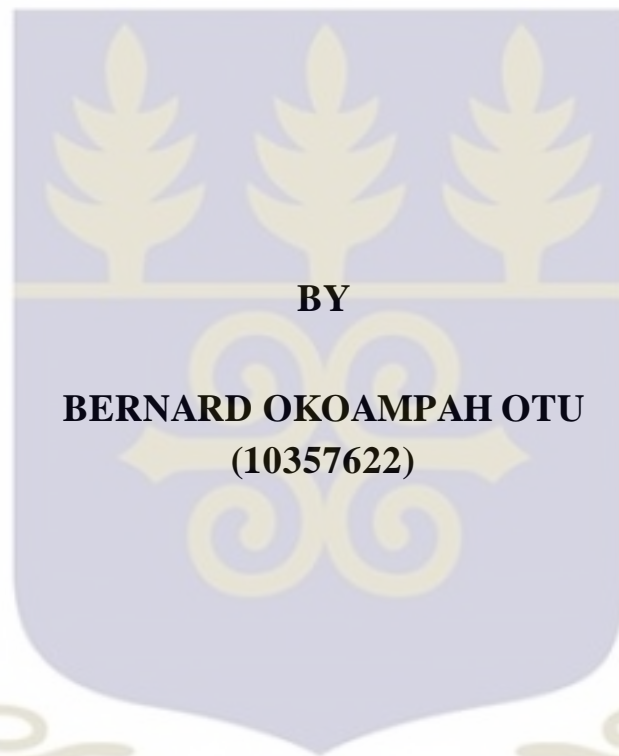


UNIVERSITY OF GHANA

INSTITUTE OF AFRICAN STUDIES

THE KOFORIDUA ARCHIVES: A HISTORICAL STUDY



BY

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**THIS THESIS IS SUBMITTED TO THE UNIVERSITY OF GHANA,
LEGON IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF MPhil DEGREE IN AFRICAN STUDIES**

JULY, 2016

DECLARATION

I hereby declare that this thesis is my own original and independent work, except for references and quotations from the works of others which have been duly acknowledged. I also declare that this thesis has not been submitted elsewhere either in parts or whole for any award. I claim responsibility for any errors and inaccuracies that this work may contain.

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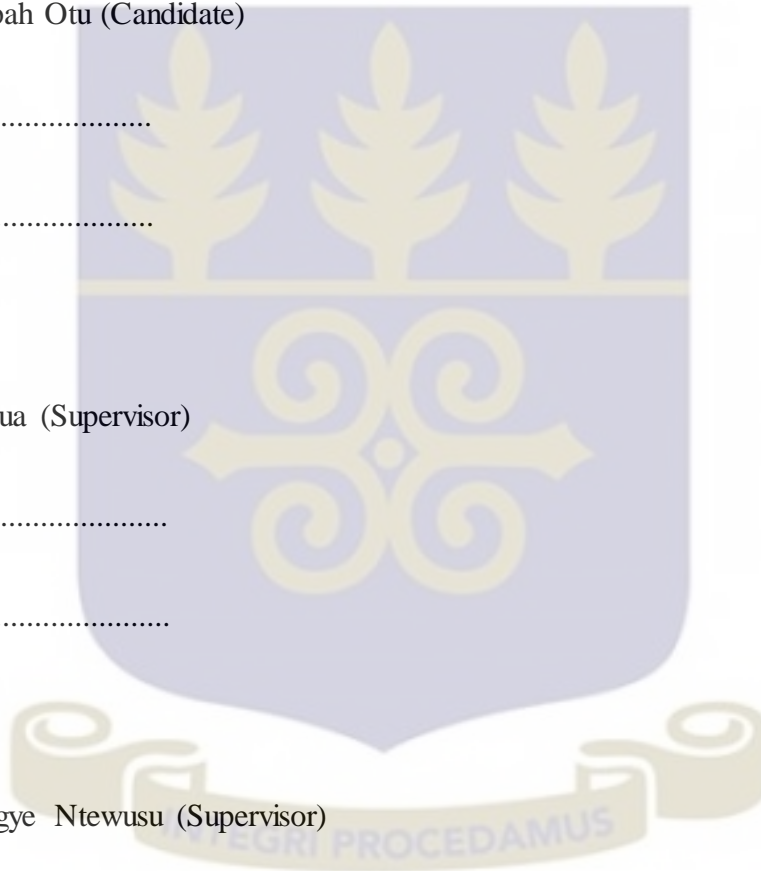
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Dr. Samuel Aniegye Ntewusu (Supervisor)

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Date.....



DEDICATION

This thesis is dedicated to my father, Samuel Bediako Otu.

