



An Evaluative Study of the Acquisition, Processing and Management of Archival Resources in National Archives of Nigeria, Kaduna

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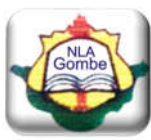
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Abstract

This research is on acquisition, processing and management of archival resources in National Archives of Nigeria, Kaduna. The objectives of the study were: to identify the methods of acquiring archival resources; to identify how archival resources are processed and organized; to identify the problems associated by the Archivists in acquiring, processing and managing of archival resources at the National Archives Kaduna; to make appropriate recommendations on the way forward. In carrying out this research a total of Thirty Five (35) questionnaire were administered to the respondents by the researcher in order to answer the research questions. Twenty-Eight (28) were useable, filled and returned which represent 80% response rate, while (7) representing 20% were not returned. Therefore, the response rate was considered reasonable because 80% is a high return. The response has been analyzed using Statistical Package of Social Science (SPSS) using tables and percentages and frequency counts. Archives ensures that records of today are been preserved for reference and future generations. People can use the records to study and understand the life, ideas and thoughts of their original creators, linking the past, present and the future. Archival institutions select, acquire, process, organize, preserve and make their records accessible for a number of reasons, including legal, financial, administrative, historical, educational, academic, genealogical and other purposes. Archives serves as societal collective memory by providing evidence of the past and promoting accountability and transparency of past actions. Archives help people to understand their history and the role of particular organization, individual, families, religious bodies and movement in shaping the past. The problems faced by archives today are due to inadequate fund allocation by the Government, staff inadequacy, neglect from Government, organizations, families and individuals, lack of adequate working tools and materials, preservation and conservation problem. To solve these problems the Government should allocate more funds for the management of Archives, professional and adequate staff should be employed, adequate working materials and tools should be provided. Government organizations, families and



individuals should also be donating ripe archival resources to the archives and proper methods and strategies in remedying deterioration of archival resources should be practiced.

Keywords: Acquisition, Archives, Archival Records, Management, National Archives, Processing.

Introduction

The origin of archives is parallel to the origin of writing. The preliterate man, in his relatively stable and open society, whereby communication is mostly verbal and interpersonal depends upon that fallible memory for storing and transmitting information. Speech is transitory and quite prone to misinterpretation. As the society grows more complex both in terms of its population and of its commercial transaction, it becomes increasingly official to use written records for effective communication. The availability of written records conditioned the whole development of civilization. It has made it possible to preserve, conserve, store and retrieve such information whenever the need arises. Man has over five thousand years ago (5000 years) experienced writing on rocks, stones, clay, papyrus, parchment, vellum and paper to enable him to retrieve such records for use and to hand them over for future generations, thus maintaining knowledgeable and cultural community (Millar, 2012).

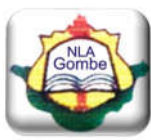
It is important to note that records of man's activity have undergone conceptual and morphological changes over the years. Right from the time of keeping clay tablets, among the ancient Samaritans and Babylonians, as papyrus rolls parchment, codex in the medieval era to its printed type from movable types in the 15th century. Records today from which archives are selected are in such different formats as files, periodicals, registers, bound volumes, newspapers, books, publications, maps, pictures, pamphlets, microform, magnetic tapes, CDs, transparencies, diskettes and encyclopedias (Ifedli & Agbaire, 2011).

The Glossary of archives and records defined archives as "organized body of non-current records created through official transaction of an individual, institution, agency or organizations and consigned to the care of an appropriate custodian for permanent preservation and for future use". This means that archives can best be described as the record of any individual, public or private institutions including government offices, firms, religious bodies, associations and unions, or even private companies or families, which are adjudged worthy of permanent preservation for reference and research purposes because of their enduring value. The institution or organization where these records are kept is also called archives.

