants
- 2 Stackroom Cleaners



- 2 Archive Handlers
- 2 Typists
- 2 Messengers
- 1 Motor Driver/Driver-Mechanic

Estimated Cost of Staff: £380,000

Plus 25% due to autonomous status = £475,000

| B. <u>OTHER CHARGES</u> |                                                            | £      |
|-------------------------|------------------------------------------------------------|--------|
| 1.                      | Local Transport and Travelling                             | 25,000 |
| 2.                      | Office and General                                         | 1,500  |
| 3.                      | Labour                                                     | 5,000  |
| 4.                      | Motor Vehicles: Maintenance                                | 9,000  |
| ** 5.                   | Document Restoration<br>Laboratory: Maintenance            | 2,500  |
| 6.                      | Restoration Workshops and<br>Binderries: Maintenance       | 6,000  |
| 7.                      | Reprographic Laboratories and<br>Workshops: Maintenance    | 10,500 |
| ** 8.                   | Equipment for the Protection of<br>Archives: Maintenance   | 7,500  |
| ** 9.                   | Office Furniture and<br>Equipment: Maintenance             | 1,500  |
| ** 10.                  | Archive fumigation and cleaning<br>Equipment: Maintenance  | 2,500  |
| ** 11.                  | Upkeep of Buildings and Grounds                            | 1,500  |
| 12.                     | Utility Services                                           | 20,000 |
| 13.                     | Acquisition of Archives                                    | 10,000 |
| ** 14.                  | Copying of Foreign-held Archives<br>relating to Nigeria    | 12,000 |
| ** 15.                  | Security Microfilming of Archives                          | 5,000  |
| ** 16.                  | Mechanical Workshops and<br>Installations: Upkeep          | 3,000  |
| ** 17.                  | International Council on Archives:<br>Subvention           | 2,000  |
| ** 18.                  | Subscription to international<br>professional associations | 250    |
| 19.                     | Departmental Libraries                                     | 10,000 |
| ** 20.                  | Departmental Publications:<br>Printing and Stationery      | 2,500  |



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|        |                                                              |            |
|--------|--------------------------------------------------------------|------------|
|        |                                                              | £          |
| ** 21. | Staff Canteen: Maintenance                                   | 500        |
| ** 22. | Recording of Oral History and Traditions                     | 1,000      |
| 23.    | National Archives Council                                    | 6,000      |
| ** 24. | Overseas Training of Professional and Technical Staff        | 12,500     |
| ** 25. | Local Courses and Seminars on Archive and Records Management | 2,000      |
| ** 26. | Historical Society of Nigeria: Subvention                    | 500        |
| ** 27. | Printing Workshops: Maintenance                              | 500        |
| ** 28. | Staff Amenities and Welfare                                  | 750        |
| ** 29. | Semi-Permanent and Temporary Buildings: Maintenance          | 500        |
| ** 30. | External Telegrams                                           | 100        |
| ** 31. | Visitors-Travelling and other expenses                       | 250        |
| ** 32. | Archive Exhibition Hall: Upkeep                              | 250        |
| ** 33. | Uniforms                                                     | 3,000      |
| 34.    | Loss of Government Funds                                     | 10e        |
| 35.    | Bicycle Advances                                             | 3,000      |
| 36.    | Telephones                                                   | 5,000      |
|        | Total Other Charges                                          | - £173,100 |
|        | Plus 25% due to autonomous status                            | = £216,375 |

C. Special Expenditure

|    |                                     |            |
|----|-------------------------------------|------------|
|    |                                     | £          |
| 1. | Motor Vehicles                      | 19,000     |
| 2. | Steel Shelving and storage cabinets | 50,000     |
| 3. | Archive equipment                   | 75,000     |
| 4. | Office Furniture                    | 25,000     |
|    | Total Special Expenditure           | - £169,000 |

Summary

|    |                                      |           |
|----|--------------------------------------|-----------|
|    |                                      | £         |
| 1. | Personal Emoluments                  | - 475,000 |
| 2. | Other Charges                        | - 216,375 |
| 3. | Special Expenditure                  | - 169,000 |
|    | Total Re-organised National Archives | £860,375  |



NOTES

1. \* Signifies existing services which have been completely re-organised and expanded.
2. \*\* Signifies completely new items.
3. Under Other Charges:
  - (i) Item 8: Equipment for the Protection of Archives: Maintenance. For the maintenance of the air-conditioning system; purchase of additional steel shelving and special metal storage cabinets for microfilm, maps etc; purchase or manufacture of archive container boxes; and the maintenance of fire-detecting, - alarm, and - fighting equipment.
  - (ii) Item 17: International Council on Archives: Subvention. Proposed so as to put Nigeria firmly in the lead with regard to the activities of the I.C.A in Africa, and directly to encourage the establishment of, and support the West African regional branch of the I.C.A whose office should be based in Nigeria.
  - (iii) Item 22: Recording of Oral History and Traditions. To be used to encourage local ~~historians~~ to record local history and traditions. Some of the vote may be utilised to assist university research schemes in this field.



Recommendations of the National Archives  
Committee on the Building of the National  
Archives Headquarters in Lagos, and on the  
Capital Development Programme for Nigerian  
Archives and Records for the Action of the  
Federal Commissioner for Education

A

The National Archives Headquarters Building in Lagos

1. That efforts should be intensified by all the officials concerned for the early acquisition of the ten-acre piece of land along the Airport Road, Ikeja for the construction of the Lagos Headquarters of the National Archives.
2. That the National Archives Building should be a prestige building which befits the size and importance of the nation and its archives, and which reflects the cultural achievements of the country.
3. That the National Archives may be constructed in two stages. The first stage will be built all together and will see the construction of all the Administration Block and half the number of floors of the Repository Block. The building of the first stage will be completed by 1978. The Second Stage will be the construction of the remaining floors of the Repository Block.
4. That the plans for the design should be put out for tender from private Nigerian architects.
5. That the architects' plans will comprise the two stages of the building as well as indicate possible expansions that may be necessary in the future.
6. That the sections of the building - the Administration and the Repository - should not be separated by a wide space as at present proposed.
7. That there should be the closest co-operation between the architects and the National Archives and that the Chairman of the National Archives Building Sub-Committee, Professor J. F. Ade Ajayi, will be equally involved as the Controller of National Archives in the co-operation with other public functionaries in the implementation of the projects.
8. That the members of the National Archives Committee should see and comment on the draft building plans before they are approved for submission to tender from building firms.
10. That the National Archives Building Sub-Committee should draw up a time-table for the guidance of all those concerned with the implementation of the project showing the dates each stage of the building project should be completed.

B

The Capital Development Programme for Nigerian Archives and Records

1. That after the National Archives has been built in Lagos, the present



National Archives Branches in Ibadan, Kaduna and Enugu will each be redesignated "Federal Records Management Centre" in keeping with the new role they will then have to serve.

2. That the Federal Government shall provide a block financial grant to each State to encourage the States to establish their own archival institutions.

ARCHIVES OF OYSC



ASG

P. 96/145 are submitted  
please. A copy of the minutes  
and not two was forwarded  
with the covering letter.

(J. D. V. V.)  
CR

24/3/72.

PAS(G)

Pl. refer to p-96 under cover of which  
a copy of the minutes of the 2nd meeting of the  
National Archives Committee held in Nov. 1971 was  
sent to this office  
2. Two copies were supposed to have been sent  
(as the covering letter would indicate) to this office.  
May I ask the Committee to send the other  
copy which, on receipt, will be forwarded  
to the Min. of Educ?

DA

24/3.

yes, pl.

  
24/3



SP/S.169/147.

27<sup>th</sup> March, 1972.

The Secretary,  
National Archives Committee,  
Federal Ministry of Education,  
National Archives Headquarters,  
Ibadan.

Minutes of the Second Meeting of the  
National Archives Committee held on  
5th November, 1971

I acknowledge with thanks receipt of your letter No. DNA.6/2 Vol.III/264 of 13th March, 1972 under cover of which a copy of the minutes of your Committee's second meeting was sent to me.

2. Your letter indicated that two copies were sent, while in actual fact I received only one copy. I should be grateful if you would let me have the second copy of the minutes.



  
(E. G. Adejumo)  
for Secretary to the Military  
Government and Head of Service.

P.A. & B.U.   
~~PA~~ on 17<sup>th</sup> April '72  
27/3.



148

AS (6)

B.U. on p 147 is  
submitted please.

(over a line  
CR

17/4/72.



RE M I N D E R

SP/S.169/149

149  
17<sup>th</sup> April, 1972

The Secretary,  
National Archives Committee,  
Federal Ministry of Education,  
National Archives Headquarters,  
Ibadan.

Minutes of the Second Meeting of the  
National Archives Committee held on  
5th November, 1971

I refer to my letter No. SP/S.169/147 of 27th  
March, 1972 to which no reply has been received and would  
request that the additional copy of the above minutes be  
sent early.



(E. G. Adejumo)  
for Secretary to the Military Government  
and Head of Service.

B. U. on 28/4/72  
17/4/72



# FEDERAL MINISTRY OF EDUCATION

NATIONAL ARCHIVES HEADQUARTERS DIVISION

IBADAN

P.M.B. No. 4

Telegrams DARCHNES

Telephone

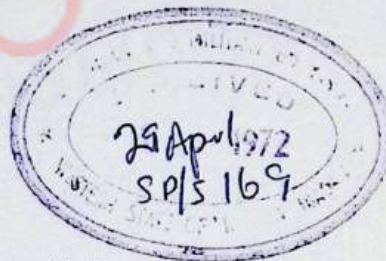


Ref. No. DNA.6/2 Vol.III/270

Date. 25th April, 1972

SECRET

Secretary to the Military Government  
and Head of Service,  
Office of the Military Governor,  
Ibadan.



Minutes of the Second Meeting of the  
National Archives Committee held on  
5th November, 1971

I have to refer to your letters Nos. SP/S.169/147 & 149 of  
27th March, 1972 and 17th April, 1972 respectively and forward herewith  
one more copy of the above-mentioned Minutes.

I am sorry for the delay in sending this copy which was supposed  
to have been sent under cover of my letter No. DNA.6/2 Vol.III/264 of  
13th March, 1972.

*J. O. Nwaobi*

J. O. Nwaobi,  
for Secretary, National Archives  
Committee.

ASIG

Submitted as above please

A copy of the required minutes  
forwarded as above; ~~but~~ it came



151

without the attachment  
detached on pp 115/145,

1 given in  
CR

1/5/72.

1/5/72

1/5/72



SP/S.169/152.

2nd  
May, 1972.

The Permanent Secretary,  
Ministry of Education,  
Ibadan.

Minutes of the Second Meeting of the  
National Archives Committee held on  
5th November, 1971

--- I forward herewith a copy of the minutes of the  
above-mentioned meeting for your information and any  
action that might be deemed necessary.

*RA*

(E. G. Adejumo)  
for Secretary to the Military  
Government and Head of Service.



CR,

Pl despatch the letter &  
'its attachment and p.a.

*RA* 2/5.



Ref. No. 57769/31



CABINET OFFICE,  
LAGOS.

25th October, 1972

To All Secretaries to the  
State Military Governments.

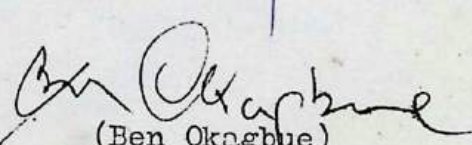
The National Archives Committee has drawn my attention to the need to recover urgently in the national interest records removed from the National Archives in Enugu during the civil war. The Committee and this Ministry are most anxious that these very valuable records should not be lost by the nation. Some of these records belonged to the former Eastern Nigeria Government and others going back many years. It is believed that the Armed Forces and the Police are in possession of some of these records while others which have not found their way out of this country can be recovered in and around the Aba Area of the East Central State.

2. It is also believed that the Armed Forces and the Police may have in their possession a number of civil war publications issued by the rebel regime. Although most of these records have been sold abroad it is most important that every effort should be made to recover what is left in this country for preservation in the National Archives.

3. The purpose of this letter is to appeal to you for the following action:-

- (1) to cause to be handed over to the National Archives, all the records which may be in the possession of your Service;
- (2) assist in recovering those of the records in individual hands which may be brought to the knowledge of your Service, and
- (3) to assist in discouraging the selling and removal of these documents from the country.

In this regard, I will willingly place at your disposal experts from the Department of Archives to assist your men in their effort to recover these records and publications.

  
(Ben Okagbue)  
Permanent Secretary  
for Secretary to the Federal  
Military Government.

**SECRET**



154  
U.S. (G)

Page 153 refers.

2. The Cabinet Office in Lagos is requesting for assistance in the recovery of documents removed from the National Archives during the Civil War. It is also believed that members of the Armed Forces and Police possess some War publications by the erstwhile rebel regime which documents are now considered to be of national importance.

3. The branch of the National Archives (Headquarters branch in the University of Ibadan) was not physically affected by the Civil War. Also, the publications issued by the erstwhile rebel regime are not in the possession of the government of this state as the state was at no time over run or controlled by the rebels. It would therefore appear that there is very little the government of this state can do in the recovery of the required documents.

4. I recommend therefore that both the Commissioner of Police, Western State and G.O.C. 2nd Infantry Division of the Nigeria Army should be sent copies of the circular letter for information and necessary action, please.

*I think that the Fed Govt shld do that. Ade*

(S. I. Omotola)  
A.S. (H.S.)  
for A.S. (G)

9<sup>th</sup> November, 1972.

SMB & HS

biscular letter on p/53 is submitted for information only please.

*Ade*  
US (G)  
10/11

N.F.A.

10/11



SECRET

THE MILITARY GOVERNOR'S OFFICE,  
NORTH-WESTERN STATE,  
SOKOTO.

23th November, 1972.

Ref.No.SMG.273/180.

The Secretary to the Federal  
Military Government,  
Cabinet Office,  
LAGOS.

TRANSFER OF RECORDS TO NATIONAL ARCHIVES

With reference to your Circular letter No.57769/31 of 25th October, 1972, I would like to assure you that we shall co-operate in returning to the National Archives all records of the former Eastern Region and other publications of the former Rebel Regime in the East, whenever we come across such records and publications.

2. I must however point out that your request for the transfer of all records which may be in the possession of our service does not seem to take into account the provision of Section 2 of the Public Archive Ordinance 1957. Under this section, records of the defunct governments of the former regions and those of the new States, which are all post - 23rd January 1952 are not subjects of the National Archives. Infact, regional or state records sent to the Archives are not classified. It was this lack of belonging and responsibility on the part of the National Archives which made some States to

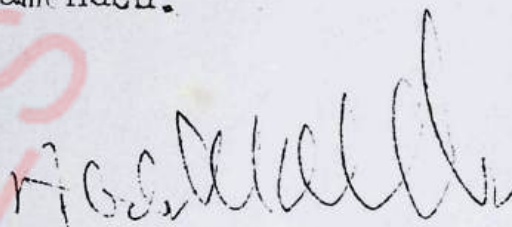
2/...

SECRET



request the transfer to their custody of the former regional records relevant to them. I hope you are aware of the recommendation of the National Archives Committee which is to allow states wishing to establish their own archival institutions to do so. To this end, a machinery has been set in motion to amend the Archive law to allow each State to manage its own records with federal grants.

3. From the foregoing, I am to state that we are not obliged to send our service records to the National Archives. This state has already concluded its arrangements to set up its own Archive by Edict immediately the National Archive Law is amended.



(ABDULLAHI K. MUHAMMADU)  
SECRETARY TO THE MILITARY GOVERNMENT,  
NORTH-WESTERN STATE,  
SOKOTO.



SECRET



157  
Ref. No. SMG.273/182.  
Sokoto, 20th Nov., 1972.

Copy to :-

The Secretary to the Military Government,  
Lagos State,  
LAGOS.