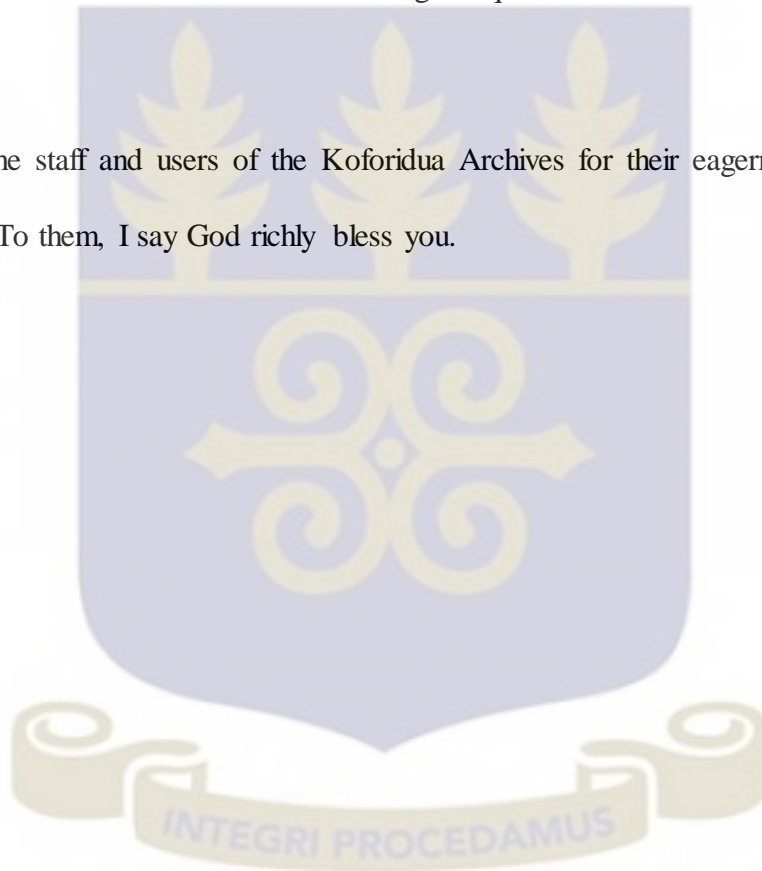


ACKNOWLEDGEMENT

I would like to express my sincere indebtedness and gratitude to my supervisors, Prof. Kodzo Gavua and Dr. Samuel Aniegye Ntewusu for their concern, time and patience in supervising this work. Their constructive criticisms and suggestions greatly helped in shaping the study.

I wish to acknowledge and thank my lecturers; Prof. Kojo Amanor, Prof. Irene Odotei, Dr. Alhassan Osman, Dr. Ebenezer Ayensu, Dr. Samuel Aniegye Ntewusu, Dr. Stephen Acheampong and Dr. Richard Asante. Knowledge acquired from them served as foundation for the study.

Lastly, I thank the staff and users of the Koforidua Archives for their eagerness to participate in this research. To them, I say God richly bless you.



ABSTRACT

This thesis is a historical study of the Eastern Regional branch of the Public Records and Archives Administration Department conveniently referred to in this work as Koforidua Archives. It emphasises important issues such as acquisition, preservation practices, human resource development, storage and environmental conditions which are critical for archival management and historical enquiry. The history of many of the people in the Eastern Region of Ghana is embodied in the documentary heritage that is found in the archives. The study adopted the qualitative approach with archival sources, interviews and observations as the main instruments in eliciting responses. Findings revealed that in the Koforidua Archives, there are more files relating to the Akwamu and Akyem as opposed to that of the New Juabeng, Akwapim, Kwahu and the Krobo. However most of these documents dealt more on the subject of political affairs of the various groupings in the Eastern Region of Ghana. There were also weaknesses in the management of the Koforidua Archives. Gaps and weakness were particularly prominent in the areas of acquisition, storage, human resource capacity and preservation practices. This thesis recommends digitisation as a way of preventing further deterioration of the documentary heritage in the Koforidua Archives.



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CHAPTER ONE

Introduction

Across the world, archives and museums are places of custody for the documentary heritage of humans. The importance of archives according to Senturk cannot be over emphasised in any society as every nation owns a historical heritage.¹ An important part of this heritage consists of cultural properties; both material and virtual such as archives, libraries, and ancient remains. Archives are the deed of a country, the identity, the diary, and the whole existence of people, the fundamental feature, and the most valuable cultural and historical treasury of a country connecting the past with the present and the present with the future by carrying the rights and priorities.

Remembering the past through historical research in archival records according to Swartz and Cook is not simply the retrieval of stored information, but putting together of a claim about past state of affairs using a framework of shared cultural understanding.² It is to state that the uniqueness of archives has earned it pre-eminence in a position that the history of a particular group cannot be written without it.

The history of archives dates back to the ancient period when writing was conceived and detailed records kept. Lundgren and Lundgren assert that during this historical period very little was done in relation to how these records were kept and managed precisely because the quantity of records generated was not voluminous.³ However, the invention of the printing machine and the expansion of government business and operations increased the volume of paper production and the need to manage records effectively and efficiently.

¹Senturk, B. 'The Use of Archives in Education: Examples from Abroad'. *International Journal of New Trends in Education and their Implications*, 4:1 (2013), pp.108 – 114.

² Schwartz, J.M and Cook, T. 'Archives, Records and Power: The Making of Modern Memory'. *Archival Science*, 2 (2002), pp.1 - 19

³Lundgren, T.D. and Lundgren, C.A. *Records Management in the Computer Age*. Boston: PWS – KENT Publishers. (1989)

As records grew in volume, buildings for their safe keeping were established. In these buildings or repositories, records were preserved and arranged in order to facilitate their access and retrieval. The concept of archives as a public service agency was fully developed by the French after the French revolution with the establishment of two key principles that guided the arrangement and description of archival collections.⁴ These principles were provenance and original order.

The thinking behind these principles is that for records to serve as evidence, it should be possible to trace their source and that the record should clearly reflect their context of origin and creation. This was meant to replace the preservation of records by organic unit (aggregation of documents that originate from the same source) instead of subjects groups.

The growth in archival holdings led to the problem of identification or definition of what really an archive should be. The term archive carries some ambiguity. This is because the term can be designated as an administrative unit responsible for identifying, appraising, accessioning, preserving, arranging and providing reference service on archival material and approving the destruction of records of transitory value. It was also used to refer to the materials as well as to the place in which the materials are stored, preserved and used.

The documentary heritage in archives constitutes a vast resource. At a minimum, these consist of institutional records, operational and personal records, manuscripts, and photographs. In Europe, America, Canada, and Australia archival collections are in the digitised form. However, in spite of the advances in technology, most archival resources in Africa, specifically in Ghana, are mostly in the paper format. Akussah observed that In Ghana, ninety - nine percent (99%) of archival collections are paper based with only 1%

⁴Kikwood, C. 'Agents of Democratization: Public Archivists and the Management of Current Records'. *Archives News*. 39: 2 (1996), pp.13 – 16

comprising of microform, cinematograph materials, and video tapes.⁵ The implication of this situation is the ease with which such valuable resource can be lost thereby erasing the historical memory of the country.

Digitisation of archives, therefore, enhances access and improves preservation. Most African countries according to Kleifeld are active toward the implementation of digitisation technology to preserve and enhance access to their documentary heritage.⁶

Digital information is however at a grave risk of loss due to technological obsolescence. Rapid changes in hardware and software technology have led to what is termed technological obsolescence. To overcome this challenge and benefit from digitisation as a means of preserving our documentary heritage, there is the need for frequent and considerable investment in financial, human and technological resources.