According to Walker (2013) metaphorically defined archives as "the secretions of an organism", and are distinguished from documents that have been consciously written or created to communicate a particular message to posterity. In general archives consist of records that have been selected on grounds of their enduring cultural, historical, or evidential value. Archival records are normally unpublished and almost always unique, unlike books or magazines for which many identical copies exist. This means that archives are quite distinct from libraires which regards to their functions and organization, although archives collection can often be found within library buildings and vice-versa in order to promote our cultural heritage, thereby documenting the necessary archival resources for public consumption.

The National Archives Kaduna

The National Archives Kaduna (NA) was opened in June, 1957 when the work on the accessioning of records of the secretariat of the Northern Province commenced. In 1963, the permanent site at No. 5 Yakubu Gowon Way was opened, all the records of Adamawa, Bauchi, Benue, Borno, Jigawa, Kaduna, Kano, Katsina, Kebbi, Kogi, Kwara, Plateau, Sokoto, Taraba, Yobe and the Federal Capital Territory (FCT) Abuja are housed in National Archives, Kaduna.



The holdings are related to the administrative development of the North. From the inception of Colonial Government in Nigeria (1900), the secretariat of the Northern Province 1900-1959, Premier's office 1954-1966, records of the defunct ministries and parastatals of the Northern Regional Government are there.

In addition, for example Ministries of Education, Finance, Health, Information and Scholarship Board etc. and the Kaduna office is also the depository of records from provincial divisional district and native authority office records in the former Northern Nigeria. Other records in Kaduna office include the Arabic manuscripts dating from 1111 A.D to the present, official publications, gazettes, newspapers, magazines, pictorial archives, cartographic aiding, business and ecclesiastical archives and others (Ogunbode & Ebijuwa, 2013).

Statement of the Problem

Archives are one of the most important institutions one can find in any society, because they are one of the institutions that can give you access to valuable primary sources of materials that you can find nowhere else. Unlike libraries that acquire any type of materials. Archives acquire materials that are only has possession enduring value. Before any institution can be recognized by the public as an important one, it must be able to offer effective and efficient services which will draw the attention of the public to patronize it. Archives are not seen as important institutions by some societies, especially in underdeveloped countries in which Nigeria is not an exceptional, this is because archives are faced with many problems which hinder it from offering its services effectively and efficiently. The problems faced by archives today are due to inadequate funding by the Government, inadequate staffing, negligence in the part of the government, organizations, families and from individuals, and the lack of adequate working tools and materials as well as the preservation and conservation challenges.

In Nigeria for example, an average man in the street cannot precisely tell what archives are, and how they are acquired, processed or managed. But would probably reply you he has never heard of the word entirely, but upon trying to explain to him his action would probably be why bothering to keep the rubbish? why not burn them? This attitude is not only peculiar to Nigeria alone but it prevails in every country in the world where people have not been in the habit of taking proper care of their records.

Today archives are being abandoned by the Government because they don't see it as a profit-making organization, rather a one which needs almost complete funding from the Government or philanthropist. This may be true, but the Government must also bear in mind that the measure of any Nation's civilization has always been judged by the pride it places on its written records which forms the raw materials of its cultural heritage and history.

Research Objectives

The objectives of this study are how archival resources are acquired, processed and managed for effective and efficient use of the public in Kaduna branch of the National Archives of Nigeria. Specifically:

1. To identify the methods of acquiring archival resources.
2. To identify how archival resources are processed and organized.
3. To identify the problems associated by the Archivists in acquiring, processing and managing of archival resources at the National Archives Kaduna.
4. To make appropriate recommendations on the way forward.



Literature Review

According to the National Archives decree No. 30, 1992 stipulated that the first step towards acquisition of archival resources is that of the duty of the Director of the National Archive or his representative to survey and locate the records of the nation in order to acquire and preserve them. The process of this survey involves going to the Ministries, institutions, companies etc. to locate and inspect non-current records with a view to acquiring them.