The Secretary to the Military Government,  
Mid-Western State,  
BENIN.

The Secretary to the Military Government, ✓  
Western State,  
IBADAN.

The Secretary to the Military Government,  
East-Central State,  
ENUGU.

The Secretary to the Military Government,  
South-Eastern State,  
CALABAR.

The Secretary to the Military Government,  
River-State,  
PORT-HARCOURT.

The Secretary to the Military Government,  
North-Central State,  
KADUNA.

The Secretary to the Military Government,  
North-Eastern State,  
MAIDUGURI.

The Secretary to the Military Government,  
Kano State,  
KANO.

The Secretary to the Military Government,  
Kwara State,  
ILORIN.

The Secretary to the Military Government,  
Benue/Plateau State,  
JOS.

For your information.

*(Signature)*  
(ABDULLAHI K. MUHAMMADU)  
SECRETARY TO THE MILITARY GOVERNMENT,  
NORTH-WESTERN STATE,  
SOKOTO.

AS (6)  
P. 15/157 are submitted please.  
(Signature)  
SECRET  
CR 29/11/72.



158  
SMG & HS  
~~U.S. (G)~~

P 155-157 are submitted for  
information only, pl.  
2. The Blair letter is North-Western  
State & SMG's reaction to p. 153.

BT

30/11

Me

US (G)  
30/11

30/11

CR

P.A.  
BT

30/11

ARCHIVED  
NOV 1961  
U.S. DEPARTMENT OF STATE  
OFFICE OF THE ASSISTANT SECRETARY FOR  
INTELLIGENCE  
WASHINGTON, D.C.





159  
DNA.6/43/17

18th September 1973

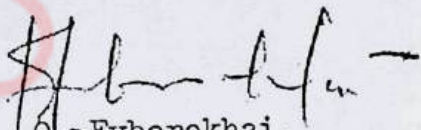
SECRET

The Secretary to the Military Government,  
Military Governor's Office,  
Western State,  
Ibadan.

SECRET

Minutes of the Third Meeting of the  
National Archives Committee

Pp 160-5  
I have been directed to forward herewith minutes of  
the Third Meeting of the National Archives Committee held in  
the Conference Centre of the University of Ibadan on 3rd  
November 1972.

  
A. O. Evborokhai,  
for: Director National Archives

SECRET

ARCHIVED



160

Minutes of the Third Meeting of the  
National Archives Committee held in  
the Conference Centre of the University,  
of Ibadan on 3rd November, 1972

OPENING

The third meeting of the National Archives Committee was declared open at 4.10 p.m. by the Chairman, the Chief Justice of the Federation, His Lordship Dr. T. O. Elias.

ATTENDANCE

2. Apart from the Chairman and the Secretary, the meeting was attended by the following members of the Committee:

Professor A. B. Aderibigbe  
Mr. Umaru A. Alk  
Mrs Ekei E. Oku  
Mr. J. O. Oyinloye  
Dr. E. J. Alagoa  
Mr. J. O. Fadero  
Mr. Osa Osifo  
Mallam Shehu Yamusa  
Mallam Muhammadu Lawal, Wazirin Agaie  
Dr. J. Olumide Lucas  
Professor Abdullahi Smith  
Professor Modilim Achufusi

3. The following archivists attended the meeting to take down notes of the proceedings:

Messrs J. O. Nwaobi  
E. E. Ezomo  
J. B. Daramola

4. The following members sent in apologies for being unable to attend the meeting: Alhaji Inuwa Wada, Alhaji Dr. Junaidu, Wazirin Sokoto, and Dr. S. A. Akintoye.

5. Later during the course of the meeting news was received that Professor Ayandele would not be able to attend owing to air transport difficulties.

6. Mr. D. O. Ashikení who had been held up by air transport difficulties arrived in Ibadan on 4th November, 1972 to find that the meeting had ended the day before.

ANNOUNCEMENTS

7. The Secretary read out two announcements. The first reported the appointment of one of the members of the Committee, Professor J. F. Ade Ajayi, as Vice-Chancellor of the University of Lagos. The meeting accepted the Chairman's suggestion that the Secretary should write Professor Ajayi to congratulate him and express to him our appreciation of his services. The second announcement reported receipt of apologies from the members named in paragraph 4 above.

MINUTES OF LAST MEETING

8. The Minutes of the last meeting were then tabled by the Secretary, and the following amendments were made: (a) The repetition in line 3 of paragraph 5 should be eliminated; (b) the small alphabets and Roman letters used in numbering the sections from paragraph 9 onwards should be eliminated,



and (c) in line 1 of paragraph 66 read 'evoked' for 'avoked.' The Minutes were then adopted on the motion of Mr. Fadero supported by Mr. Alk.

MATTERS ARISING FROM THE MINUTES

9. Recovery of records lost in National Archives, Enugu

The Secretary reported on this matter as follows: Action had been taken by the Permanent Secretary, Federal Ministry of Education by means of a letter addressed to the Secretary to the Federal Military Government, the Chief of Staff, Supreme Headquarters, the Inspector-General of Police and the Chairman of the Board of Customs to appeal to them to (a) cause to be handed over to the National Archives records removed from National Archives, Enugu which may be in the possession of their Services, (b) assist in recovering those of the records in individual hands which may be brought to the knowledge of their Services, and (c) assist in discouraging the selling out of, or removal of the documents from, the country. The meeting requested that such a letter should be brought before it in future.

10. CIVIL WAR PUBLICATIONS IN PRIVATE HANDS

The Secretary reported that the letter mentioned in paragraph 9 above included reference to Civil War Publications, and went on to say that a decree was to be recommended to the Federal Executive Council by the Federal Ministry of Education to stop the sale by their private owners of publications and other matter on the Civil War to foreigners; and to empower the Director of National Archives to acquire suitable such publications for preservation. The Committee expressed the wish that the Chairman and two other members should be allowed to see the draft decree before submission to Government.

11. THE MACHINERY FOR, AND THE STATE OF, THE IMPLEMENTATION OF THE COMMITTEE'S REORGANISATION RECOMMENDATIONS

The Secretary briefly reminded the meeting of the assignments given to the former Chairman of the National Archives Committee, Sir Adetokunbo Ademola, and informed members that Sir Adetokunbo was able to meet the Commissioner for Education to discuss these matters as well as meet the Chairman of the National Universities Commission and look into the matter of the status of the land to be acquired for the National Archives in Lagos. The new Chairman did not lose time in taking up matters from where his predecessor left them. The Chairman himself then reported on his meeting with the Commissioner for Education on 7th September, 1972, papers on which had already been sent to members.

12. In his report, the Chairman said the Commissioner agreed with him that the sort of autonomy being sought for the National Archives would be similar to that of the National Universities Commission, and that he (the Chairman) suggested that the governing body should be designated by the term 'National Archives Commission' and not 'Council' as originally intended by the Committee. The Commissioner promised to give greater personal attention to the affairs of the National Archives than hitherto, while the Chairman suggested that the day-to-day affairs of the department should be in the hands of highly placed officials in the Federal Ministry of Education, pointing out that it might have been the unpleasant experiences of the Director with the Ministry which were responsible for his itching at that time to get a new boss and not really because he wanted to carve an empire for himself. Continuing...



the Chairman said he also raised the question of the local training of archivists with the Commissioner and informed him that he had appointed a sub-committee to look into the matter and would keep the Commissioner informed in due course. On the matter of site, the Chairman promised to look into the matter himself and approach those concerned if necessary, including the Commissioners for Education and for Works and Housing.

13. Members thanked the Chairman for what he had been able to do and to achieve so far and remarked on the change of heart and attitude in the Ministry. The Chairman counselled that the former demand that responsibility for the National Archives should be removed from the Federal Ministry of Education to the Cabinet Office should now be dropped as it was against present official policy to allow departments to float and especially because the Cabinet Office itself was now shedding some of its responsibilities e.g. the National Universities Commission was being transferred from the Cabinet Office to the Ministry of Education. What he thought essential was to have a corporate existence like the National Universities Commission. Members agreed with him.

14. THE ESTABLISHMENT OF STATE ARCHIVES

The Secretary reported that two States (the North-Eastern and the North-Western States) had indicated their intention to establish their own State Archives. Continuing, the Secretary reported that the Federal Ministry of Education was unwilling to give financial aid to the States to establish their own Archives because that Ministry was already taking much of Federal Funds. The Chairman advised that the matter should not be pressed further, and members agreed with him.

15. REPORT OF SUB-COMMITTEE ON ARCHIVAL TRAINING

Professor Aderibigbe presented the report of the Sub-Committee on Archival Training of which he was Chairman. The report had already been sent to members, and so Professor Aderibigbe merely referred to the highlights of the report as follows: The training was to serve Nigeria and Africa and so French should be compulsory; archive management was not to be made an appendage of the library profession; there should be provision for specialisation; the types of training envisaged were postgraduate and middle-level courses first, to be followed later by technical training; opinion was divided as to the venue although the Chairman stipulated Lagos in his letter appointing the Sub-Committee - and so this matter should be decided by the Committee.

16. The Chairman, speaking after Professor Aderibigbe, said that the archival training facilities should be near the Headquarters of the National Archives (which is to be built in Lagos), but that this would not prevent some aspects of the course from being carried on in other parts of the country. There was a reference to the Unesco programme for establishing archive schools, and the Secretary explained why this was not suitable for Nigeria: the places available were too few for our needs. A member suggested that financial aid should be sought from Unesco, but the Chairman advised against it because of the difficulties which were likely to be encountered from French-speaking African countries. For example, he said, the Nigerian Institute for International Affairs was accused of being run with American financial aid. He was convinced adequate money for the project would be obtained from the Nigerian Government.



17. After a little more debate, agreement emerged for the centre of archival training to be based in Lagos but other Universities in other parts of the country may be called to help in fields for which they have special facilities. An advisory committee may need to be appointed consisting of members from all the universities to co-operate with a sub-committee of the National Archives Committee to work out final details. After this discussion, Professor Smith announced and the meeting took note that the Ahmadu Bello University would be instituting a course for the training of archivists in October 1973.

REPORTS OF SECRETARY ON WORK OF SUB-COMMITTEE ON  
PRE-COLONIAL AND CONTEMPORARY HISTORICAL MANUSCRIPTS,  
AND ON THE SUB-COMMITTEE ON BUILDING.

18. The reports are attached as Appendix A to these Minutes. Professor Smith declined the Chairmanship of the Pre-colonial historical manuscripts sub-committee but offered to serve on the sub-committee under the chairmanship of Alhaji Dr. Junaidu, Wazirin Sokoto. Members agreed. Members also signified their wish to see the final design of the Lagos National Archives Headquarters Building before submission to Government for approval. The draft plan was passed round for members to see, but it was understood that the sub-committee on Building would have to suspend operation until the land on which the building will be erected is acquired.

19. SECRETARY'S REPORT ON THE NATIONAL ARCHIVES

The Secretary's report on the National Archives is attached as Appendix B to these Minutes. Mr. Fadero observed that such an important document should have been made available to members and should have been sent to them in advance of the meeting. The meeting agreed that the Secretary should send such a report to members long before the date of any particular meeting.

20. The meeting adjourned for a short break.

21. THE DRAFT ARCHIVE DECREE

On resumption, the meeting took up the draft archive Decree submitted by the Sub-Committee on Archival Legislation. Opening debate on the matter, the Chairman observed that matters of legislation could not be satisfactorily dealt with in general committee, especially when a sub-committee had so successfully worked upon them. There were still many stages for the draft archive Decree to go through, and it was enough at the present stage for the Committee to take a consensus on the draft Decree. He, therefore, proposed that the meeting should go through the draft Decree section by section and welcomed any general comments by members. Thereafter the Committee would be invited to approve the draft Decree in principle, and then the legislation should be left to him and the Secretary to put into final shape before submission to Government. After submission to the Federal Ministry of Education there would have to be many consultations before the Ministry of Justice could produce a draft which should be sent back to the National Archives Committee by the Federal Ministry of Education for close study and comments. The Chairman's proposed procedure was unanimously agreed to.

22. The draft archive decree was therefore examined and amended as follows:



Section 2. 'Council' should be changed to 'Commission.'

Section 8(1) Members agreed that the words "Prior written notice" should replace 'approval'

Section 22(1) The word 'prior' should be inserted before the word 'approval.'

Section 29. The proviso in sub-section (1) is to be constituted into a separate subsection thus:

"(2) Subject to the provision of subsection (1) above, any State Government may join with another or other state Governments to establish a joint State Archives."

The former subsection (2) now becomes subsection (3).

Section 30. In the first line, "as far as possible" should be added after 'shall'.

Section 31(4) In the second line, the word 'private' should come in after 'concerning' and before 'non-current.'

Section 33. This section was recognised as an area of difficulty, but it was agreed that decision on it should be left to Government.

Schedule 1. Item 3. Proceedings. It was agreed that the Commission should regulate its own proceedings.

23. After the examination of the draft decree had been concluded, its adoption was moved by Professor Aderibigbe and was supported by Mr. Alk. A schedule of the amendments made to the draft Decree is attached as Appendix C to these Minutes.

#### GENERAL

24. Mrs. Oku requested that lists of archive inventories should be distributed to Committee members and to the States. The request was noted.

25. Mr. Fadero raised the question of engaging a stenographer as suggested at an earlier meeting. The Chairman did not think this was necessary as verbatim reports were not required. The important thing was to record decisions and not individual contributions to debate.

26. Mallam Yamusa asked whether State records now in the National Archives would be returned to the States establishing their own Archives. The Secretary replied affirmatively on the condition that the records were created after January, 1952, and added that some kind of arrangement could be agreed even in respect of pre - 1952 records.

27. Once again Dr. Lucas pressed for the collection of private records, especially records on Ekoiland, and urged archivists to refer to such books as "In the Shadow of the Bush" by Dr. Talbot for reference to such records.



NEXT MEETING

28. It was agreed that decision should be reached by the Chairman early in the new year on the date of the next meeting which should come before the regular annual meeting in November.

29. The meeting rose at 6.45 p.m.

ARCHIVES OF OYSCA



NATIONAL ARCHIVES

IBADAN

DNA 6/43/17

20 September, 1973

S E C R E T

The Secretary to Military Government,  
Military Governor's Office,  
Western State,  
Ibadan.



The Establishment of State Archival Institutions  
in Nigeria - An Appeal for Its Inclusion in the  
3rd National Development Plan

I have the honour of addressing you on the matter of including the Establishment of a State Archival Institution - otherwise called State Archives - in the projects you are now considering for the 3rd National Development Plan in respect of your State Government.

2. In June 1970, I forwarded to you a copy of this department's "A Memorandum on the Organization and Management of Archives in Nigeria" (vide my letter No. DNA 20/6 Vol.IV/542 of 10 June 1970), and have followed this over the intervening years with the minutes of each of the three meetings of the reconstituted National Archives Committee on which you had nominated a member - the latest being sent under the cover of my letter No. DNA.6/2 Vol.IV/350 of 18th September 1973.

3. As a result of its deliberations these three years, the National Archives Committee has submitted a number of recommendations to the Federal Commissioner for Education which are now being studied in the Ministry. Among these recommendations is a draft National Archives Decree which has sections relating to State Archives. I fully expect the Federal Commissioner for Education to reach his decisions on these recommendations soon.

4. It is however pretty well known that even the present grossly inadequate archive legislation (Act No. 43 of 1957) does not prohibit the establishment of State archival institutions, and there is no need to wait at all for the proposed federal archive law to be decreed before the states take measures to establish their own archival institutions, if they wish.

5. My purpose here, then, is to appeal to you to give full and deep consideration to the need to establish an institution or department to take adequate care of the records which your Government is now accumulating in its various offices and to approve that this project be included in the items you are going to submit for the 3rd National Development Plan. I wish also to offer advice on planning the establishment of the new institution.