Various authors have defined the concept of archives from their perspectives taking into cognisance the period of their writings. Archives are those records of any public and private institution which are adjudged worthy of permanent preservation for reference and research purposes and which have been deposited or have been selected for deposit in an archival institution.

Udigwome views archives as the official or organised records of governments, organisations, groups of people, and individuals whatever their date, form, and material appearance which are no longer needed to conduct current business but are preserved either, as evidence of origins, structure, functions, and activities or because of the information they contain.⁷ The Australian Standard defines archives as those records that are appraised as having continuing

⁵Akussah, H. 'The Preservation of Traditional Library and Archival Materials in the Harsh Ghanaian Environment'. *African Journal of Library, Archives and Information Science*, 1:1 (2003), pp.19 - 28

⁶Kleifeld, H. 'Digitisation as Part of Traditional Conservation: Options of Digitisation, Microfilming and Mass Conservation in Workflow'. *ESCRBICA Journal*. 29 (2010), pp.272 – 278.

⁷Uduigwome, C. 'The Use of Archival Resources in National Archives'. *The Nigerian Archives*, 1:1 (1998), p.28.

value because they meet an ongoing legal, evidential or research need to an organisation or society at large. They are often referred to as ‘corporate memory’ where corporate could mean a public office, community or society at large.⁸

Archives are those records that are worthy of permanent retention because of their enduring value as evidence or for research. They are an elite body of records and provide reliable knowledge base enabling the past to be reconstructed and understood.

Without archives, the past would remain largely unknown. To put it more succinctly, the Society of American Archivists defines archives as materials created or received by a person, family, or organisation, public or private, in the conduct of their affairs and preserved because of the enduring value or as evidence of functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order and collective control.

To state it more succinctly, without the understanding of the finer nuances of the collections in the archives and its sustainability the historical and cultural identity would be gradually lost. Archives are not some pristine store house of historical documentation that have piled up, but a reflection of and justification of the society that creates them. Therefore preserving this intellectual documentary heritage becomes not only an academic commitment but also the moral responsibility of archivists, who are in charge of these archival repositories.

My personal deduction from the above definitions of archives is that archives are records of an entity that have been selected for preservation because they have long term continuing value other than the purpose for which they were created. The creation of an archival collection is not an intended purpose but that which is an aftermath of a business process. This is because records are created essentially for the conduct of current business, thus, if

⁸Standard Australia.AS 4390, *Records Management*.Homebush: NSW. Part 1, General (1996)

those records are no longer needed in the conduct of current business, they are appraised and those deemed to have historical and research value are kept as archives.

Study Setting

The beginning of the National Archives of Ghana according to Akita dated back to 1946 and was borne out of the Gold Coast government's effort to rescue its records from damage, confusion and loss.⁹The Public Records and Archives Administration Department formerly known as the National Archives of Ghana is the successor of the depository, which was established in 1946 in the Gold Coast Secretariat.

Between 1961 and 1971, the regional branches of Ghana's Archives were established with permanent and functional archives buildings in Kumasi, Tamale, Cape Coast, Sekondi, Koforidua, Ho and Sunyani with oversight responsibility by the Ministry of Education and Culture and later the National Commission on Culture in 1989.

Akussah posited that prior to 1997 when the Public Records and Archives Administration Act was enacted; the management of public records in Ghana was derived from the Public Archives Ordinance No. 35 of 1955. The ordinance statutorily established the National Archives of Ghana (NAG), gave it a formal structure and empowered it to take charge of the custody and preservation of all public records among other duties.¹⁰

The NAG was largely responsible for managing only the archival stage of public records, leaving the active and the semi – active stages to be managed by government offices through their registries. The NAG and the public registries worked in very loose association with each other until 1997 when a new legislative instrument was passed to aid in the management of public records.

⁹Akita, J.M. *Reminiscences of an Archivist in a Developing Country – The Ghana Experiment, 1948 – 1988* (1991)

¹⁰Akussah, H. 'Preservation of Traditional Library and Archival Materials in the Harsh Ghanaian Environment'. *African Journal of Library, Archives and Information Sciences*, 1:1 (2003), pp. 19 - 28

In 1997, the Public Records and Archives Administration Act, No. 535 was passed, giving birth to the Public Records and Archives Administration Department (PRAAD) with the responsibility for proper and effective management of the total life of records in public institutions of government. This new legal regime created a management framework within which public records can be managed from creation to disposition.

Currently, there is one archive in each region of Ghana, with the exception of the Upper East and Upper West Regions. The records of the Upper Regions are accommodated in Tamale. Ntewusu noted that this was not surprising because the two Upper Regions were carved out of the Northern Region.¹¹ Apart from the Public Archives of Ghana, there are a number of archives created by institutions which are public and semi public.

In Ghana, for example, the Social Security and National Insurance Trust (SSNIT), Volta River Authority (VRA), Ghana Commercial Bank (GCB) and the Agricultural Development Bank (ADB) have all established their own archives. These institutions have established such special archives for the management of their documentary resources to enhance their business transactions and also serve as the organisation's memory. Even though the public has ownership, these institutions do not open their collections to the public for consultations.

The Manhyia Archives, Okyehene Palace Archives and the Manya Krobo Palace Archives on the other hand are semi public and their collections opened to the general public. These collections are held by the chieftaincy institution to promote the cultural heritage of the people. The Manhyia Archives in Kumasi for instance is a partnership between the Asantehene and the University of Ghana and has no formal relationship with Public Records and Archives Administration Department (PRAAD).

¹¹Ntewusu, S.A. 'Serendipity: Conducting Research on Social History in Ghana's Archives'. *History in Africa*, 47 (2014), pp. 417 – 423.