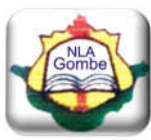
The method of acquiring books in the library is the same with what is obtainable in the acquisition of archival records which include donation, purchase, gift and exchange as well as legal deposit. In this regards philanthropist donate as well as companies and private organizations to the archival center for preservation. The decree part III section 46 which mandated business decree, No. 30 of 1992, Houses or companies that are up to 25 years of existence to transfer their non-current records to the Archives.

Archives can also be acquired through the means of purchase for instance important personal, societal records can be purchased, including publications which as well be purchased and preserved. The legal deposit means of acquisition of archives which is according to the law of legal deposit where every publication in the Nations must deposit a number of copies to the National Archives. For instance, every newspaper published in the country must have copies deposited in the National Archives. In addition, archives can also be acquired through gift and exchange method respectively (Amodu, 2019). While according to Alhassan, Ehaogene and Idodoh (2013) stated that archives are acquired through so many processes such as gift and donation; exchange or transfer of documents; purchase and depository rights.

The processing organization of archival records, justifies that after the resources are been acquired, the next step is to process and organize them nicely. The National Archives and Record Administration Online Resources (2010), highlighted that the Archivist is entrusted with a public property and he is charged with the responsibility of receiving from the government functionaries, organization and agencies. Therefore, for an Archivist to preserve these records and made them available to users at the least possible time, he must device these methods in organizing the records: appraising; arrangement; classification; listing/description; boxing and labelling and stacking and followed by final storage.

The problems of conservation to archival resources are very much enormous which discovered that many factors are causing serious deterioration of archival materials such as environmental factors, biological, chemical, human and disasters (Osayuwa & Eneh, 2011). The environmental factors emphasized that paper get deteriorated whenever it is exposed to whether or artificial light, and that the sun light has a serious damaging effect on written or printed materials (Sahoo, 2009). However, hence most of the archival materials are made of paper or cellulose then the amount of damage by this kind depends upon by the intensity of the light, duration of exposure and the distance from the source of light. According to Ovowoh and Iwhiwhu (2010), the deterioration caused by both biological. Environmental, human factors and disasters is generally known as bio-deterioration, where almost all cultural property components, its paper, leather or straw board are proven to attacks by these agents.

According to Amodu one of the challenges faced by archivists in the acquisition, processing and managing of resources is the shortage of manpower over the years for example as at 1986 this challenge is still escalating, in addition to the issue of digitization which is another serious challenge. But the Council of State Archivists (2013), stated that for archives to live up to the expectations of users demands in providing adequate, effective as well as appropriate and the



unbiased of a nation's historical records, there should be consistent funding and support that to be made available as at when due.

In their contribution regarding the challenges bedeviling the archival records Eje, Degri an Alabi (2015) in Nigeria the problems are the lack of standardization in the classification of records and archival documents; the advent of modern Information and Communication Technologies (ICTs) which is another area of concern; lack of establishing a legal framework to guarantee the independence of this institution in order to exist as an independent body as to have a sense of control and the expansion of functions and services.

Methodology of the Paper

Methodology is defined as the manner in which research is undertaken. It includes the theoretical and philosophical assumptions upon which the research is based (Mugo, 2010). But according to Creswell (2013), considers methodology as the overall approach to the design process of conducting research, including all phases from theoretical underpinning to the collection and analysis of data. Therefore, for the purpose of this study survey method was used. This type is the one which give room for the use of tools like questionnaire, interview and observation in order to collect data. Survey method was preferred among other methods because it gives the population of the study equal chance of being selected, it also concerns sampling of people and accumulated information from individuals at relative cost to the research (Wang & Zhu, 2016). The population for this study comprised the whole Thirty-Five (35) staff of the National Archives, Kaduna.

Demographic Data Analysis

Demographic data provides information about the characteristics of the population. It enables the researcher to determine if participants are representative of the target population (Salkind, 2010). Therefore, the respondents were asked to indicate their gender, educational qualifications and working experience. Table 1 presents the distribution of respondents by gender.