6. I attach to this letter for ease of reference a copy of Volume II of our 'Memorandum' referred to in my paragraph 2 and subtitled "A Survey of Modern Archive Management." This extract treats in great detail of the *raison d'etre* of archival institutions, how they are constituted, what they do, how they do it, and more. Any attempt to summarise this document here will be quite inadequate.



7. I now direct myself to the inevitable question of why State archival institutions should be established in the period of the next development plan and not later.

8. It is my considered view that State Archives should be established under the 3rd National Development Plan for two major reasons. Firstly, it is dictated by the need for efficient, good and orderly administration. Records Management is now a significant part of the functions of, and activities in, an archival institution, and it is in this field that an archival institution can benefit Administration most by cooperating with other management services departments e.g. O & M to effect economy and efficiency in government. In the words of Mr. A. Akinfemiwa, Senior Archivist in the National Archives, Ibadan in a lecture delivered to O & M officers of the Western Nigeria Ministry of Establishments and Training: "Records Management seeks to create records that are necessary for the efficient and successful running of an organisation, to produce the records when they are needed, to save the records that are necessary for the continued operation of an organisation, to create no more records than are necessary, to retain records no longer than necessary and to retain no more records than necessary." Records Management features prominently in the draft archive decree mentioned in paragraph 3 and is the burden of Section F of "A Survey of Modern Archive Management" attached to this letter. The second reason for the need to include the establishment of State Archives in the 3rd National Development Plan is because some very important records in various state offices will have qualified in 1977 by reason of their age - 25 years - to be preserved permanently as archives in an institution set up specifically for the purpose. The States are the heirs of the former Regions - and these were created in January 1952. If this is not done, the risk will be great that historically valuable records in state offices relating to the early stages of the practice of federalism in Nigeria will be lost to our generation and to posterity.

9. Other less weighty reasons may be advanced. The National Archives decree, if it is approved in its present draft form, will carry a section enabling States to establish archival institutions singly or in joint effort, but this section would also require States still desiring the National Archives to carry on preserving their state records and archives for them to surrender their ownership and control of these records and archives to the Federal Military Government. Such a surrender could make some records and archives rather inaccessible to their former owners. Even if this requirement is knocked out from the final approved draft of the decree, there is no guarantee that the National Archives will be able, both because of its future pre-occupations and because of the financial constraints that may reasonably be expected to be laid upon it, to continue to extend its care and protection firmly to state records as it has, until the present, been doing.

10. In the present wave of cultural resurgence, it is the view of all Nigerians that all our cultural heritage should be preserved. The documentary property of the States as represented in their records is a distinguished and honoured - though little known - part of this cultural inheritance, and deserves equal treatment with well known segments of our culture such as our dances and our sculpture. The establishment of State Archives should be allowed to be carried on the back of the momentum offered by the present cultural renaissance. And, finally, there will be new employment possibilities in certain skills still relatively new to Nigeria - records and archive management, document restoration and binding, and reprography, and the tiny, struggling profession of archivist in Nigeria will be rejuvenated and revitalised and will multiply. The next National Development Plan will be quite taken up by the consideration for the creation of new skills and more job opportunities. Working in harmony



together, the National Archives and the various State Archives will advance the frontiers of the principles and practices of records and archive management to their furthest limits.

11. I may now advert myself to proffering advice on the mechanics of establishing a new State Archives.

12. The first obvious step is for the project of establishing the State Archives to be admitted into the 3rd National Development Plan and for a nominal or provisional vote to be provided for its capital needs, say ₦200,000. Then the post of State Archivist, Chief Archivist or Director of State Archives will be created in the recurrent estimates, providing for the post a salary grading not below Group 6.

13. The next step is to recruit or appoint someone who will later succeed to the post of State Archivist (or Chief Archivist) which has been created in the recurrent estimates. Ever since its establishment, the National Archives has reserved the profession of archivist to the native Nigerian, and this is a policy worthy of the emulation of other archival institutions in the country. Therefore, the candidate for State Archivist will most probably be a Nigerian. Such candidates can come from only three sources: the National Archives, the other segments of the public services, and the private sector. I will remain silent here on whether I like losing some of my present staff to the States, but if archivists from the National Archives are considered for the appointment they should have served at least 7 years as archivists and should be earning not less than salary group 8. But certainly candidates could come from the other sources specified earlier. If a non-archivist candidate is recruited, it is my advice that he is made for a period between 9 to 12 months to undergo an in-service training course in the National Archives of Nigeria unless of course by then local archival training facilities have become available. He could also attend the diploma course of the University College, London School of Documentation, Library and Archives but this cannot be arranged quickly. Any one of these three arrangements will make a good archivist out of him. A candidate recruited from outside the National Archives should have about the same educational qualifications, (i.e. be a graduate in the Arts or one of the Social Sciences) and experience and be earning about the same salary as the archivist - candidate. I like to sound a note of warning here. It is right to demand from the beginning fairly high educational qualifications for this job: lower academic standards will mar the work of the new institution in later years when more highly qualified staff come to be recruited. This is their present predicament in Tanzania.

14. At the end of his professional training, the candidate will be attached to the Military Governor's Office - please see quickly paragraph 281 of the "A Survey of Modern Archive Management" attached, and be permitted to make extensive tours of all the records depots in the State including the file registries in the departments and the local government offices, etc, with a view to winning practical knowledge of the problems that the preparation of a programme for the care, protection and management of the records will have to face. How long this will take will really depend on the records situation, but it may last for six months. Then he will write up a report on his findings in the field, and submit detailed recommendations for the establishment of the State Archives, specifying its needs in staff, building and equipment, and including the draft of a State Archives Edict (or Law). The time taken by this exercise could well extend through another six months. The State archive law will be drawn up by the law officers and promulgated. The candidate will be promoted State Archivist and efforts will be made to give him the basic tools he needs for his job: a purposeful but aesthetic archive building, trained and adequate staff and



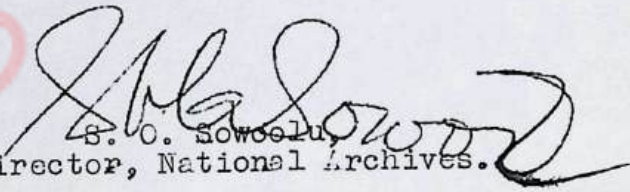
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modern archive equipment. Let me repeat the warning about the high initial cost of establishing an archival institution issued long ago by the first full-time Director of this National Archives, the late Mr. L. C. Gwam. In his "Construction of Archive Buildings in Tropical Countries," he drew attention to the tardiness "about making adequate funds available for ventures that cannot assert their direct economic value," and warned that such reluctance could only be overcome "by an enlightened statesmanship which recognises, among other things, that cultural values are essential to modern life and that it is the proper function of Government to promote them." This National Archives will, at every stage and at all times, readily and cheerfully place at the disposal of the State Government and its State Archivist all its repository of archival experience and expertise.

15. I should conclude this letter with an acknowledgement and with appreciation of the recent developments in the States in the field of culture generally, and in the field of the preservation of archives in particular. I need only add that whatever administrative arrangements are engaged - History Bureau or Cultural Centre, the State Archives must be allowed adequate autonomy and status to enable it to develop all the sides of its personality fully - not the cultural aspect alone, so that it can carry out its responsibilities to Government and People equally, and well.

16. I beg you to treat this letter with your urgent favour and issue the necessary instructions. The first such instruction will prohibit the destruction of non-current records in all state offices until a State Archives has been established.

17. I am willing to come to discuss these matters with you or your representatives, or to provide any additional information you may wish to have about them.

  
S. O. Sowole,  
Director, National Archives.

ARCHIVES



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A  
MEMORANDUM ON THE ORGANISATION  
AND  
MANAGEMENT OF ARCHIVES IN NIGERIA  
(IN THREE PARTS)

PREPARED BY  
NATIONAL ARCHIVES OF NIGERIA

VOLUME TWO

NATIONAL ARCHIVES HEADQUARTERS  
IBADAN

APRIL 1970



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ARCHIVES OF OYSCAC



## PART II

ARCHIVES OF OYSCAC



Chapter 5

A Survey of Modern Archive Management

A. The Establishment of National Archives

247. Archival institutions are of ancient vintage, although the development of the principles, techniques, and practices now associated with archives began only after the French Revolution. In the 5th and 4th centuries B.C., the Athenians kept their valuable documents in the temple of the mother of the gods - the Mētrōon, next to the court house, in the public square in Athens. Among documents kept there was the statement Socrates wrote in his own defence. The Vatican Archives date back to the 3rd or 4th century A.D., and the practice of setting up an office for the preservation of records soon spread all over medieval Europe. At first, the preservation activities were confined to incoming letters which chiefly related to financial or legal business of the king or baron; later, chancelleries arose which began to preserve both incoming and copies of outgoing correspondence, but there was as yet no concentration of all existing archives of all the government offices in any one country into a single, central repository.

248. The French Revolution brought in its wake the idea of a National Archives set up specifically for the preservation of the archives of a nation. The Revolutionary National Assembly set up - in 1789 - a parliamentary archives office with the duty of preserving all the evidence of the Revolution. The field of activity of this archives office was widened a year later - in 1790 - when it was made responsible for the preservation not only of the records of the National Assembly itself, but also of the records of the new republican France. The first thoughts of the revolutionaries concerning the records of the feudal



Ancient Regime were that they should be destroyed since they were the embodiment of their former servitude, and huge masses of these valuable records were in fact destroyed. But sober views soon prevailed, and in 1794 the National Archives of France came into being with authority to preserve all the records of France - old and new. Its jurisdiction extended not only over the records of government agencies in Paris, but also over all records depots in the provinces, the Archives Départementales. The decree of 1794 also conferred on the public the right of access to the public records, not primarily, be it remembered, for the purpose of scholarly research, but in order to accord all citizens who had acquired the property of the old and discredited nobility the means of asserting their new rights. The French National Archives was founded then, because a Government must protect and preserve the continuing documentation of its deliberations and actions for its own information and for the protection of its rights; because the records of the past are an essential part of the cultural heritage of a nation which no proud and civilised country allows to go to the dogs - no matter how reprehensible were the people of whom those old records speak; and because it was essential to the assertion of individual civic rights that the documents relating to these rights should be protected, preserved, and made accessible.

249. The ascendancy of France in Europe after the French Revolution - especially under Napoleon - ensured the spread of the idea of National Archives to several European countries. In some of these countries these National Archives were, like the French National Archives, entirely new creations e.g. the Algemeen Rijksarchief in the Hague, and the Generales du Royaume in Belgium; in other countries the National Archives grew out of the existing archive establishment in the chief



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government office, that is, the chancellery e.g. the Swedish National Archives.

250. But the influence of the French Revolution was only one factor in the establishment of National Archives. In other countries concern had begun to mount in some quarters about the chaotic conditions under which public records were being kept by the offices which had produced them. In England, for example, there had been incidents of fire engulfing valuable public records, and cases where they had suffered enormously from damp. Bureaucratic apathy, indifference, ignorance and negligence with regard to non-current public records had led to their being preserved in basements, attics and such dark and forbidding holes, and having filled up all these uncongenial storerooms, the records began to fill up the offices of the officials too. In 1800 a Committee was set up by the House of Commons "to inquire into the state of Public Records of this Kingdom ...." The report of this Abbott's Committee was most revealing of the chaotic and pathetic conditions under which the public records were languishing, and several Record Commissions were set up between 1800 and 1837 to remedy the situation. But the rot had gone deep, and was not to be cured by these palliatives. The Commons set up another committee in 1836 to examine the work of the last Record Commission. This committee reported on the state of some of the records as follows: The public records "were found to be damp; some were in a state of inseparable adhesion to the stone walls; there were numerous fragments which had only just escaped entire consumption by vermin, and many were in the last stage of putrefaction ...." The Public Record Office was therefore established in 1830.



251. All the factors considered above were, added together, not strong enough to convince some governments as to the value of establishing National Archives, and so it was necessary that there should be some pressure groups to work on these governments. In Canada, the Literary and Historical Society of Quebec brought pressure to bear on the Canadian Government, and a Government Archivist was appointed in 1872. And in the United States, the efforts of the American Historical Association resulted in 1934 in the establishment of the National Archives, Washington - now the largest and most advance archival institution in the world.

252. One or two other factors have contributed to the spread of National Archives throughout the world. A nation which has emerged out of a cataclysm, or a war is likely to set up a National Archives if it already has not got one, as the French Revolution had compelled France to do, in order to preserve the evidence of those extraordinary disorders. The German Reichsarchiv was established in 1918 to preserve the German records of World War I and other central government records; and the Soviet Union also established the Glavarkhiv to preserve the records of the Russian Revolution as well as those of Tsarist Russia. The Australian National Archives developed as from 1942 from the efforts made to preserve the Australian records of World War II. And, finally, the establishment of National Archives has become a symbol of sovereignty and independence. No nation comes out now from the darkness of colonial tutelage into the glare of freedom without considering almost immediately the establishment of a National Archives. Even Lesotho now has one, and the Gambian National Archives was established with the Nigerian Gift to Gambia on the occasion of her Independence. The National Archives has become a fundamental



vital and indispensable function of the modern state, and its establishment a normal expectation of the ordinary citizen.

B. The Nature and Value of Modern Archives

253. Soon after the Advent of National Archives and during the first few decades of the nineteenth century, two forces became discernible in the working of the new organisation. The first force constituted a school of thought who believed that the first duty of the National Archives was to the government which had set it up, and that it must discharge this duty by ensuring the regular transfer of records from government offices to the archival institution. The second force developed from the needs of nationalism. Prostrate from the predatory domination of Napoleon, the new states of Europe turned to the writing of national history to give encouragement to the revival of their peoples, and archival institutions assumed the dignity of national monuments. These historiographers placed little importance on modern records, but thought that the essential business of a National Archives, which should be independent of the government, was the preservation of 'historical documents' in the interest of historical research. In most of these countries, particularly in the Germanic or Slavonic countries, the management of archives was therefore regarded only as another historiographical aid, like paleography, sigillography, chronology or diplomatics. In other countries, however, attempts were made to arrive at a compromise by tying up archival matters with the library and the museum, and placing all three institutions under the ministry of public education.



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This solution was applied in France, Belgium, Spain, Portugal and Italy. But all this confusion of archive management and its special needs with the needs of the library, the museum, and the historical sciences, although it elevated some aspects of the work of the archival institutions because the archivists were often also excellent historical scholars, only served to retard the proper development of the National Archives idea. For the regular transfer of government records to the archives was neglected, and because of the association of archives with libraries - some archivists were also trained librarians - the archives were classified like books, thus tearing apart their organic existence and relationships.

254. By the middle of the nineteenth century the true nature of archives and their real value had begun to dawn on a few progressive archival administrations, that is, those of France, Belgium and Prussia, but it took longer in other countries. In the United States, for example, an archivist, Miss. Margaret C. Norton, Archivist of the State of Illinois, would still require in 1930 to warn her colleagues against the "fallacy of treating archives merely as historical records", and as "a mere adjunct of the historical library field", for such mistaken emphasis, she pointed out, did not do justice to the primarily administrative need for the existence of an archival agency, and indeed made financial support for such an organization more difficult to obtain. And, as we have seen in Part I of this memorandum, the first idea in Nigeria with regard to the value of archives was that they were only 'historical records' whose preservation was necessary in the interest of historical research.