Generally, most collections acquired into the archives are classified into three major groups; textual, made up of letters, reports, dairies, cartographic, including cadastral, geological, topographic as well as other kinds of maps, and pictorial, which also includes photographic prints, paintings, drawings, lithographs, engraving among others. The holdings of the National Archives of Ghana mostly comprise administrative records (ADM), colonial secretary office files (CSO), newspapers (NP) published from colonial times to the present.

Ntewusu observed that the most notable newspapers in Ghana's Archives include the Gold Coast Leader (1903 – 1924), Gold Coast Times (1926 – 1939), Daily Graphic (1951 – 1968), Weekly Spectator (1966), Gold Coast Observer (1942 – 1950), Gold Coast Independent (1950 – 1954), Volta Scope (1966 – 1977), Legon Observer (1966 – 1969) among others. There are also private papers of individuals donated to the National Archives of Ghana. Some of these include Blankson papers (1856 – 1885), Bannerman papers (1824 – 1897), Freeman papers (1841 – 1900), Sarbah papers (1869 – 1919), Ghartey papers (1925 – 1951), Mate Kole papers (1886 – 1936), Kobina and G.E Moore papers (1929 – 1950). Despite this categorisation of collections, my research revealed that there are additional classifications such as special collections, historical manuscripts, ecclesiastical records of the Society for the Propagation of the Gospel and copies of maps, plans and prints of Dutch forts and castles built in the Gold Coast.

The Public Records and Archives Administration Department is made up of three divisions namely; the records division, archives division and the training and research division. The archives section of PRAAD is made up of the search room, repository, editorial office, photographic laboratory and the preservation services branch. The collections of the National Archives of Ghana are vast and spread across the headquarters and its regional branches.

The Koforidua Archives

The Eastern Regional branch of PRAAD is located at Koforidua the regional capital (Fig.1, p.12).Koforidua prior to the independence of Ghana in 1957 was the administrative center of the Eastern Province. The Gold Coast by 1907 had been divided into three major areas namely the Gold Coast Colony, Ashanti and the Northern Territories. For the purposes of administration, the British divided the Gold Coast Colony into three provinces, and with each presided over by a provincial commissioner.

After independence in 1957, the Eastern Province became Eastern Region but with a complete geographical reorganisation. Parts of the Eastern Province became part of other regions. For example, Ho which was part of the Eastern Province came under the Volta Region. Koforidua, therefore, became the capital of the Eastern Region.

The region lies between latitude 6 and 7 degrees north and longitude 1.30 west 0.30 east and has a land area of 19,323km and is the sixth largest region in Ghana.¹² It has a population of 2663,154 representing 11.1% of Ghana's total population. It is located about 70miles north of the national capital, Accra, in the forest belt which stretches across much of coastal West Africa and shares boundaries with five other regions namely; Greater Accra, Volta, Brong Ahafo, Ashanti and the Central Region.

The region is inundated with diverse relief features such as the Akwapim – Togo Ranges, the Kwahu Scarp and the low - lying areas around the valley of the Densu Basin and the Volta River. The region's vegetative cover is predominately that of tropical rain forest with a double maxima rainfall pattern. The cultivation of several crops as well as cocoa, livestock keeping and fishing are the major economic activities in the region.

¹²Ghana Statistical Service. Population and Housing Census, Enumerators Manual (2010)

Ghana like most countries in Africa is multi - ethnic, multi - religious and a multi cultural society.¹³ It is therefore not surprising that the Eastern Region is multi - ethnic. Notable ethnic groupings in the region include; Akan, Ga – Adangbe, Ewe, Guan, Gruma, Mole - Dagbani, Grusi, Mande and other smaller groupings. The population and housing census revealed that the Akan (51.1%) constitute the largest ethnic group in the region, followed by the Ewe (18.9), Ga – Adangbe (17%), Guan (5.3%) and other smaller groups.

The Eastern Regional branch of PRAAD was established in 1961 as part of the NAG decentralisation programme to establish regional depositories in Ghana. The Eastern Regional Archives is located in the Central Business District of Koforidua. The building in which the archives is located is not a purpose built structure but a one storey building which is behind the Town and Country Planning Office and adjacent to Circuit Court ‘A’ on the main road to the National Investment Bank and the regional administrative offices.

The Koforidua Archives has four sections denoted as repository one, two and three, and the search room. The search room is relatively small with a holding capacity of only two seats and is for reference purposes. The holdings in the archives mostly comprise records of regional and district administration offices, government departments, court records and court publications. The records in the Koforidua Archives comprise two physical types: bound volumes and files. The archives have a total of 8000 files in various volumes covering various subjects. The oldest of the records spans a period from 1905 to 1907 and are records of quarterly reports from Accra (ADM/KD.29/6.1).¹⁴ The records in the archives are serialised and classified as ADM 29, ADM 31, ADM 33, ERG 14 and 15, ECRG 1 – 17 (court records) and PEA 1 -26 which are publications including newspapers and gazettes.

¹³Asante, R. and Gyimah – Boadi, E. *Ethnic Structure, Inequality and Governance of the Public Sector in Ghana*. United Nations Research Institute for Social Development (UNRISD), (2004), p.1

¹⁴PRAAD, Koforidua, ADM/KD.29/6.1, Quarterly Reports from Accra, 1905 - 1907

Although the Koforidua Archives is small, its collections are well managed and arranged in accordance with the principles of provenance and original order. The documentary heritage in the archives are arranged and serialised to reflect their source or origin. For example, ERG 15 relate to district commission office – Akwatia, Asamankese and Kade with ERG 15 (1) relating to communication and postal services in the district.