Table 1: Gender of the Respondents

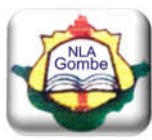
Variables	Frequency	Percentage (%)
Gender		
Male	20	71.4%
Female	08	28.5%
Total	28	100%

The table above shows that majority of the respondents were males which constitute 20 resulting to 71.4%, while the remaining were females as 28.5% respectively.

Table 2: Educational Qualification of the Respondents:

Educational Qualification	Frequency	Percentage (%)
Diploma	07	25%
High National Diploma (HND)	04	14.2%
Degree	04	14.2%
Master's Degree	00	00%
Others	13	46.4%
Total	28	100%

The table above shows that under educational qualifications of the respondents 7 respondents had a Diploma resulting to 25%, while 4 were having a High National Diploma which represents 14.2%. In addition, it was discovered that another 4 respondents also had a degree which represents 14.2% as well. But findings reveals that none of the respondents is having a



Master degree during when the research is on course. For other qualifications it was responded that 13 representing 46.4% are having other qualifications that were not stated on the instrument but were asked to indicate if any.

Table 3: Working Experience of the Respondents:

Working Experience	Frequency	Percentage (%)
0-5 years	12	42.8%
5-10 years	08	28.5%
10-15 years	04	14.2%
15-20 years	02	7.1%
20-30 years	02	7.1%
Total	28	100%

The working experiences of the respondents shows that 12 respondents which represent 42.8% were having between 0-5 years in service, then 8 with 28.5% are between 5-10 years working experience, while 4 respondents with 14.2% are those with 10-15 years respectively. Hence both with 15-20 and 20-30 years are only 2 respondents each that also represents 7.1% as the case may be.

Data Presentation and Analysis

This section deals with the analysis of the data collected, where a total of 35 questionnaires were administered to the respondents by the researcher out of which 28 were usable and returned which equally represent (80%), while 7 questionnaires representing (20%) were not returned. Therefore, the response rate was considered very reasonable because 80% is an excellent outcome and can be regarded appropriately as a high return. The analysis was done based on the objectives and the questions asked on the instruments, The data was analyzed based on the objectives of the paper. Table 4 present the first objectives along with interpretation of findings from the respondents.

Table 4: Methods of Acquiring Archival Resources

Variables /Statement	Frequency	Percentage (%)
<i>What are the methods of acquiring archival resources?</i>		
Donation	04	14.2%
Legal deposit	04	14.2%
Purchase	04	14.2%
Gift and Exchange	00	00%
Recovery of migrated Archives	00	00%
All of the above	16	57.1%
Total	28	100%

The above table shows that the method of acquiring archival resources indicated that 4 respondents which represents 14.2% agreed that donation is one of the methods of acquiring archival resources at the National Archives center. Additionally, another 4 representing 14.2% went on legal deposit as a method of archival acquisition. For the purchase, it was agreed by only 4 respondents as one of the means and methods of acquiring archival resources only. Hence, from the results obtained both gift and exchange as well as recovery of migrated archives has no response at all. This signifies that the respondents disagreed with the statement. All of the above constitute the majority with 16 respondents which represents 57.1% are in total agreement that all the highlighted methods are the ones used in the acquisition of archival resources.

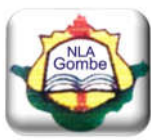


Table 5: How Archival Resources are Processed and Managed:

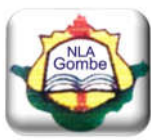
Variables/Statement	Frequency	Percentage (%)
<i>How can archival resources have processed and organized?</i>		
Appraisal and arrangement	03	10.7%
Classification	01	3.5%
Listing and description	02	7.1%
Boxing and labelling	02	7.1%
Stocking and final storage	02	7.1%
All of the above	18	64.2%
Total	28	100%

The above table shows that the processing and organizing of archival resources indicated that 3 respondents representing 10,7% agreed on appraisal and arrangement, while classification has only 1 respondent and represented by 3.5%, this shows that it is only through classification that one can be able to process and organize archival resources. While both listing and description as well as boxing and labelling and stocking and final storage has 2 respondents each with 7.1% respectively. However, all of the above option constitutes the majority of the respondents with 18 and 64.2%.