255. The physical similarity in the nature of the material conserved in an archival institution and in a library had for too long muffled



and concealed their fundamental incompatibilities. The most distinctive characteristic of archives, the one quality which sets archives apart from the contents of libraries and museums, is the fact that they have been accumulated or produced by an individual or organisation - a family, a church, a university, a firm, a town, a state or a nation - to accomplish set purposes, and, thereafter, they are set aside to accomplish other purposes not related to those which brought them into being. Archives achieve their birth as a result of administrative action, and are thereafter set apart for permanent preservation because they possess other, lasting values. Archives are accumulations, therefore, and not collections as are the books in the library. In the oft-quoted ringing phrases of the late Sir Hilary Jenkinson, the greatest English archivist, "Archives are not collected .... They are not there, or they should not be, because someone brought them together with the idea that they should be useful to students of the future, or prove a point or illustrate a theory. They came together, and reached their final arrangement, by a natural process: are a growth; almost, as you might say, as much an organism as a tree or an animal. They have consequently a structure, an articulation and a natural relationship between parts, which are essential to their significance: .... Archive quality only survives unimpaired so long as the natural form and relationship are maintained". A library collects and chooses its books from the whole wide world; an archival institution may only preserve the accumulating archives of the organization which had set it up.

256. Another distinctive feature of archives is their uniqueness. The books in one library in Nigeria may be duplicated in a thousand libraries in other countries. This is impossible with archives, for



the archives of one country have been accumulated in a long procession of social, political, economic and technological movements, events and developments which generally bear little relationship to events in other countries, except in so far as these happenings brought that country into action with others. The archives relating to the American War of Independence, for instance, are not duplicated in the French National Archives except perhaps in so far as the French helped the Americans to free themselves, and even then there would be important divergencies. Archives are therefore intensely national products, and much of the difficulty the management of archives has experienced in organising itself internationally and developing, like the library profession, universally agreed techniques arises from that fact. Archives are unique in other respects. Unlike books, they are original - not secondary - sources of knowledge and information and are very often available only in single, or, at most, a very few copies. So that if they are destroyed, they are often irreplaceable, and are lost for ever.

257. Archives are of different types: letters, reports, diaries, maps, photographs, films, tape recordings and the like. They are of different forms or compositions: loose, bound, or cellulose. They are arranged in the creating offices in various ways: numerical, alphabetical, or classified. They are of various sizes. They lack the physical attributes such as title, authorship and imprint which could allow them to be identified and classified as books, and are therefore arranged only according to their own essential requirements and nature.

258. We have been speaking of archives generally, but modern archives have a characteristic all their own, and this is discernible if the definitions offered by archivists whose main concern were medieval



archives are contrasted with those of archivists dealing with modern archives. The older definitions would appear to require that all documents produced in administrative or official transactions should be preserved. Archivists who preserve modern archives now recognize that this is no longer possible or desirable, and they give emphasis to the view that archives are those "documents or papers" which are intended for permanent preservation as "sources and evidence of the past" or are adjudged worthy of permanent preservation "for reference or research purposes". For modern archives are prolific in their growth and are endowed with a frightening superabundance. The modern advances in technology, the invention of the typewriter, the carbon paper, the duplicator and other devices which facilitate the communication of ideas and encourage efficient administration have also greatly facilitated and encouraged the production and reproduction of records. The continuous expansion of the frontiers of the activities of the modern state, and the persistent intrusion of these activities into the life of the citizens have also resulted in the production of vast mountainous seas of records. No government or other kind of organization has either the resources or the inclination to preserve more than a fraction of all the records being produced. In all its offices, and it has become very important that the essential records are identified and separated from the trivial and the useless ones. Modern archives are therefore a selection from the totality of an organization's records production.

259. Modern archives are selected for permanent preservation for their intrinsic value - first for the reference purposes of the government or the organization which has produced them, to serve as its memories, as the precedents on which in the future informed, effective, intelligent and economical actions can be based; and secondly, for the informational or research needs of the members of the community. Modern archives are now



being used for a bewildering variety of purposes, and by an ever increasing number of people from different walks of life. A Commissioner appointed to adjudicate on boundary disputes or to investigate some other administrative problem will, if he is wise, turn to the archives. Litigants and their lawyers need the past records of long forgotten court cases. Journalists will seek the archives in order to add truth and contemporary atmosphere and flavour to their dispatches and commentaries. The ordinary citizen in search of the evidence of his right to a chieftaincy, a piece of land or a claim from government will come to the archives. It is not usual for Nigerian senior civil servants to think of the services that their National Archives could render when they draw plans and make decisions that affect the lives of millions, but they could lighten their burdens if they do, for many of these matters had been dealt with before, and are not really new. For example, consideration was given in 1922 to the need for building a bridge across the Niger between Asaba and Onitsha. The necessity for the bridge was denied then, but it became inescapable some forty years later. It must be admitted that scholars, because of their own urgencies, have continued to use archives more than other members of the public, but the ghost of the belief that the only people to whom archives could be of the least interest were historical scholars had long ago been laid, for modern archives because they represent the documentation of all the aspects of a government's work, and are not confined as were the mediaeval archives to the legislative, executive and other authoritative arms alone, are valuable to an ever increasing number of academic or professional disciplines. The administrator, the economist, the social scientist, the geographer - one of the first users of Nigerian archives was Dr. Mabogunje, a geographer - the agriculturist, the biographer, the



student of technological developments, the medical researcher, all those seekers after knowledge and truth, as well as the political, economic or religious historian, find that modern archives accommodate their needs too. For the work of governments have continued to expand and to encompass the whole range of a community's life, and no one can as yet see any end to this development.

260. The value of the archives of a government is best recognized if these archives are regarded as the factual record of its past, in fact, as its memories. The loss of memory - amnesia - in an individual, as Dr. Wayne C. Grover, former Archivist of the United States reminds us, although a dreadful affair, is usually temporary. And Dr. Grover goes on, "Compare it with the kind of permanent amnesia that would set in on a government with the factual record of its past, as represented in its archives, obliterated: The hundreds of thousands of documents that give cohesion and consistency to the organization and conduct of our government; the wealth of hard-won experience and knowledge, in all its immense and intricate detail; the documents that by the tens of hundreds of thousands record our rights and duties and status as citizens, and link us as individuals into the great chain of past and present."

C. The Training of Archivists and Archive Technical Staff

(i) The Education of the Archivist.

261. It had been realised from the very early years of the existence of National Archives that the men who took care of the archives must be trained for the job, but there never was any consensus as to the kind of



training desirable. In the countries where the idea of archives had been closely tied up with library science, the training of the archivist tended to be undertaken in schools which also catered for the training of librarians, as in the Ecole des Chartes in France; whereas in the countries where archive management had been regarded merely as an aid to the study of history, archival training was undertaken in schools of historical research such as the Austrian Institute for Historical Research in Vienna. But later there developed a third type of archival training in such schools as the Institute for Archival Science and Advanced Historical Studies in Berlin-Dahlem set up specifically for the training of archivists but which also provided training in historical methods. In other countries like England, however, no formal training of archivists was for many years instituted, although many archivists in such countries became very good after many years of on-the-job training.

262. It is not our intention to inquire in great detail into the archival training facilities which were instituted primarily for the preservation of medieval archives - and most of the training facilities now available in the Continent of Europe and in England belong to this category, because such schools put emphasis on the study of subjects which bear no relevance to the needs of modern archives which are our sole concern - subjects such as Latin, Old French, Old German, paleography, philology, chronology, diplomatics, numismatics, and the like.

263. No matter where archivists are trained, whether in archive-library schools, or in institutes of historical research, or in purely archive schools, and no matter whether they are trained to deal with medieval



or modern archives, there has always been general agreement that the best basic education for an archivist is advanced training in History (or, in respect of modern archives only, in History or in any of the Social Sciences). The level of the knowledge of the subject demanded varies from one country to another, ranging from the Doctorate in Philosophy degree requirement of the German archive schools through the Bachelor degree specification of the English and Spanish archive schools to the demand for a few years' - 2 to 3 - study in the University or even school leaving certificate of the Ecole des Chartes, and the Italian and Hungarian schools. The number of years spent on the archival science course itself would, of course, depend on the basic educational qualification of the candidate, ranging from the 18 months' training of a Ph. D. holder at Marburg archive school or a 12 months' training of an Indian B.A. or H.A. holder at the National Archives, New Delhi to the 4-year course of the Ecole des Chartes, or the 5-year course of the Russian schools. In some of these countries, pre-appointment training of archivists is possible not only because there are always vacancies available in the numerous archival institutions in those countries, e.g. France, but also because no one can become an archivist unless he holds a diploma of a recognised archive school. But this favourable circumstance of ready availability of vacancies is not always present in other countries, and it is therefore convenient that archival studies should be tied up with advanced studies in History or Library Science so that the student who would or could not become an archivist could secure an appointment as a librarian or manuscript keeper, or a history lecturer or teacher. Pre-appointment training of archivists dealing with modern archives - where it occurs, as in a few universities



in the United States - therefore takes the shape of the candidate taking archival studies - archival terminology and principles; library and museum practices, documentation; evolution of archive administration; selection and elimination of archives; archive preservation and restoration practices; publication programmes; reproduction of archives; modern public archives; local archives; etc. - as part of a course leading to an M.A. or Ph. D. in an area of administrative or political history. There are as yet no full academic university courses on modern archive management as such.

264. The main avenue of training archivists in the management of modern archives therefore opens only after the candidate for the archivist post has been recruited by the archival institution, and his professional training as archivist then falls into one of several patterns. The first is, of course, in-service training. In some countries this is done systematically, with some periods fixed for lectures on theory while other periods are devoted to practical work, but in other countries - and England was for a long time at their head - the new archivists would sit for long years over mounds of archives, like Marius over the ruins of Carthage, unable to master them, nor for them there was no systematic training but only a happy-go-lucky policy of learning to do by watching and doing. The in-service-training system has much to recommend it in the production of qualified archivists, but it must be run on systematic lines to be economical and profitable. The National Archives, Washington, for example, runs such in-service-training schemes for its staff (and these schemes are supported by a policy of active encouragement of advanced academic studies), and bases a significant part of its promotion policy on success at the end of such training.



265. Other archival institutions run special archive schools for the training of their archivists as well as of other archivists from other institutions. The archive schools attached to the State Archives, Marburg in the Hesse State of Western Germany, and the Indian National Archives in New Delhi belong to this category. These schools, even if some attention is paid in them to the needs of modern records, are set up primarily for the needs of the archives of the institutions owning them or the needs of the archives of the countries to which those institutions belong. Apart therefore from what a foreigner might be able to gain from the lectures on the physical and technical aspects of archive management which are of universal application, he gains little from an attachment to such archive schools.

266. The question of the training of archivists of the New Nations remains therefore a problem which will not be solved until each new independent country has its own archival training facilities, or until there could be established internationally financed institutions which would cater primarily for their needs, such as the International Council on Archives now proposes to do (see Part III). For the present, the training facilities available in the advanced countries to archivists in the developing countries are as follows:

- (a) Attendance at the University archive courses or at the archive schools of the old, established countries such as the courses being held in London and Liverpool Universities. They might attend these courses if they are proficient in the language in which the courses are conducted - but they would profit little from them.



- (b) American University courses leading to the M.A. or Ph. D. degree in History with archival subjects as part of the constituents of the courses. These courses are geared to American needs and are only peripherally related to the archival needs of other countries.
- (c) Short courses, institutes or seminars held annually and lasting from three or four weeks (in the United States) to three months (in France). These courses are meant not only for the indigenes, but also, especially in France, for foreigners, and are of immense value. The lectures and practical work are concentrated on those areas of archive management which have the widest international application and validity - principles, and various methods of their applications, appraisal standards, preservation and rehabilitation practices, nature of buildings and equipment for archives, etc., and are therefore of the most intense interest to all archivists. These courses, because of their concentrated form, are profitable, however, more to those who have had some experience of archive work in their own countries than to mere tyros in the profession. In the United States, these seminars are held by university departments in association with the state archival institutions, but the most famous of these seminars, those organised by the American University, Washington, are run in association with the National Archives, Washington. The French course - the International Course on Archival Techniques - is organised - every year - by the French National Archives.



- (d) Attachment to forward looking National Archives, but this also requires that the 'attachees' should come with a rather more than elementary grasp of the essentials of the profession. Receiving and catering for the needs of a 'student' archivist whilst at the same time caring for one's normal duty schedule is always a nuisance, and sooner or later the 'student' finds himself alone in a room with piles of books and articles on all aspects of archive management to read, and the resulting pot-pourri is perhaps all what he will gain from his attachment, unless he already has good knowledge of his profession before his arrival, and knows what questions to ask, and what he wants to see.

(ii) The Training of Archive Technical Staff

267. If the training of the archivist is cursed with such perplexities as we have remarked above, the training of archive technical staff - especially of the staff engaged in the repair, rehabilitation, and restoration of damaged archives - is one wild jungle. Every country has its own pet system of archive repair, and, especially in such strongholds of conservatism and traditionalism as England, boasts it as the best in the world. Even in any one country, the repair methods employed vary from one archive repository to another. So short is the life of man, and so long-lived have been the archives, that it is not yet quite safe to say that one repair method is better than another. At any rate, that was the position until in relatively quite recent times when the matter was taken away from the hands of skilled craftsmen and dilettantish



archival theorists and placed in the hands of hard-headed research scientists. Archive or documentary repair and restoration is now a matter for trained scientists working in well-equipped book and document pathological laboratories. These laboratories were set up primarily for the restoration of the damaged but invaluable and priceless document or book, but they have now begun to work on the problems set by the use of the cheap, modern paper pulp in the production of vast mountains of records, the noxious gases which fill our atmosphere as by-products of industrial processes, and the deleterious effects of climate.

268. The results of the research conducted in these laboratories lie plain to the view. In the United States, three different lamination machines have been devised - only two of them are in commercial production - for the lamination of plastic foils into documents to strengthen and protect them from the ravages of time and misuse. Staff to use and service such delicate machines have to be trained by the manufacturers. Other ultra-modern repair processes are being championed in England, the Soviet Union, Italy, and in other places, but only trained chemists and other scientists will understand the scientific language through which they are being presented.

269. Work on the repair of archives has therefore shifted from the reliance on a naturally gifted craftsman able to paste down silk chiffon on old documents and fill their holes with matching rag paper to the research chemist willing to search the literature, test the findings of his colleagues in other parts of the world in relation to his own environment and circumstances, and, if necessary, adapt their findings to suit his own conditions, or blaze on a new trail himself.



270. One or two of these laboratories, especially in Italy, hold courses in document or book conservation for those engaged in such activities, but unless the 'students' have a basic grasp of the relevant fields of science their profit from such courses would be minimal. There is, of course, also the possibility of being attached to such laboratories as those in the British Museum, and the Indian National Archives for such in-service training as the staff might have the time to impart.

271. Repaired documents might, and repaired books will, have to be bound, and a bindery is a regular feature of every advanced National Archives. Book-binding skill is now widely available, and acquiring it needs no special arrangements, but book-binding by hand - which is the type of book-binding suitable for old documents and priceless books - is a dying art - which should be kept alive. The ancient art of book-binding by hand goes - like the horse and carriage - with old methods of document repair, and can be learnt in archival institutions specialising in the traditional methods of archive repair e.g. Public Record Office, England; but it can also be learnt in institutions which also favour the modern spirit of enquiry and experimentation, e.g. the British Museum. There are, of course, a few families and individuals who have devoted years to cultivating the delicate techniques of book-binding by hand, and contacts established with them can only be profitable.

272. An archival institution is usually required by the law setting it up to make copies of archives available for the use of the public. In modern times, such copies are likely to be microcopies, or photocopies which may or may not be the enlargements of the microcopies.



Some years ago, it was sufficient if the technicians in the document reproduction laboratory of an archival institution were trained in ordinary, straight photography: it was expected that they would require the tricks of the microfilm camera, and the photostat, xerographic and other machines on the job. Hard-earned experience has belied this traditional belief, and a new technology has been developed to treat of the whole field of reproducing documents by photographic and other processes. This new technology - Reprography - embraces the old, straight portrait and outside photography as well as the new techniques which have given us such wonder machines as the xerographic machine which reproduces on ordinary - not sensitised - paper, and even more advanced machines. The reprographic staff of an archival institution can be trained in a number of technical colleges in the United Kingdom, but especially at the Hatfield College of Technology which specialises in reprography. Short courses in the subject are also available in the United Kingdom as well as in France. And, of course, attachment to the document reproduction laboratories of such famous institutions as the National Archives, Washington and the Library of Congress, as well as short periods of practical training in the workshops of the manufacturers of the machines chosen by the archival institution in order to be able to service the machines - a basic necessity in the developing countries - are also very useful.