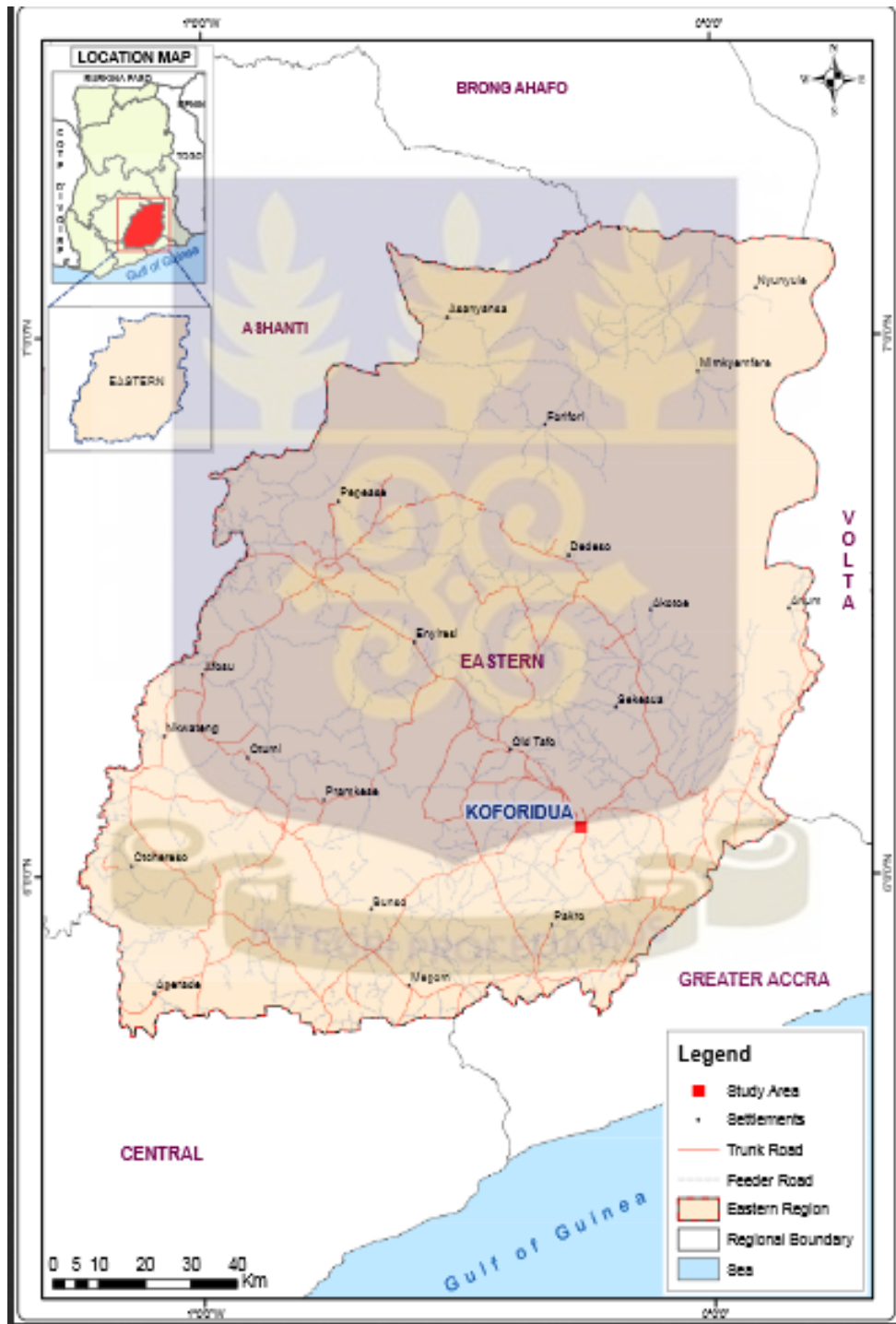
The turnaround time to retrieve a document to a user is between five to eight minutes. I personally took notice of this when I was conducting interviews with the staff and users of the archives. This is an indication that the archive is well managed in relation to arrangement and description of its collections.

Exploring collections in the Koforidua Archives sprang up many surprises. The most daunting characteristics of archival collections in the Koforidua Archives besides their physical volume are their apparent complexity and handwriting on the documents making reading and understanding of the text very difficult. There were also misfiling and wrong dates on some of the files. ADM/KD/31/6/23 for example, had as file title ‘Akwamu and Yilo Krobo Native Affairs’, but upon a close examination of the individual items in the file, it was revealed that the contents were rather on the election and installation of chiefs in the various divisions of the Yilo Krobo State with no mention of the Akwamu State in that particular file.

The most pronounced of the surprises in the archives is the fragile nature of the documentary heritage in the archives. This requires users and custodians alike to be careful in handling and use of such collections. Aside of these, there are other complexities that has to do with gaps in the archival collections at the Koforidua Archives. It is evident that most of the individual items in each file have been stolen. For example because of litigation some files are either deliberately destroyed by interested parties or completely taken out from the archives even though they appear in the listing of files in the catalogue. In some instances, some patrons of

the archives cut out whole pages or portions making it difficult to follow the sequence of story in those files. The ADM and ECRG records series in the Koforidua Archives falls within this complexity.

Figure1: A map showing the study area



Source: GIS Laboratory, Department of Geography, University of Ghana, 2016

Research Problem

The importance of archives cannot be over emphasised because they have the potential to change people's lives. They are a fundamental bulwark of democracy, culture, community and personal identity. Regardless of the critical importance of archives as a defining resource in strengthening and illuminating the collective sense of identity and continuity developed by a particular people, the Koforidua Archives does not appear to have been given enough consideration.

Four decades ago Henige observed that the Koforidua Archives is small, its collections less well organised and the environmental condition in which the collections are kept was not the best.¹⁵ My personal observation confirms that of Henige. The archives is small with a holding capacity of only two people at a time, environmental conditions in which these collections are kept is not the best with most of the collections worn out, fragile and tied with thread.¹⁶ Under such conditions therefore, it is certain that within the next few years these valuable historical documents will be no more. There is also a paucity of literature on the collections of the Eastern Regional Archives. The above situation motivated this research to generate information on the holdings in the archives.

Aim and Objectives of the Study

The aim of the study is to generate information on the current state of the Koforidua Archives in order to address bottlenecks that hinder its performance. The study specifically examines how collections of the archives reflect important issues such as acquisition, preservation, human resource development and storage conditions which are critical to historical enquiry and archives management.