Table 6: Problems Encountered by the Archivist in Acquiring, Processing and Managing of Archival Resources:

Variables	Frequency	Percentage %Neg
Negligence from Government, Organizations and Families	04	14.2%
In adequate budgetary allocation	08	28.5%
In adequate staff	05	17.8%
Preservation and Conservation Problems	02	7.1%
In security	01	3.5%
Lack of ICT resources	03	10.7%
In adequate working tools and materials	03	10.7%
In adequate space	02	7.1%
Total	28	100%

The table above shows the problems encountered by the archivist in acquiring, processing and managing of archival resources. The results obtained shows that 4 respondents representing 14.2% there is negligence from the part of the government, organizations and families. While, 8 representing 28.5% see the problem is from the budgetary allocation being allocated for archival resources which is not adequate entire. But some respondents totaling to 5 and representing 17.8% see the problem as having an in adequate staff within the archival resources center who can manned the various sections in the center. From the result again it shows that 2 respondents with 7.1% see that the problem is that of preservation and conservation with regards to archival resources. In security also play a prominent role as a problem, and it constitute a total of 3.5% with 1 respondent only. Another problem is that of lack of ICT resources in the archival resources center where a total of 3 and representing 10.7% are of the view that it is a problem. In the case of problem of in adequate working tools and materials the result shows that it is a serious problem within the archival resources center where a total of 3 respondents with 10.7% indicated this. The last problem is that of in adequate space where the resources can be housed, this shows that only 2 respondents with 7.1% indicated this as a problem. In the whole of these problems, it shows that the in adequate budgetary allocation is at the top.



Summary, Conclusion and Recommendations

In summary, the following are the major findings from the results and the data analyzed:

1. Archival resources can be selected by considering the administrative, legal, research, historical, cultural and educational value.
2. The sources of acquiring archival resources are through donation, legal deposit, purchase, gift/exchange and through the recovery of migrated archives.
3. That the methods of processing and organizing archival resources are appraisal, arrangement, classification as well as stacking and final storage.
4. The methods and strategies practiced in remedying deterioration of archival resources are environmental control, preventive measures, proper storage and repairs.
5. The Federal government does not allocate adequate funds for the management of archival resources and the staff are not well trained they are just trained internally.

Conclusion

The management of records on all forms of media located in the archives need protection in order to minimize the wear and tear that are inherent in handling, copying, loaning and exhibition. Preservation and conservation of archival resources refers to the management activities that are associated with maintaining of materials in their original form and prolonging their life span. The proper preservation and conservation of archival materials is at the center of archives management and handling preservation and conservation activities that are carried in order to provide a suitable environment for storage and use of the records and facilities for repair of damaged records among others.

Recommendations

From the findings the following recommendations were made:

1. Government should as a matter of urgency allocate adequate more funds for the management of archives in order to develop them efficiently and effectively.
2. Adequate and qualified staff should be employed and the one on ground should also be trained for the proper management of archives and archival resources
3. The government and agencies, organizations, individuals, families, religious bodies should be donating ripe archival resources to the archives for proper management.
4. Adequate and modern ICT resources should be provided at the computer section of the center for proper digitization of archival resources that are at the verge of deteriorating and for carrying out other online archival related activities
5. On preservation and conservation measures the National Archives, Kaduna should as a matter of urgency adopt all the necessary approach to fight enemies of archival resources by: providing a well-equipped laboratory, modern fumigation equipment and chemicals, functional and modern capacity air-conditioners and proper cleaning and dusting of archival resources. In addition, disaster planning committee should also be provided in case of any emergency, and the archives must also leased with international bodies such as UNESCO, ICA in order to render help where necessary.

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