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D. The Patterns of Public Archive Laws.

273. The National Archives of France had been established in 1794 by a decree of the National Assembly, and it has become the fashion the world over since for the establishment of National Archives to be regulated by a law passed by the representatives of the people. Although there have been several instances of a public archival authority functioning as a result of administrative directives issued by the government, sooner or later such directives are normalised in, and translated into, a proper archive law passed by the legislature. So valuable are public archives to the assertion of private and public rights, and so invaluable are they to the prestige of the nation that the idea has been bruited wide that only the highest authority in the land - parliament - may properly regulate their functions and activities.

274. Modern public archives are rooted in the different phases of national history, and administrative and political development, and the laws which govern their administration depend very largely on the nature of a country's political organization and history. The nature of the authority of a National Archives is therefore closely related to whether the pertinent country has a 'socialist' or authoritarian set-up or is democratic, and also whether it has a federal constitution or is unitary. A nation which has a unitary type of government is likely to have a centralised and unified archive organisation. In such a country, as in France, all archival establishments in the provinces are subordinated to the central direction of archives in the capital. The English, however, do it differently, and their County Archives - equivalent to the French Provincial Archives - are entirely independent of the authority of the central Public Record Office. In federal countries,



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as in India, Western Germany, the United States or Canada, the National Archives has no control whatsoever over the archival institutions of the constituent states, but in the Soviet Union, also a country with a federal constitution, the National Archives exercises supervisory powers over all other archival establishments in the country because of the superimposition of the 'socialist' contention that all the archives of the nation form one undivided and unique fonds or body of archives which must come under one centralised control. The Soviet treatment of archives - and this attitude is duplicated in all the 'socialist' countries - is only a logical development of their own pattern of political and social organization.

275. Another effect of the pattern of political organization or of historical development of a nation on the authority conferred on its National Archives may be seen from the treatment given to private archives in different countries. The 'socialist' countries hold that so-called private archives - the archives of a noble family, or a Czar, or the former established church, etc. - are only a part of the total archival resources of the nation which, as we said before, are regarded as constituting one unique and undivided fonds. Other countries take other views which may be far away from, or quite near, the 'socialist' hard line, depending on how much it is thought that the archives in private hands are valuable in the determination of the essential features of their historical and other development. Such attitudes may range from the compulsory acquisition of some private archives through systems of compulsory declaration and registration by private owners of archives to policies of voluntary registration or investigations and surveys by archivists and historians. Whichever



attitude is adopted, it is now generally agreed that a National Archives must be accorded powers to acquire private archives - which become public archives by that act of acquisition - by means of purchase, gift or testamentary bequest.

276. The original intention in setting up the French National Archives was to centralise all the records of the central government in one repository of gigantic dimensions, and, during the time of Napoleon, efforts were even made to bring the archives of the conquered territories up into this huge repository in Paris. However, these efforts died with Napoleon, but so much had they strained all the available resources of the new institution that it was left for a long time harassed and exhausted. The result of this period of weakness still lives with the French National Archives: it has never been able to summon the authority to get the archives of the French Foreign Ministry and French Ministry for War transferred to it. The two ministries succeeded in establishing their own archival institutions which till today have continued to assert their independence from the control or authority of the French National Archives. This tendency of certain prestigious departments of state to establish their own departmental archives thus began as a feature of authoritarian regimes (but it has no place in the 'socialist' countries) whose ministries of war and foreign affairs considered their archives too precious, and too sensitive to be seen by the general public. Happily, this undesirable development has been nipped in the bud by the clear powers given in more recent times to the National Archives of some important countries, e.g. the Public Record Office in England and the National Archives, Washington over all records accumulated in all government departments. Where, as in the Soviet



Union, a distinct archival establishment has been set up for the archives of a particular government department, such an archival establishment is nevertheless under the control of the central archival directorate.

277. The success of a National Archives in prosecuting all aspects of its programmes, and especially in compelling certain departments of state to deliver up their records to it may well depend on the nature of the subordination of the archival department in the government organisational hierarchy. Prussia was the first country in which an archival institution was subordinated direct to the head of a ministry, and this practice was copied throughout Europe. Experience has shown that the subordination of the National Archives to the head of a ministry is not always accompanied by happy results for, as Professor Ernst Posner, the doyen of American archivists and a leading archival theorist, has put it, the ministers are more inclined to hamper rather than to promote the work of their colleague in charge of the archives.

278. The National Archives has been subordinated to a variety of government ministries, and among these ministries the Ministry of the Interior or Internal Affairs, and the Ministry of Education or the Ministry of Cultural Affairs seem to be most favoured. In the countries which attach their National Archives to the Ministry of the Interior, emphasis has been placed on the administrative and political character of the archives as against their role as part of a nation's cultural heritage. As this ministry also deals with police matters, it is unlikely that the National Archives would have much difficulty in getting all departments to transfer their records, but maintaining peace and order is a whole of a responsibility, and it is possible



that the Interior Ministry may not be able to devote as much time as is desirable to the development of its archives division. Some of the countries which have attached their National Archives to the Interior Ministry are East Germany, New Zealand, Czechoslovakia, Argentina, and Ghana.

279. The attachment of the National Archives to the Ministry of Education has been championed by those who regard the National Archives solely as a scholarly institution without regard to its other important responsibilities. As between the Ministry of the Interior and the Ministry of Education, the latter would, in the view of those qualified to comment on such matters, be the worse choice. Attached to the Ministry of Education, the French National Archives was unable to get the Ministries of Foreign Affairs, and of War to abandon their entrenched privileges and surrender their archives. To help the French Minister of Education in the discharge of his archival responsibilities, the President of the Council of Ministers was also given the responsibility of ensuring that government departments transfer their records. Not that this helped. In 1959 the French National Archives was transferred to the Ministry of Cultural Affairs, but the ancient privileges of the departmental archives of the Foreign Affairs, and War Ministries still remained unbreached. In 1965 a Nigerian archivist, Mr. O. A. K. Adedipe, who went on a tour of inspection of the records rooms of various ministries in Lagos, was informed by an official of the Cabinet Office that "the Cabinet Office records are a class in themselves, too secret to be released in a hundred years". The Nigerian National Archives is attached to the Ministry of Education. This difficulty with the Ministry of Education is not entirely due to the suspicion that education officials are "such feeble folks", and regard need to be paid,



especially in the developing countries, to the fact that ministries of education are traditional 'drain pipes' of the economy, and peripheral responsibilities like Archives are likely to be lost sight of in their battles with the Finance Ministry for more money to satisfy the ravenous appetite of basic educational needs of the nation.

280. National Archives have been subordinated to other ministries, sometimes rather curiously. The Canadian National Archives was first the responsibility of the Minister of Agriculture, but was later transferred to the Ministry of Citizenship and Immigration. As if to counter all ill effects from such a curious attachment, the Canadian Archivist was conferred the status of a Deputy Minister, and the National Archives could report direct to the Cabinet on the state of the public records. In Peru, the National Archives is attached to the Ministry of Justice and Culture, in Haiti it is under the Secretary for Finance, and in England it is the responsibility of the Lord Chancellor, the Minister of Justice, the last arrangement being the product of a long historical development.

281. Several new nations or which have established National Archives rather late in their historical development have learnt their lessons. Their National Archives was established either as an independent agency governed by a board and reporting direct to the President or the Cabinet as in the United States or Poland, or as a department in the office of the Executive President, Vice-President or Prime Minister as in Turkey, Trinidad and Tobago, Kenya, Tanzania, Australia, Israel and Guinea. It is now universally agreed that any one of these arrangements is the best possible. Professor Posner has calculated that the role of the United States National Archives in its formative



years as an independent agency has allowed it to concentrate the nation's records in its custody - a miracle to European archivists, and that by the end of World War II the young institution - founded only in 1934 - had scored such material successes as several European National Archives still hankered for after 150 years of their hard existence. But for the special relationship of the National Archives, Washington with the Office of the American President it probably would never have succeeded, for instance, in transferring the archives of the State and the War Departments. The vicissitudes of the Soviet National Archives emphasize the same point: it was attached up to 1922 to the Ministry of Education but with a right to report to the Cabinet on the state of the records; then it came direct under the All-Russia Central Executive Committee - the repository of ultimate power in the Soviet Union; in 1938 it passed on to the Ministry of the Interior, but in 1960 it returned under the aegis of the Central Executive Committee.

282. But the idea of independent agencies - departments not under a minister - has now become repugnant to public administration theorists and government functionaries, and there is little hope that the example of the United States in making its National Archives - during its infancy - a protégé of the President and not subject to any kind of administrative control by the other departments would be followed by other countries. For, even in the United States, the National Archives has recently become only another bureau in the General Services Administration. This G.S.A. controls space and buildings, central purchasing and warehousing of the American Government and is thus a general service agency responsible for certain housekeeping needs of the government. The attachment of the American National Archives



to such an agency arose out of the emphasis which was placed on those functions of a National Archives which had until then received very little attention in the older National Archives of Europe - the Records Management functions: the series of aids which a vigorous and enterprising National Archives gives towards the achievement of efficiency, economy and order in government paperwork. This new arrangement seems to work well, but it must be reported that pressure is building for the National Archives, Washington to return to its former status as an independent agency subject to the President alone.

283. Having cleared the hurdles of archival organization and hierarchical status, we will now enter upon a consideration of the main features of an archive act and its subsidiary regulations. Archive acts now fall into two groups. There are acts which belong to the old school - like the Canadian Archive Act, usually acknowledged as affording the original model for most old-type British Commonwealth archive acts of which the Nigerian legislation is one; and there are acts which take account of the new and revolutionary views on the role and value of an archival institution in administration. The new ideas now embedded in the more recently passed archive acts are essentially an offspring of the two world wars which created a large number of emergency agencies whose officials faced with huge mountains of records misfiled and mismanaged them. If valuable records were not to be lost, it had become necessary for those in the National Archives who knew about this business of managing records to extend their helping hands to their faltering colleagues in the public offices. Beside this need to introduce the records management functions into the activities of National Archives was also the desire to redesign archive acts to reflect the new



developments in archival philosophy: that archives might only be destroyed under proper authority, that the right of public access to the archives established by the French Revolution must be extended with the former strangulating restrictions removed or toned down, that the National Archives must hold all the archives of all the departments of state, and that in respect of all aspects of the management of all the non-current records of the government the authority of the Director of National Archives must be unchallenged.

284. Only a cursory survey need be made of the old-type archive act. Such an act set up the department of National Archives, provided for it to be under a minister who might not be specified, and also set up an advisory archives council with some specific functions which usually related to the selection of permanently valuable archives, but might also deal with issuing licences for the exportation of archives and historical manuscripts, and supervising the departmental publication of archive catalogues. The act then listed the powers of the director. He usually had the power to inspect archives in the public offices and advise as to their "care, custody and control" but he had no power to ensure that his 'advice' was taken or even seriously examined. He was required to make provision, under his minister's direction, for the custody, preservation, arrangement, repair and rehabilitation, and duplication and reproduction of records, and for the preparation of finding aids. He must furnish copies of archives for official use, and for the use of the public, and was authorised to possess a seal for authenticating archives to be tendered in the law courts. He could also acquire valuable private archives or historical manuscripts. The act ended specifying the nature



of the regulations which the minister might later make: regulations governing the transfer of records from the departments, the access to, and use of the records by the public, and the disposal of valueless records.

285. The new archive acts have gone far beyond those limitations. The archives council or committee has ceased to play an ambivalent role, advising the minister and at the same time deciding what departmental catalogues should be published or what records should be destroyed, and has been strictly confined to its advisory capacity, advising the minister in most countries or the director in other countries. Its advice encompasses the whole range of archive management but is now gradually being restricted to the reference needs of the public. Few countries now have a statutory chairman for their archives committee, the members being free to choose their chairman.

286. It is in the structure of the powers now being conferred on the director that the impact of the revolutionary changes has been most felt. In an increasing number of countries, he is the arbiter of what records should be permanently preserved. This hard-won victory is now taking the archivist into the realm of public administration and paperwork management, for if he alone finally determines what should be preserved, he must then have a say in ensuring that the departments do in fact produce valuable records and in the form in which they can be most easily and advantageously used by the public. And so, the director is increasingly now being entrusted with the duty of consulting with, and advising the public departments with regard to the proper management of their current and semi-current records.



287. But in respect of the non-current records the word of the director is law. No archives may be destroyed with impunity in the public offices without his knowledge - and consent, and departments must implement his instructions with regard to their "care, custody and control". To ensure that no public archives fall outside his surveillance or control, he is now empowered to requisition archives of a certain age which are being unduly retained in the departments. The new laws have taken note of the need for some types of records which because of their special nature might need to be retained for rather longer periods, but such relaxations are meant to protect the rights of individuals and the security of the state, and not to pander to the conceit or entrenched privileges of individual departments of state.

288. The powers of the director have been extended in other directions. The problem of the alienation of public archives by highly placed and powerful government functionaries especially former presidents, prime ministers and generals has been vigorously tackled, and directors of National Archives are now being conferred the right of replevin - the forcible recovery of these fugitive public archives skulking in private hands - although it may be that this power can be successfully or properly asserted only after the death of the highly placed alienator. The problem of the constant dearth of archive storage space has also been somewhat ameliorated by the power now given to the director to declare another office or organization separate from the National Archives building and not under its administrative control as a place of deposit for the records, especially for such records which have no national significance. But the records must continue to be handled and administered in the manner prescribed by the archival authority.

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The director is also now being empowered to requisition the records of defunct, terminated or transferred agencies except in so far as all or some of their functions are continued in or by other agencies, and in most countries the records of banned societies or political parties become the property of the state and are eventually transferred to its National Archives. As archives are not infrequently being lost from the ravages of flood and fire, it has been considered in some countries that the director should be given legal authority to employ means for the reconstruction of the lost archives.

289. The departure from the old pattern of archive laws is noticeable in two other important respects. Where the old laws had contented themselves with entrusting such matters as the prescriptions for the transfer of records from the public offices to the National Archives, their selection or disposal, and the access to them by the public to subsidiary regulations, the new laws have elevated them by specific inclusion in the basic archive act so that they may receive the attention of, and be discussed by, parliament. Only the minor details need now be the subject of regulations. The importance of this measure is far-reaching. While one minister could ignore the regulations made by one of his colleagues, he would perhaps think twice before thwarting the will of the national assembly.

290. Also included in the new archive laws are clear injunctions to the departments to take measures to ensure that they produce the records essential to their continuity - records that provide full evidence of their organization, functions, policies and transactions - and records that make for the efficient, economical and orderly performance of their duties.



They are ordered to co-operate with, and implement the instructions of the director of National Archives with regard to the selection of valuable non-current records, and the elimination of the trivial, ephemeral or valueless, and to ensure the orderly transfer of the non-current records to the National Archives or any of its records centres. But the new laws secure to the departments the right to recall any of these transferred records for their own use, and to return them to the National Archives afterwards.

291. It need only be added that while the old acts might provide penalties for infringing the provision restricting the exportation of archives, the new acts generally provide sanctions against breaches of any of their provisions.

E. The Structure of Functions and Activities  
in National Archives

(i) Introduction

292. Any one who has read this memorandum to this point has acquired more than a faint idea of what the responsibilities of National Archives are and, therefore, of what should make up their functions and activities. In Part I and in earlier sections of this chapter are indications of the nature of the archivist's labours, and here we intend to elaborate a little further but only on the essentials of the archivist's task, that is, the appraisal and selection of records for permanent preservation as archives, their rehabilitation and preservation, their classification, description and publication, and the nature of the access to them that may be allowed to the general public.