¹⁵Henige, D. 'The National Archives of Ghana: A Synopsis of Holding'. *The International Journal of African Historical Studies*, 6:3 (1973), pp.475 - 486

¹⁶ Personal observation at the Koforidua Archives, 10 October 2015 at 2:15pm

The objective of this study brings to the fore two major research questions: How were collections in the archives acquired and on what subject files do these collections reflect? What are the staff competences, preservation practices and environmental conditions under which collections in the Koforidua Archives are kept?

Theoretical Framework

Two theoretical models dominate the archival and record management landscape. These are the lifecycle model and continuum model. Each of these models has a definite purpose. Whereas the lifecycle model deals with the management of paper records, the continuum model addresses issues on electronic records. This study utilises the life cycle model to discuss the various stages in the life of the record until their final disposition into the archives.

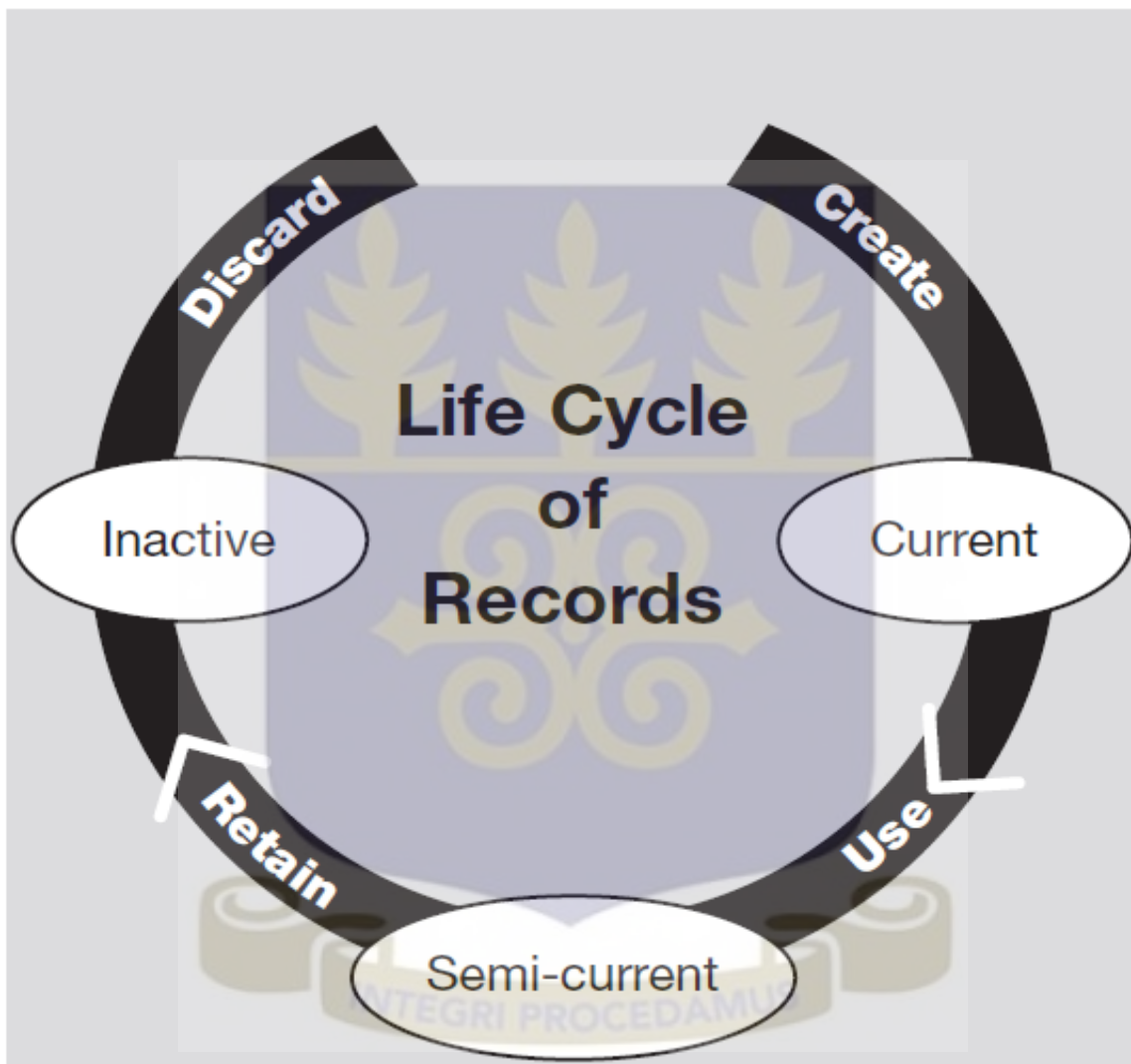
The lifecycle model sees records as having a series of phases from creation to final disposition ultimately resulting either in their destruction or being retained permanently as an archival record. Akussah stated that the records lifecycle is universally acceptable among archivists and records management professional that it is the most comprehensive and integrated approach to records management.¹⁷

According to the lifecycle management framework, records pass through various conceptual stages during their life. Different scholars present different stages in the life of a record but the most popularised are the three stages in the life of a record.

¹⁷Akussah, H. 'Records Management: An Overview'. *African Journal of Library, Archives and Information Science*. 6:2 (1996), 101 - 106

The lifecycle model provides that records are not static but have life similar to biological organisms. They are born, live through youth and old age and then die. The model in the view of Shepherd and Yeo goes through three stages; current, semi current and noncurrent stage.¹⁸

Figure 2: Diagram of the Life cycle model



Source: University of Portsmouth Records Management Policy (November 2010)

In the current stage, records are used frequently in the conduct of current business and are usually maintained in the place of origin or readily accessible office space. At the semi -

¹⁸Shepherd, E and Yeo, G. *Managing Records: A Handbook of Principles and Practice*, London : Facet Publication (2003)

current stage, records are still in use but are required infrequently in the conduct of current business. Such records are therefore maintained in a records center.

In the noncurrent stage records have little or no business value to the creating institution but may be used for purposes other than for which they were created. The main activity in this phase is the disposition of records. Disposition of records entails either a transfer of records to an archives or a total destruction of a record through burning, shredding or recycling.