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(ii) The Appraisal and Selection of Records

293. It was observed in paragraph 256 that the archivists in charge of medieval archives appeared to have required that all the records being offered or given up to the archival institutions by the government offices should be regarded as archives. This attitude was made possible by the other view which these older archivists held: that only the administrator was competent to judge as to which of the records of his office were worthy of permanent preservation. Once the administrator had made this decision, the archivist was bound to accept and preserve the records thus chosen and handed over. This fiction could be indulged in in the years of stable administration before the two world wars, and it was strengthened by the practice - of doubtful utility - of requiring that documents dating up to a certain year were under no circumstances to be destroyed. (Thus, no records before 1660 are destroyed in England; before 1861 in Italy; and before 1814 in the Netherlands). This doctrine of the inviolability of the archives handed over by the administrator to the archivist was finally laid to rest when it was discovered after the two world wars that the administrators were no longer in the position to play their age-long role in the selection of records for permanent preservation; they were too hard pressed by details of routine administration which were becoming more complex, and they were themselves far from being inclined to care for the records they were accumulating; and the task of selecting what was important was therefore being entrusted to junior clerks.

294. The effects of this unwelcome development soon became all too clear to the archival authorities: files were being received in which important documents had been mixed up with mere trivia. Whatever the



other pressures being exerted by those, especially the historians, who wanted all the non-current records as received from the departments to be preserved because they claimed that no piece of paper was really valueless and could in some special circumstances become important, the fact that valuable archive storage space was being filled up by patently useless records at a much faster rate than the government was willing to provide new buildings or extensions made it incumbent for the archivists themselves to take the matter in hand. In one such exercise, the United States National Archives rescued one-tenth of the one million cubic feet capacity of their storage space, all which they had filled up within a few years of the establishment of the institution.

295. This business of the appraisal of records already transferred to the archival institution for the purpose of getting hold of the valuable archives buried among them has become the most difficult of the archivist's labours. For his decisions are irrevocable. Once records are declared useless, and are destroyed, they are lost for ever because they are - most likely - irreplaceable.

296. It is not necessary to enter here into all the considerations which bear upon the judgement of the value of records, this most sobering responsibility. Suffice it to say that the matter has engaged and continues to engage the attention of the most distinguished archivists the world over, and working criteria now abound to guide those engaged in this most responsible and privileged task of determining what records of the past would be made available to the present and the future for their edification. Only for the purpose of somewhat assuaging the thirst of the curious might we, however, outline a few practical considerations at work before records are declared to be



archives, that is, declared to be worthy of permanent preservation. The following types of records should be declared worthy of permanent preservation: records tracing the establishment and development of the department, its organization and its functions - such records, for example, as were used to prepare the Part I of this memorandum; records that document the rights and duties of the Government, of institutions or of individuals e.g. registers of vital statistics; probate of wills; naturalisation files; government property files; electoral and census records; court records involving property or status, etc; and records useful for research.

297. But the interest of archivists has extended beyond the need to ensure that the valueless records already transferred to them are eliminated from their holdings to an anxiety to help ensure that only valuable records are at all sent in by the offices to the archival institution. This new field of archival activity of which we have hinted a few times before in this memorandum - Records Management - is best treated separately and is taken up in the next section of this chapter.

(iii) The Rehabilitation and Preservation of Records

298. Assuming that the records which have been transferred on a particular occasion by a particular office to the archival authority have all been declared to be such as merit permanent preservation, that is, to be 'archives', then a flurry of activities ensues in relation to this new 'accession' of archives which brings into relief the nature of the other functions of National Archives.



299. The 'new' archives will most probably need to be cleaned and fumigated. In those countries with a rich tradition of registry practices e.g. Western Germany, the transferred archives will very likely need little cleaning or fumigation, for it is the rule there that non-current records must be properly cared for by their creating agencies, but in other, newer countries with no such traditions it most likely will be necessary for the archives to be chemically or vacuum cleaned and fumigated in fumigating chambers in order to remove the thick layer of dust on them, the insect pests in them and their million eggs, and mould, mildew and other fungous growths. There are now many chemicals for cleaning records and many fumigants in the market, and the rule in the choice of which to use must be that nothing done to clean and fumigate the archives must do any kind of damage to the archives themselves.

300. It is usual for pins and clips to accompany the records into the archival institution or for the file jackets to be clasped on to the documents by rusted metal contraptions. Manufacturers do claim that their steel pins and clips are rustless, but no archivist believes their claim, and every one of them found among the archives must be removed - involving sometimes an incredibly high expenditure of time and labour. It is also usual for the file jackets which hold the file records to be in a state of disrepair or to be of a frail constitution, lacking that strength and rigidity expected of the covers of archives that will be preserved perhaps for ever. New, stronger file jackets may therefore need to be provided, and the method of their attachment to the archives they contain should be such as carries with it no threat of future damage to the archives. New types of file covers are being designed in Western Germany, for instance, which ensure absolute protection from damage for the archives they hold.



301. Some archives transferred to the National Archives may show signs of damage which will need to be repaired. We have said something in Section C of this chapter about the present state of archive restoration work and need only add a little more about it here. Damage to archives can be attributed to the effects of insect infestation, flood, fire, damp, heat or fungous growths, and the nature of restoration to be carried out very often depends on which of these factors was responsible for the damage. For example, the intense heat of the tropics leads to the rapid fading of ink-writings in documents. Some chemicals can now restore the faded writings at any rate long enough for the document to be photocopied. But these physical and biological agents are not the only factors responsible for archive decay. It has now been established that the wood pulp used in the manufacture of the modern paper contains within itself the acidic means of its own future deterioration, and where these are slow to act, the sulphur dioxide belched out into the atmosphere by thousands of industrial plants provides the needed catalyst.

302. The methods of archive restoration, as we have said before, are now legion, and vary from country to country, and there is need for sustained research to be directed to the possibility of their international standardisation - a need which happily, has been recognised, and steps towards the attainment of which are now being explored (See Part III). We will, rather quickly, go through a few of these processes. The silk process, the most widely accepted classical method of restoration - in vogue in England, and, until quite recently, in Nigeria - requires painstaking manual labour and consists of many different and independent operations, viz, the preparation of the document



for restoration and its reinforcement, the restoration of the missing parts, edge to edge patching, mending of tears, etc. The silk process involves no appreciable loss in legibility of the document, and the folding strength of the document is increased, but the silk material used has proved to be unstable in certain circumstances, and the starch paste provides an excellent feeding and breeding medium for micro-organisms destructive of archives. Allied to the silk process is the use of special types of thin tissue paper - Japanese tissue, Pergamin, and mica paper. This method was once most favoured in Germany. Its disadvantage is the poor transparency of the tissue.

303. Other restoration processes involve the impregnation of the documents with gelatin and other solutions in order to reinforce them. The Brussels Archives uses a solution of nitro-cellulose in amyl acetate with an admixture of camphor to provide a protective covering for manuscripts and to fill the small holes and tears of documents. The trouble with these impregnation processes is the instability of some of the chemicals used.

304. The documents to be repaired by any of the above-considered methods, if they are brittle and very weak, may need to be mounted if they have writing only on one side; but they are inlaid if the writing is on both sides. For both processes, hand-made rag paper is used, and the aim is to strengthen the document. When mounted, the document is backed with the sheet of rag paper; when inlaid, it is framed in it.

305. The processes already considered are practical only when the number of documents to be repaired is small; they are uneconomical in respect of modern archives which exist in profusion. The up-and-coming restoration method suitable for use with modern archives is the method



of laminating certain synthetic foils on or into documents with or without the application of heat. This method - a product of American research - now works out in several ways. The most famous lamination process involves the use of the Barrow Laminator and the previous deacidification of the document aimed at freeing the document of acids injurious to paper. Another development of the lamination techniques is the streamlined Arbee Laminator which would appear to work also on the Barrow principles. It is now the ambition of any National Archives with any pretensions to respectability and efficiency to own one or two of these American laminators, especially the Barrow Laminator which has seen service in widely separated places as the British Museum, London, and the Biblioteca Nacional, Rio de Janeiro.

306. The American laminators use cellulose acetate in their lamination processes, but other laminating processes in other countries involve the use of other synthetic foils. In Germany and in Italy specially designed laminating machines use polyvinylchloride - but the machines do not appear any longer to be in commercial production; in the Soviet Union, polyethylene films are favoured. In a few countries, especially in England and Yugoslavia, cellulose acetate is used in processes or machines which run on lines slightly different from those of the American machines. The Indian National Archives, on the other hand, has developed a hand lamination process which is inexpensive and useful within its limitations - it is a slow process and involves the use of an inflammable chemical, acetone.

307. The repair of special archive types - especially of maps and photographs - pose special restoration problems whose solutions are, generally speaking, accommodated in the processes and techniques outlined above. But we will not examine these problems and their solutions here, as they are best left to the archive restoration specialists.



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308. It is not enough merely to provide the means of rehabilitating damaged archives. Action has also to be engaged to ensure that all archives are preserved under optimum conditions. It is only from the provision of the means for the adequate defence, protection and storage of archives that such optimum preservation conditions are assured. The main enemies of archives have been listed in paragraph 301 and it is against their baneful effects that a constant, perpetual, unrelenting, preventive, and altogether expensive war has to be waged, employing all known modern devices proved to be of value in such a titanic struggle.

309. Archives are best preserved in buildings designed, and equipped, solely for the purpose. The subject of archive buildings is of the utmost importance to the archivist, and advising on the essentials of such buildings and their basic equipment is one of his functions. The subject is, however, separately treated in Section G of this chapter. Here we seek only to anticipate slightly by saying that for the proper storage, protection and preservation of archives the provision of the following measures is essential: a well-sited, and well-designed building adequately provided with maintenance and custodial personnel; a repository equipped with storage stacks not susceptible to attacks by rodents and insects; conditioned air, well filtered, with humidity and temperature fully under control; specially designed cardboard containers for the archives to protect them against dust and the ultra violet rays of the sun; special metal cabinets for the storage of maps, photographs, microfilm and cinematograph films, etc; adequate fire detecting and fire fighting systems; and the institution of rules or regulations depriving the public of access to the stack areas or other non-public areas of the archive building, and governing their handling and use of the archives.



(iv) The Classification, Description,  
and Publication of Archives

310. Some of the earliest archivists, as has been said before in paragraph 253, were librarians, and it was natural for them to classify or arrange their archives like the books in the library. This arrangement of archives according to uncongenial predetermined subject classification systems was widely practised until 1839 when the French, who had spearheaded the library-orientated, subject classification of archives, began to have second thoughts on the matter. In that year, the French Minister of Public Education, Guizot, issued instructions which required that archives were to be grouped into 'fonds', that is, all archives which originated within any particular institution - an administrative authority, a corporation, or a family - were to be grouped together and considered as the 'fonds' of that institution. Within each fonds, the archives were to be arranged by subject-matter groups, each group being assigned a definite place in relation to other groups. Thereafter, within each subject-matter group, the archives might be arranged geographically, alphabetically, chronologically, or by subject-matter.

311. The French were not consistent in the application of this new principle of "respect des fonds", and the more particular Germans stepped into the breach when in 1881 the Director of the Prussian Privy State Archives, Heinrich von Sybel, propounded the two principles - the Provenienzprinzip and the Registraturprinzip - which together now form the bedrock on which archive classification is founded. The first of these principles required archives to be arranged according to the particular organization or agency that produced them; and the



second specified that the exact classification patterns bestowed on the archives in the government offices were to be maintained in the archival institution. The fundamental differences between these French and German regulations were remarked by the late Mr. Gwan in his 'Archive Memoranda'. "In the French regulations", he wrote, "emphasis about grouping was on the nature of the administrative unit that created the records; in the Prussian regulations, on the other hand, the emphasis about grouping was on the particular administrative unit that created the records. In the matter of arrangement, the Prussian regulation discarded almost in its entirety the idea of arranging archives by subject matter, which survived in the French regulations, and introduced a new element - the preservation of the original order of the records as organized by their creators".

312. The Dutch seized upon this principle of 'original order' and erected it into an immutable law. Three Dutch archivists, Muller, Peith, and Fruin, issued a book in 1898 which provided the theoretical justification for the new system of archive classification and with their book, the new ideas spread throughout the world like a forest fire. We might look a little into this theoretical justification of the archive principle of provenance. The three Dutch authors argued that it was unprofitable to classify archives according to predetermined and logical subject-matter schemes; a system of subject headings was not all-inclusive, and would force the archives on to a Procrustean bed where they would be stretched out into 'an alien mold'. It was by keeping the archives of one organization together in their original agency arrangements that the origins, functions and development of that agency became discernible. Breaking up the archives under numerous subject headings might turn away a searcher from the right path since



other headings not usually associated with the object of his search might contain material relevant or even essential to it, and, in any case, a single document might treat of many subjects. It was only by sticking to the 'original order' that a satisfactory basis for making searches among the archives on a wide variety of subjects could be provided and consistently maintained.

313. But the iron law of the Dutch theorists was later challenged by 'rebel' archivists, especially the Swedish archivist, Weibull, who could not see that an archivist was, like a paleontologist, committed to restoring the original order of a fonds as an end in itself, and thought that an archivist should be able, in the higher interest of those who would use his archives, to group his archives as the French intended when they formulated their principle of "respect des fonds" into subject-matter areas within the fonds. The last point in this interesting debate would appear to have been made by Georg Winter, former Director of the Prussian Privy State Archives and later of the Bundesarchiv - the present West German Federal Archives in Koblenz. He admitted that when the Dutch theorists insisted on restoring the original order or maintaining it, they must have presupposed "the existence of a usable and reasonable arrangement of registries, or the possibility of re-establishing such an arrangement". But there existed registries which had managed their records without system, foolishly, and impractically. In such cases, ruled Dr. Winter, it was not the business of the archivist to ride the doctrine of original order to death, and he must attempt his own arrangement.

314. These archive principles of arrangement - respect des fonds, provinienzprinzip, registraturprinzip, and regulierendes



registraturprinzip - have been recognized by all archivists everywhere as forming the only basis on which archives can be classified, but the practical application of these principles varies from country to country. In England a fonds becomes a record group; in the United States it is called an archive group - but the three terms are not exactly interchangeable.

315. It is natural to expect that the system of describing the archives, that is, the basis for the preparation of the finding aids - the archive 'catalogues' and other 'bibliographical' tools - would depend on the practical application of the archive principles of arrangement in each country, and so indeed it is; so that although these finding aids might bear somewhat the same title in different countries - for example, inventar in Germany, inventory in the United States, inventaire in France - their contents need not be the same. But there is one factor in the description of archives which is common to all National Archives: the nature of the description that takes place - whether only slight or quite detailed and elaborate - depends on how many archivists are available to do the job, and how much time and clerical assistance could be spared for it. The most general finding aid is the 'Guide', and it is to the distant searcher the most useful, for it provides a bird's eye survey of all the contents of an archival institution. The advice of experienced archivists is that a National Archives should produce its 'Guide' as soon as possible. The contents of individual fonds - record or archive groups - are opened up to the public by means of inventories or repertories which may record the minimum of information as does the French 'Inventaire Sommaire', or may swell with abundant detail as in the German 'Inventar'. There are also 'Special Lists'



which record information on special subject headings assembled - as in the National Archives, Washington - from several record groups, or from a single archive group, as in the Nigerian National Archives. Of the two types of 'Special Lists', the American version is, of course, the more useful one.

316. The issuing of their descriptive archive lists and inventories to the public in printed or mimeographed form provides one outlet for the publication propensities of archivists. But they have been able to satisfy this dutiful urge in several other ways: articles and news notes in professional or technical journals to acquaint their colleagues with their own situation, or to point to new methods, processes, techniques or equipment; manuals on subjects like microfilming techniques for the use of their staff, or on records management for the use of records management staff of the other government departments; annual reports of the progress of their work; leaflets or pamphlets describing their institution - its work and its holdings - to the general public; and publications of some valuable archives in the interest of scholarly research or for the information of the general public.

317. We need consider, in a little detail merely, only the matter of the publication of certain archives. A number of considerations enters into the decision to issue publications of archives. Such archives must be select documents, important both for their age and their contents; and they will have to be edited, and this requires that the archivist must be proficient in the art of historical editing and be willing to work in close collaboration with historians. It will also be necessary to decide whether the chosen documents are to be published in full or



are to be calendared, that is, abridged in such a way that consulting the originals becomes unnecessary; and whether they will be issued in letterpress or on microfilm. In countries with a rich historical tradition, historical commissions are set up by the government to co-operate with the National Archives in seeking out and publishing the invaluable historical sources of their past, the priceless documents - private or public - that trace the beginnings of their nations or document particularly hectic periods of their long history. In England, for instance, the Royal Commission on Historical Manuscripts, and in the United States, the National Historical Publications Commission co-operate with their respective National Archives to issue to the public tomes containing some of the priceless and immortal evidence of their origins and development.

(v) Reference Service in National Archives

318. Public archives are preserved for the use of the government, primarily, and of the general public, and all the efforts which are made to select, repair, classify, describe and publish them are directed to the attainment of this dual objective: that they shall be preserved and used to the end of time.

319. The government has unlimited and unrestricted access to the archives produced by its offices for they are its artificial memories. Government must be adequately informed about itself and its past operations. But there can be no such untrammelled access to the archives by the general public, and it is usual for them to remain closed to the public until a certain time limit has expired.



There is a new world-wide movement now for the liberalisation of the policies governing access to the public archives, and where before few archives were opened to the public unless they had been created fifty years previously, short periods of between twenty to forty years are now being prescribed. The liberalisation of access to the public archives must be cautiously pursued, however, for as the Manchester Guardian Weekly once put it, if every government were to feel free to release the secrets of its predecessors, then no government will leave any secrets behind because its secret records will not be allowed to survive its tenure of office.

320. Access to the archives is restricted for several good reasons apart from the necessity to ensure their survival. Officials will not be able to offer fearless and honest advice to governments if they know that the records will soon be opened to the public; nor should they be encouraged to write their opinions with a view to receiving the plaudits of the public for their cleverness. The interest of public security looked up in secret military, and scientific research records must be closely guarded for long periods, nor can delicate diplomatic negotiations be conducted in full public view. But the sanctity of military and diplomatic archives must not be exaggerated: day by day, the limits of secrecy in these matters shrink more and more, with earth satellites up there spying over all of us, and with angry governments releasing to the world the details of secret but abortive negotiations with other powers. Access to information obtained in confidence by governments, especially in fiscal or commercial matters, does not come early, if at all; nor can the personal records - of officials, for example - be made available for very many years, and perhaps not in the life-time of the persons concerned.



321. When archives have been released for public use, they can only be used by members of the public in the research or search rooms provided in the archival institution for the purpose. Searchers have a number of simple rules to observe in their use of the archives, rules intended entirely to ensure the preservation of the archives. For instance, only a few archives can be used at a time; archives may not be written upon, nor be tampered with in any way; no smoking or eating is permitted in the research rooms; and hand bags must be deposited away from the archives.

322. Public archives could, however, be sent out to the officials of the particular government department which had produced them, for their use and later return; and there is the possibility for agreements to be reached among archival institutions for the dispatch of archives held in one archival institution to another for use there.

323. Whether the actual search for all the information needed by an enquirer should be carried out by the archivist himself is a moot question: it is answered differently by different archivists in different places, and will, in any case, depend on what time is available for such adventures. Whether or not the archivist is permitted to gather the information needed by enquirers himself, it is now generally agreed that, if time is available, he should be allowed to do some research himself, especially in areas of public administration and archive management, and for this purpose, National Archives are always provided with well-stocked professional and technical libraries.



324. The provision of documentary reproduction facilities is a normal aspect of reference service in National Archives. Photocopies of archives needed by researchers can be quickly produced in their well-equipped reprographic laboratories which also have facilities for the production and the reading of microcopies - microfilm, microfiche or microprint - of archives. We need consider only the versatility of the microfilm. This document reproduction medium is used basically to supply copies of archives to searchers. But it has other uses: it can be used as replacement for an old but fragile document which is then excluded from use by the public in the research rooms; it is used as the medium of copying the archives relating to one country but held in another - an operation which several countries have carried out on archives relating to them but held in several repositories in England and in other countries; it is used, as stated in paragraph 317, as a means of publishing valuable archives; it can be used to replace archives which are too bulky to be kept in their original form; and it is used for providing security for the archives - microfilm copies of archives essential to the continuity of government are hidden away in secret vaults as security against the catastrophe of war, fire or a deluge.

325. Archives which can be used in the research rooms by the public can also be exposed to their view in permanent exhibition arrangements kept in the exhibition halls of National Archives. Such exhibits generally relate to the great events in the life of the nation. For instance, the Declaration of Independence, the Constitution of the United States, and the Bill of Rights are permanently exhibited in a security - riddled exhibit structure. (When documents are exhibited for long periods it is wise to take counter measures against the ill



effects of light and heat). We might conclude with remarking the authority given to some National Archives to lend their archives for exhibition at commemorative events, e.g. Independence Anniversary celebrations.

(vi) The Internal Organization of National Archives

326. Some countries, especially England, have organized the performance of all the above-noted functions and activities on purely functional basis, that is, each division of their National Archives revolves round one function or activity or a set of functions and activities. There would therefore, in these countries, be a repository division - which manages all the records in the stack areas: appraising, repairing, preserving, and describing them; a reference division to help the searchers in their quests; and a liaison division to establish contacts with government offices. But other countries - especially in the continent of Europe, and in the New World - have developed more advanced organizational patterns - a combined system of functional and custodial divisions. In these other countries there might be a reference division, or a division of records appraisal and selection, but there would also be divisions set up specifically for the management of certain groups of archives; so that while the functional divisions perform essentially advisory services - investigating the best methods of performing certain services and advising on them, the custodial divisions carry out the advice of the functional divisions as this may relate to the appraisal and description, etc. of the records under their charge.



F. The Records Management Functions and the National Archives

327. We have hinted in several places above at the purpose which records management is meant to serve: to stop or, at least, to reduce the waste and loss attributable to the unnecessary and costly employment of vast numbers of clerks and equipment, and a vast amount of office space, in the making, processing and keeping of vast mounds of records, most of which do not deserve to be permanently kept, and much of which should not have been produced at all.

328. It is necessary to emphasize the bad effects of unplanned and uncontrolled records creation and production, transmission, maintenance and disposal. The body of records which may be adjudged to be of permanent value is slight in proportion to the mere paper waste which the other records constitute, perhaps not more than ten to twenty per cent of the total records production of an institution, and there is a great danger in intermingling these comparatively few valuable records with huge masses of routine or simply valueless material, for, as bad odor will always drive out good ones, the valuable records, when not actually lost in the confusion, are buried so deep that they may never again be able to rise up to the surface. With poor systems of records transmission and maintenance - poor mail control and disorderly registry filing practices - important correspondence may never reach the pertinent action desks, or if they do manage to reach the responsible officials and are treated, the relevant files may get lost in follow-up actions, and may never be seen again. With primitive systems of records disposal, closed volumes of records are placed in what Mr. L. C. Gwam, former Controller of the Nigerian National Archives, once called "glorified record dumps" where,



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if a record is required, the files are tossed upside down, which as Dr. Dike reminded us in his 'Report' on the organization of records in Nigeria, makes each subsequent search more difficult. Sooner or later, the so-called records strong-rooms - actually, the 'dumps' - get filled up, and search begins for any unused space for the other non-current records. Eventually a crisis is reached: there is no space available at all, anywhere. Where an archival institution exists, it is only in such circumstances that its existence is recognised, and it is contacted. But it is more likely that the administrator does not know - and does not care - that such an institution exists to help him out of the difficulties for which his own ignorance and inefficiencies are largely to blame. There is, however, one point in the administrator's favour: so attached is he to his non-current records that, although he may and does misuse and ill-use them, storing them in damp, insect-ridden junk-stores, he will not destroy them himself - until in the moment of truth he realises that his 'old' records mean to drive him out of his own office. It is in such moments of panic that administrators have attempted with varying degrees of failure to sort out their non-current records and condemn to destruction what they think are the chaff.

329. The whole question of the paperwork management in government departments - or more properly, the mismanagement - has engaged the attention of some national governments in quite recent times, and the suggestions made by the Commissions set up in some of these countries to investigate the matter - Grigg in England, Hoover in America, Glasco in Canada - have added to the existing body of ideas in other countries - notably Germany - to bring about the invaluable series of services which now constitute the new profession of Records Management.



330. Records Management deals then with the full range of paperwork - from the birth of a new record to the moment when a decision is made either to destroy it or to keep it perhaps for ever. It therefore encompasses records creation and production - the quality and quantity of records generated; records transmission - the movement of records, that is, mail management; records maintenance and utilization - files planning and registry practices, and the equipment and other supplies (e.g. good quality ink and paper) required for the keeping and use of records; and records retention - the movement of records from expensive office storage space and equipment to low cost records centre equipment and space, the systematic separation and disposal of the useless records, and the transfer of the permanently valuable core to the archives.

331. We cannot deal expansively here with all these aspects of records management, but it is desirable that a few details be given of these levels of records management functions. The control over the creation and production of records is achieved in several ways, but one of the most useful is preventing useless forms and reports from getting started. The Records Management Division of the Department of the Navy of the United States once sent two questionnaires to all sections of the entire naval establishment. One questionnaire required them to list those records and reports they received that were not needed; the other wanted information on the records and reports they themselves prepared but the value of which was questionable. As a result of the consequent analysis of the answers to these two questionnaires the Navy Department was able to eliminate a thousand different forms and reports! The elimination of these reports naturally meant enormous savings in man - hours or days of senseless paperwork. The quality of the records - especially reports



and forms - permitted to come to life must also be controlled - in particular, uniform standards for their design should be established, standards intended to ensure the minimum amount of clerical errors involved in their use as well as reduce paper, printing, and filing costs, and increase efficiency. Any improvement that can be carried out on correspondence work also aids the ends of economy, order and efficiency in government work, and correspondence style manuals designed to introduce clerks and other officials to good literary styles and other correspondence practices have now become a standard feature of records management work.

332. The control of records transmission has as its sole objective the flow of mail without unnecessary interruptions or bottlenecks to the point of action, and to achieve this it is necessary to install advanced and efficient systems of mail distribution in which time stamping and recording, that is, registration, is reduced to the minimum.

333. The control of the maintenance and utilisation of records is an enormous field to which we cannot do justice in this memorandum. Suffice it to say that in such advanced countries as Germany efforts have been made for several decades towards achieving the best registry practices to ensure the separation of the valueless from the valuable records as the files are built up day by day, for a later page by page screening after the file has been closed is so time-consuming that it may never come to be undertaken; to ensure that files are classified in such a way as to reveal the organization, functions and activities of the office that owns them; and to ensure that the internal arrangement of the file, or the system of filing adopted, is such as would aid the swift and efficient dispatch of government business.



334. We will say little here about equipment used in the making, processing, and maintenance of records, and we need only emphasize the fact that there must be a firm, centralised control of their purchase and use.

335. The earlier practices of separating records into valuable and valueless items as they accumulate are now being supplemented by records disposition programmes in which in a co-operative venture between the National Archives and officials in the government offices decisions are reached as to what should be done to each file or set of records: some are so patently useless that they can be eliminated in a year's time, others may still be useful in the next five years, others still may be retained for twenty years, and a few are so valuable that they must be kept indefinitely, indeed permanently. In these disposition programmes disposal schedules are produced in which are listed the time limits during which certain classes of records need be kept. On the expiration of the periods set and if no extensions are granted, the records are destroyed. A worth-while disposition programme can, however, only be drawn up on the conclusion of the necessary preliminary investigation into the total records making of the relevant government office: for no one can be certain as to what may be destroyed unless he knows what is being produced and kept. It has been shown repeatedly in several countries that enormous savings in expensive office space and storage equipment are made where there are proper records disposition programmes in action, for at the conclusion of the operations between 50% to 75% of certain classes of records can be scheduled for immediate elimination. In one such records survey preliminary to the institution of records retention and disposal schedules in Saskatchewan, Canada it was found



that: (a) 15% of the material in the files should not have reached there in the first place; (b) 50% of the material could be eliminated by proper use of retention and disposal schedules; (c) 10% of the space in correspondence files could be reclaimed by improved filing devices; and (d) 50% of the space occupied by records in offices could be reclaimed for other uses by the proper use of records centres.

336. Where records have not been scheduled for immediate disposal or disposal within a short time, say, a year, they are transferred to records centres where they are made to last out the different retention periods stipulated for them - which may be extended as necessary. Those declared to be of permanent value are transferred to National Archives which also reserves its right to accept them in the form in which they have been transferred or to 'strip' them further if it is still considered they harbour useless items - an unusual proceeding if the other records management practices in the creating agencies have been excellent.

337. Records centres have become an essential aspect of records management practices all over the civilised world - whatever their varying appellations: 'Linbo' repositories in England, 'intermediary archives' in Western Germany, 'interministerial archives city' in France; and even developing countries, e.g. Ghana, and Malaysia, have found money for their establishment.

338. Records centres are low-cost warehouse-type structures costing less per cubic foot than the archive building, but providing usually far more space even though they may be one-or-two level buildings only. The equipment provided in them are nearly all of the same type as are found in archive buildings because the record centres provide most of the services rendered in an archival institution - preservation,



description, reference service, among others. Emphasis need only be placed on the reference service of records centres. They search for the documents or the information required by government departments, send out the originals or photocopies of these documents, or send the information required through the telephone or by letter. As Mr. Angel, Assistant Archivist for Federal Records Centres at the United States National Archives and Records Service has put it, "records centre staffs are accustomed to being praised for providing better service than inquirers receive from their own file rooms".

339. It is time to ask where responsibility for the supervision or control of records management programmes of governments should reside. There is as yet no clear-cut and unambiguous answer. Some countries, England and the Commonwealth countries for instance, regard most of the phases of records management up to the moment of scheduling for retention or disposal as falling within the province of management services and, therefore, as part of the operations of the O and H Division of the Treasury or the Public Service Commission or of a central management services ministry. But the records scheduling for disposal or retention is a combined operation between officials in the National Archives and in the public departments, although the operation of the records centre itself works out differently in England from what takes place in other Commonwealth countries. In England, the records centres - the English call them 'Limbo' repositories - are run by staffs of the departments themselves - space being allocated to each department - under the supervision of Public Record Office staff. In Canada, on the other hand, the National Archives takes full responsibility for every phase of activity in the records centre and performs all its functions through



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its own staff. The Canadian pattern - which is the pattern in almost all other countries except England - is patently the sounder and superior system.

340. In the United States, the establishment of improved standards in all phases of records management which should be adopted by all federal agencies is now the responsibility of the Administrator of the General Services Administration who has delegated his authority in this regard to the Archivist of the United States. However, the powers conferred on the Administrator of GSA are as yet only permissive except in regard of records scheduling for retention or disposal and of the operation of records centres - in these two matters the federal agencies are bound by the fiat of the Administrator which in actual practice means the instructions of the Archivist of the United States.