It is therefore essential to appreciate that in practice, the lifecycle model has varying ramifications for both the creating institution and by extension the archives. Models based on the lifecycle help identify stages and actions within a records management programme and therefore provide a useful framework for planning and implementation.

At the Koforidua Archives, the huge backlog of records shows visible signs of tear, stain and deterioration in general (Appendix 4, Fig. 1-3). This indicates that records acquired from the creating institutions into the archives did not go through the lifecycle stages for the proper implementation of care hence such signs of deterioration. Most of the collections that were acquired into the archives were dumped in office basements and garages without any recourse to their transfer to record centers to ensure proper care before their transfer to the archives.

The lifecycle model has been widely criticised in recent years.¹⁹ Among such criticisms is that the lifecycle model is biased towards paper records and does not address electronic records management issues. The model is also criticised on the basis that it creates a division of activities into records management and archival phases. It does not allow for the repetition of stages or for stages to be omitted, although in practice this frequently happens. The true

¹⁹Mckemmish, S. Yesterday, Today and Tomorrow: A Continuum Responsibility. Proceedings of the Records Management Association of Australia (1997)

objection of the lifecycle is not the model itself but to those manifestations of it that reflect an underdeveloped view of archival and records management.

The perceived weakness of the records lifecycle as a result of the proliferation of information and communication technologies inspired scholars in the field to suggest the records continuum model in the field of records and archival management. The records continuum model was developed in response to the criticisms of the life cycle model. It is viewed as the consistent and coherent process of records management throughout the life of records from the design of record keeping system through the creation and preservation of records, to their retention and use as archives. The model's primary focus is the multiple purposes of records. It aims for the development of records keeping system that captures, manages and maintains records with sound evidential characteristics for as long as the records are of value to the organisation, any successor or society.

This model is significant because it broadens the interpretation of records and records keeping systems offered by the lifecycle model. Such is helpful given the variety of contexts in which archives and records are used. The records continuum model, like the records lifecycle, acknowledges that records have a lifecycle, but that in an electronic environment, the stages of the lifecycle are not rigidly set and that the lifecycle can be extended.

Specific practice will vary from one working context to another, but models based on the lifecycle help to identify stages and actions within a records and archival management programme, and thus provide a useful framework for planning, implementation and monitoring.

This research is underpinned by the lifecycle model. The choice of the lifecycle model is basically because it deals with the management of paper which happens to be the main collections in the Koforidua Archives. In examining the collections of archives one is

interested in the acquisition of such collections which is supported by the lifecycle model. The absence of such adversely affects the creating institution and the archival repository.

Significance of the Study

As an academic study, it is expected that that the findings will add to the creation of knowledge and serve as an addition to other studies in the field of historical enquiry and archival management. It will also serve as a guide to the management of the Koforidua Archives in relation to improving on key issues such as acquisition, preservation and human resource development among others thereby enhancing the information culture and making known the holdings of the Koforidua Archives to the world at large.

Methodology

Research Design

The research was guided by the qualitative paradigm employing the case study approach. This paradigm in the view of Creswell is an inquiry process of understanding a social or human problem based on building a complex, holistic picture, formed with words, reporting detailed views of informants and conducted in a natural setting.²⁰ Its choice was necessitated by the nature of research objective and questions. The ‘how’ and ‘what’ questions required a detailed study hence the use of the qualitative paradigm. The case study approach was aimed at enabling the researcher to grasp and understand an individual, a group, a community, a social situation or an issue in order to take decisions that consider the special and peculiar circumstances surrounding the case investigated, or a practical solution relating to the case in question.

Even though the case study approach has been criticised as one of the most time consuming research methods, its benefits outweigh the problems associated with its usage. There is the

²⁰Creswell, J.W. *Research Design: Qualitative and Quantitative Approach*. London: Sage Publication (1994)

benefit of close examination and scrutiny since it is not involved with large numbers. Through the case study approach, a richer account of what is occurring can be achieved which enables the researcher to understand the context of the problem being investigated. The Koforidua Archives, the case that was studied, houses the documentary heritage of the Eastern Region of Ghana.

Population and Sample

The population for this study comprise the staff and users of the Koforidua Archives including persons who visited the facility at the time when this research was conducted. The Koforidua Archives is not that busy as users rarely patronised the place. Hence my sample consisted of the staff of the archives as well as the twelve (12) patrons of the archives I encountered during the research made up of three (3) chiefs, two (2) litigants and seven (7) students. The staff of the archives included two (2) professionals, two (2) sub professionals and four (4) supporting staff.

From the head of the archives, the researcher sought to find out how the documentary heritage in the archives was acquired, which period does the records span and what story line the collections in the archives reflect. The researcher was also interested in the security of documents and so questions related to it were asked accordingly. The researcher was interested in finding from the other staff storage and environmental conditions in the Koforidua Archives. The users of the Koforidua Archives provided information on whether or not the collections in the archives have been useful for the purposes for which they visited the archives and also the challenges they faced regarding their search in the archives.

The purposive sampling technique was used to select the staff of the Koforidua Archives while the users of the archives were selected using the accidental sampling technique. The

use of the accidental sampling technique enabled the researcher to obtain diverse views on the usefulness of the collections in the archives and the challenges there are thereof.

Data Collection Instruments

This research utilises three main data collection instruments namely archival sources, interviews and observation.

Interview

In this research I utilised semi structured interview to elicit responses. This interview strategy was preferred because it provided the opportunity for further probing and enabled respondents to express themselves freely. Again, since the study focused on all categories of staff and users in the Koforidua Archives, the semi – structured interview was suitable to all respondents taking into consideration their different educational qualifications.

Based on the interview guide in appendix 1 and 2, key questions were asked in the same way for all participants and were usually followed by some limited follow up questions for further information or clarity depending on the response.

Observation

Observation as a tool in eliciting information in research is where the researcher stands outside the behaviour being observed and creates a log or an audio or video of a behaviour. This enables a researcher in overcoming issues, validity or bias. Observational techniques consisted of scrutinizing actions or activities in a general way or using a check list to ascertain if certain patterns or predetermined elements were used, present or absent.