341. Whether or not the supervision, control or regulation of all aspects of records management practices in all government offices devolves on one particular government organization or whether these records management functions are shared among a number of agencies, it has now been established that no records management programme has any prospect of success unless a record officer is specifically designated in each department to take charge of all that department's records management activities. Such record officers must have adequate authority and staff to handle the planning of forms, procedures and filing systems, etc; the training of staff dealing with the department's mail; and the evaluation of the department's records in co-operation and association with the staff of National Archives with a view to determining their retention or disposal, as necessary. It has also been established



that records management practices are considerably improved if archivists - who have enormous knowledge of how records had been kept in the past - are allowed to become, in Professor Ernst Posner's words, "the nations's experts who must be consulted in all questions of public record making and record keeping and likewise become the trustees who will safeguard the written monuments of the past, of the present day, and of the future".

G. Specifications for Modern Archive Buildings,  
and their Basic Equipment

342. The Romans erected a special building - the Tabularium - for the preservation of their public archives, but this was one Roman example which was very tardily copied by their modern successors, for, with only a few exceptions, such as the Hanover State Archives building which was erected in the eighteenth century, no buildings specifically designed for the preservation of archives was constructed until the latter part of the nineteenth century. The different archival institutions of the modern era - National Archives, State Archives, City Archives, Church Archives, etc - were, until the second half of the last century, content to store their precious archives in buildings which had been erected for other purposes merely because the buildings were available for their use. Archives were, for instance, kept in disused monasteries, as in Italy and Jugoslavia; or in fortresses, as in Cairo where archives were kept in the Citadel. Hotels have also served as buildings for archives, as in France where the 16th century Hotel de Soubise and the Hotel de Rohan now house the national archives of France; and palaces have also been used in such countries as the Soviet Union which had overthrown their monarchs.



343. But, as we have seen in earlier sections of this chapter, deep interest began to be shown in, and special attention was given to, the nature of archives and their special requirements from the latter part of the nineteenth century, and some thought therefore began to be given to the desirability of housing the archives in specially designed buildings and to the nature and special requirements of such buildings.

344. The earlier archive buildings, such as the Public Record Office building erected in London in the 1850's, need not detain us: the principles of archive building design and construction had by then not been fully discovered or understood, but from the end of the First World War archive buildings began to be erected which merit some consideration. To afford archives protection from fire some archive buildings of the early decades of this century were in such countries as Sweden, Holland and France erected as iron constructions with exposed girders and iron grid floors. But such buildings, it was discovered, had no real protection from catastrophic fires, for iron will bend under intense heat. In Germany, however, the steel frame construction on which the whole building rested was also allowed to bear the weight of the steel shelves, the reinforced concrete of the floors which it also supported being only thinly laid. But it was later discovered that such buildings were very vulnerable in air raids: explosions pressed the walls outward, and the bombs penetrated deep down the buildings through the thin floor partitions. Therefore, remedial action to reduce the destruction from outbreaks of fires was engaged in the planning of later archive buildings. It became usual, especially in Germany, for the administrative areas of the archive building to be separated from the storage areas by long



corridors. This system of separating the administration block from the repositories was however not adopted in the Marburg State Archives building. There the revolutionary measure was taken to separate the two complexes, not by means of long corridor-bridges, but by double fireproof walls enclosing a broad fireproof corridor. In the State Archives building in Wolfenbittel which was constructed later each repository floor was constructed as a self-contained fireproof unit, each floor bearing itself the weight of the shelves and their contents. And in such countries as Sweden and Finland, archive buildings are now being built into the rocks and appear, like icebergs, with only a fraction of their height above ground. It is the belief of archivists in these countries that only by such drastic and costly action can the priceless documentary treasures of their nations be enabled to survive another world war.

345. The careful study of a hundred years of archive building design and construction has enabled internationally famous archivists like the Germans, Winter and Winkler; the Italian, Carbone; the Swede, Hedberg; the Frenchman, Duchesne; the Americans, Goudon and Schellenberg; and the Nigerian, Gwam to formulate prescriptions and specifications for the siting and construction of archive buildings of the twentieth century.

346. Modern archive buildings must be constructed with three objectives in view. Firstly, since National Archives are national monuments both in respect of their contents and of the buildings themselves, they must have a monumental design, and their aesthetic and decorative details must be adequate in this respect. As Dr. Schellenberg puts it, "To serve as a symbol of a nation's history, the external features of an archival building should express the genius of the nation it serves".



Secondly, archive buildings must be designed, built and equipped in a way to ensure the optimum conditions of preservation (see paragraphs 304 and 308), and thirdly, archive buildings must be constructed in such a way as to facilitate to the utmost the availability of their contents for the use of the public.

347. One of the most important factors which count towards the achievement of these three objectives is the choice of sites. This question was considered in detail by Dr. Winter in an article in the 'Archivum' titled "Gedanken Über Einen Archiv-Neubau" (Thoughts over a new archive building), and he made the following recommendations. The archive building must be near to the chief offices from which records are obtained. It should also be in the neighbourhood of cultural and research institutions (e.g. universities and public libraries) which are of great value to the research functions of the archival institution, and with which the Archives could exchange information or pool research programmes. The new archive building should also be in the neighbourhood of the centres of public life. The other prescriptions of Dr. Winter were designed to ensure security for the archives: the archive building should be located far from fire-threatening installations (e.g. petrol stations, chemical factories), far from places that are too humid (e.g. narrow river valleys) or that are below water level and are liable to be flooded; and far from places associated with noise, dust, and harmful gas. The building must not be in a built-up area, but should be far away from such areas which may be targets in riots and wars (e.g. military barracks, traffic, industrial or commercial centres). Some of Dr. Winter's recommendations are self-contradictory, and Dr. Winkler



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sought a reconciliation by suggesting that only the administrative block of the archive building should be in the centre of town, the repository block might be built in the suburbs. Dr. Winkler's idea raised a new issue altogether: whether archive storage should be concentrated in one place, or whether it should be decentralised. In countries with severe air pollution (e.g. England) decentralised archive storage is urged, but the severe disadvantage in the system to research workers must be allowed for. However, the prevailing view is that archives must be concentrated in one place for the maximum benefit of both research workers and archive staff.

348. Other considerations enter into the choice of a site for a new archive building. The selected site must be so large that the projected archive building can be enlarged and extended horizontally three or four times over. Indeed Carbone contends that it is better to have too large a site than to have too much reserve space in a new archive building: for in a future expansion it may be possible to have the advantage of new, as yet unknown, technological advances. He also suggests that the land chosen must not contain too much moisture. Whether the site selected is centrally placed or not may well depend on the cost of land, and centrally placed archive buildings go through considerable risk in wartime. It is not easy to resolve this conflict between the requirements of convenience and safety.

349. The planning of the archive building itself must be thorough so as to achieve the objectives for which archive buildings are constructed. There must be the fullest co-operation between architect and archivist in planning the building from the inside out, in accordance with the



work-flow and with regard to existing accumulation of archives and the probable annual increase for a certain number of years. This demand for a preliminary records survey to determine the storage and other space needs of the new building is probably a utopian requirement, for such delicate calculations are at best only approximate in their results. However although the site of the building will depend on the funds made available, nevertheless the initial planning should be on the basis of the maximum storage space required.

350. It is now universally recognized that archive buildings must be fire resistive structures built of steel and concrete with thick fireproof floors of reinforced concrete and fireproof walls and doors. The partitioning of the repositories into self-contained fireproof compartments furnished with metal shelves is another development which has been introduced in recent times into the construction of archive buildings. Ventilation channels and lift shafts are also now being protected within firewalls. Danger from the incidence of electrical fires is reduced by embedding electrical wiring in the walls and providing electrical control boards for cutting off the light supply to sections of the building. And the provision of fire detecting and fire fighting devices in archive buildings has now become standard.

351. Other enemies of archives also need to be warded off by the nature of the design adopted for the archive building. Sunlight and its ultra violet rays are kept away by building the repositories blind, that is, windowless, as in France and the United States, or by using certain types and colours of window panes which prevent their deleterious effects, and deep surrounds to windows, or sun breakers, have been found



useful in tropical areas. Account is also taken of other climatic factors. The direction of the prevailing winds and their temperature and moisture characteristics are important considerations, and when they are neglected or overweighted contacts between different sections of the archive building become hazardous when it rains. Humidity and temperature are often controlled, especially in the tropics, by placing emphasis on air circulation through providing an adequate system of ventilation, but as the late Mr. Gwam warned in his chapter on "the Construction of Archive Buildings in Tropical Countries" in "A Manual of Tropical Archivology", a work sponsored by the International Council on Archives, "Intensive ventilation does not, however, provide an answer to excessive sunlight and heavy rainfall," and some of the devices designed to encourage air circulation have only served as easy inlets through which flood enters the archive building during periods of excessive rainfall.

352. Protection must also be afforded against other hazards. Water pipes are led away from the stack areas to prevent damage from pipe bursts; and dust is controlled by the making of lawns, and covering the floors of the repositories with vinyl asbestos tiles.

353. We will quickly mention other factors which must be paid regard to if a really purposeful archive building is intended. The design must allow for variable ceiling heights: while those of the public areas (e.g. search rooms) and archive staff offices might remain normal, the ceiling heights of the stackrooms should be so low as to preclude the use of ladders, that is, perhaps only 8 feet centre to centre, and those of special equipment rooms (e.g. the room holding the fumigating chamber) might require to be much higher than



the normal levels. The last point shows how very important it is that the equipment to be used in the archive building should be decided and selected before the actual construction begins so that the architect can, in the words of Victor Gondos Jr., "rough in dimensions of the equipment and the needed conduits, sockets, and outlets". The archive building design must also allow for the later lateral extensions of the building, and in tropical areas, attention should be paid to the proper weathering of the walls and expansion joints so as to prevent cracks which will later give rise to water seepages. Such lateral expansions should not wreck the original design of the building. Vertical expansion of the building might also need to be allowed for, if the site chosen or allocated would not permit horizontal extensions, but this is a more difficult business because if the archive building has been conceived as a national monument, then its vertical design is already set and may no longer be disturbed; besides, building it higher may not be in harmony with the surrounding landscape. However, if perpendicular expansion is inescapable, then this must be allowed for in the foundations of the archive structure.

354. Accommodation to be provided within the archive building must be adequate for the performance of all the functions of an archival institution - the burden of several paragraphs in Part I and of Section E of this chapter. Adequate accommodation must therefore be provided for the stackrooms which together might take about 60% of the total space available; the working areas - for the reception, fumigation, cleaning, processing of archives, and for the reprographic and document research, repair and binding laboratories and workrooms; the administrative areas -



offices for Director, his assistants and other archivists, and for the staff in charge of establishment matters, finance and stores; and the public areas - search rooms, exhibition hall, lecture rooms, conference hall and their appurtenances. Adequate consideration must also be given to the accommodation needs of the library, research and publication activities of the archival institution, sanitary conveniences, the air-conditioning plant, and other mechanical features as lifts, generating plant, pneumatic tubes, vacuum outlets, inter-communicating telephones, and so on. The provision of underground vaults is a feature of archive buildings in Europe and the United States but poses severe problems in tropical areas. However, whether or not there are underground vaults, there must be some strong-rooms for the maximum security protection of security-classified archives.

355. We have been speaking of buildings meant for the permanent preservation of - essentially - paper archives. There are two other types of structures which must be mentioned. Special vaults - sometimes underground - are constructed for the preservation of film archives, that is, motion picture films and sound tracks; and warehouse-type structures of one or two floors are constructed to serve as record centres for the temporary preservation of records. The requirements of both kinds of buildings are similar to the specifications for archive buildings and vary from these only in the strength of emphasis placed on the needs to ensure the optimum conditions for preservation and use; with the film vault, the security precautions are stronger whereas they are looser in the case of records centres.



356. The equipment basic to an archive building help to attain the dual objective of preserving the archives indefinitely and making them available for use until Doomsday. These equipment are soon listed. For the transportation of archives - a fleet of heavy duty vehicles, lifts and trolleys; for the reception of archives - loading and off-loading equipment; for the cleaning and fumigation of archives - fumigation chamber and accessories, air pressure guns and vacuum cleaners; for the rehabilitation and repair of archives - research laboratory equipment, a humidifying apparatus, various laminators including a Barrow laminator; for the binding of archives and publications - electric guillotines, standing, nipping, laying and finishing presses, lettering or blocking machines, stitching machines, collating machines, sewing devices, punching machines, etc; for the storage and protection, that is, preservation of archives - metal shelves and cabinets, and cardboard container boxes, fire detecting and fire fighting devices, humidity recording instruments (hygrometers), and air-conditioning plant and standby electric generating plant; for the needs of publishing archives and providing other reference services - various machines for typing, stencil-making and duplicating, including electric or electronic models, microfilm cameras and automatic film processors, microfilm reader/printer machines, xerox and other photocopiers (some are table models), various enlargers, splicers, film projectors, cine and other cameras and various accessories for washing, drying, etc; library equipment - card index cabinets, metal bookshelves, pamphlet filing, periodical and newspaper display stands, book charging equipment, book supports, etc; exhibition equipment - exhibition cabinets with special lighting arrangements and security fittings.



357. We wish to say a few words about two or three of these equipment. Shelving equipment for archives should be light and not liable to fracture; smooth so as to reduce friction; not favourable to dirt or insect life; not liable to rust; and of a form permitting vertical passage of air, and flexibility in the storing of different sizes of archives. Shelving equipment is now constructed mostly with steel, although aluminium shelving is now available. Attention is more and more being given in the advanced countries to the use of mobile shelving - compact shelving - by means of which enormous space savings are recorded. If a decision is made to install mobile shelving, this should be reflected in the rigidity of the supporting floors. Archives container boxes are made of cardboard, but an aluminium clad cardboard box has been tried out in the United States with very successful results. The fire detecting devices in archive buildings are of different types. One type is triggered off by a rise in temperature, another is a smoke-detection system, and a third type depends on the presence of the invisible products of combustion. Fire alarms are not very useful unless they are connected to an indicator panel in the Fire Station control room, and, in any case, must be supported by hand fire extinguishers and well placed fire hydrants, hoses, and buckets of sand. Water sprinkler devices are not favoured for archives, but are being installed in records centres. Air-conditioning is the only effective control for humidity, temperature, air pollution, and air movement. The air-conditioning system must be such as can comply with the different needs of archives and human beings, the conditions for the public, working and administrative areas being made less demanding.



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In the tropical areas, air-conditioning is a prime necessity for archive buildings, and it is false economy and despicable and that should not to provide for it.

358. The automatic techniques are slowly being adopted in the equipment used in archive buildings, and these are mainly in the field of information storage and retrieval especially involving microforms. But we might refer to the use of pneumatic tubes for the quick transportation within the archive building of messages and orders for archives by searchers.

359. Only one indelible impression remains after considering all these aspects of archive building design and construction and archive equipment: it is all altogether and unexpectedly expensive. The National Archives building in Washington and its shelving cost over 85 million in 1934, and several even more massive records centres have had to be built since then to support it. The matter of the initial high cost of providing a modern archival service engaged the attention of the late Mr. Guan. In his "Construction of Archive Buildings in Tropical Countries" he drew attention to the tardiness "about making adequate funds available for ventures that cannot assert their direct economic value," and warned that such reluctance could only be overcome "by an enlightened statesmanship which recognises, among other things, that cultural values are essential to modern life and that it is the proper function of Government to promote them".

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Pp 159-245 are  
submitted please.

(Jusur

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11 S(a)

Pl. find on pp. 160-169, minutes of the third meeting of the Archives Committee held at the University of Ibadan on 3rd Nov. 1972. Pages 170-245 merely form an attachment to the minutes.

2. We have in the past been asking for an extra copy of the minutes for the use of the Min. of Education and I propose now to ask for extra copy of the minutes from the Secy. N.A.C. I will also request him to ensure that two copies of subsequent minutes are sent to this office.

3. Do you approve.

~~Adetola~~  
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X above, please do. Thereafter, examine pp. 166-169.

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