This aspect of the research was related specifically to security considerations, environmental factors and storage conditions in the Koforidua Archives. All observations were carefully and systematically recorded using the observational checklist as appeared in appendix 3.

Archival and Secondary Sources

The research relied extensively on archival materials. Review of archival collections in the Koforidua Archives gave an insight into the nature and challenges in the archives. The contents of the collections were meticulously perused to ascertain the subjects that the collections in the Eastern Regional Archives reflect in addition to secondary sources.

Data Analysis

The purpose of analysis is to make meaning from data collected in the field. Data collected through interviews, observation, archival sources were analysed around themes. These themes were abstracted from the objective and research questions. The data was analysed by classifying data into categories and themes based on the objective and research questions.

Organisation of the study

The study is structured into six chapters. Chapter one presents the background to the study, research problem, aim and objectives of the study, theoretical framework and methodology. Chapter two examines acquisition issues and the various subjects that these collections reflect. Chapter three looks at preservation practices at the archives. Chapter four focuses on personnel training and development of staff in the Koforidua Archives. Chapter five looks at storage, security and environmental conditions in the archives. Chapter six covers the summary, conclusion and recommendations for both further research and policy implementation.

CHAPTER TWO

ACQUISITION AND DESCRIPTION OF ARCHIVAL COLLECTIONS

Introduction

The purpose of archival service is to acquire, preserve and make accessible collections held in archival repositories. All records are appraised to determine the means and timing of their disposal. As a general principle, no material should be accepted into an archival institution unless they have been appraised and selected for retention because of their enduring value.

Acquiring collections into archives ensures that the archival repository is filling in gaps in their collections which hitherto make the information contained in the repository incomplete. The acquisition of archives is a legitimate purpose serving the interest of scholarship and research.

Acquisition of Archival Collections into the Koforidua Archives

The term acquisition in archives administration is used synonymously with accession as a body of record. It is the materials received by a repository as a unit. The glossary of records and archival terminology of the Society of American Archivists define acquisition as the process of acquiring records or archives from any source by transfer, purchase and donation among others. There are various ways by which an archival institution may acquire collections into its repository. One of such methods includes statutory or legal deposit.

When records emanating from government office are no longer needed in the conduct of current business, it is required that such records are sent into the archives after an appraisal is done on them. This process is regarded as a statutory or legal deposit. In Ghana the Public Records and Administration Department Act of 1997, section 14(a) requires the director of PRAAD to arrange for the transfer of public records to the National Archives or other

designated archival repositories under his or her control. This single Act ensures that the National Archives is fed with collections of historical value based on appraisal decisions.

Acquisition of archival materials can also be done through donation or gift. Through this method many archival institutions receive acquisitions from local, private citizens or associations. This is only possible if the archival institution actively informs individuals and institutions about their existence and areas of interest. Archival institutions should create more awareness through outreach programmes during festive and other occasions thus breaking the traditional pattern of waiting for users to come and patronise them.

The deed of gift form which transfers ownership of record from the donor to the archival institution should be duly completed during the process of transfer. Loans and deposits, outright purchase, photocopying and micro copying in the view of Coles are some of the other means available to archival institutions to make acquisitions into their repositories.²¹ Most of the collections in the Koforidua Archives are transfers from the various government agencies mandated by law to transfer their records to the National Archives.

Informants indicated that initial acquisition to the Eastern Regional Archives were transferred from the Head Office of the Public Records and Archives Administration Department in Accra and were records which related to the affairs of the Eastern Province. Others were also transferred from the Regional House of Chiefs from Dodowa.²²

Subsequently, records from the Eastern Regional Coordinating Council and the various district assemblies were also acquired. I am also informed that in the last decade the Eastern Regional Archives has not undertaken any acquisition. In spite of this, there is a huge backlog

²¹Coles, L. *A Manual of Small Archives*. Association of British Columbia Archivists. 10 (1998), p. 3.

²²Personal interview with Zakaria Adama, Head of Koforidua Archives, on 8th October 2015 at Koforidua. He has worked with PRAAD for twelve years. He holds a masters degree in archival studies from the University of Ghana.

of unclassified files. The difficulty here, according to the head of the Koforidua Archives is that the unit is challenged in terms of basic resources to undertake its legitimate function.

In the process of acquisition of documents into the Koforidua Archives files relating to the political, social and economic affairs of major groups such as the Akwamu, Akyem, New Juabeng, Krobo and Akwapim were acquired. However besides historical information on these groups, there is also information in the Koforidua Archives which offers more useful insights on the history of other groups such as Asante, Denkyira and Kwahu to the general history of the region.

The collections acquired into the Koforidua Archives, also provide linkages between groups in Ghana and others located in West Africa. The collections on the Ashanti, Denkyira, Dagomba and other ethnic groups only serve to perpetuate or establish linkages between dominant ethnic groups in the Eastern Region. For example, the ADM 29 proved useful and particularly interesting especially as it contains information regarding the conflict between the *Omanhene* (paramount chief) of Koforidua and the *Sarikin Zongo*, whose wealth accumulated through the kola nut and shea butter trade made him to undermine the position of the *Omanhene* of the New Juabeng Traditional Council²³. Beyond the conflict, information in the file makes mention of the activities of some groups such as the Hausa, Dagomba and the Yoruba.

In all, out of the 8000 files in the Koforidua Archives, 4812 files relate to the Akwamu, Akyem, Akwapim, New Juaben, Kwahu and Krobo groups. The ADM and ERG records series in the Koforidua Archives are the richest and voluminous in term of information.

²³ Ntewusu, S.A. 'Serendipity: Conducting Research on Social History in Ghana's Archives'. *History in Africa*, 47 (2014), 417 - 423

There are more records which related to the political affairs of the Akwamu and Akyem as opposed to that of the Krobo, New Juaben and Akwapim. This is because the Akwamu and the Akyem had established political hegemony in the area over a period of time. The Akwamu by 1646 had established themselves beyond the River Densu eastwards into Akwapim, which they referred to as *Nkoa Apem* meaning a thousand slaves and into the Ga area until their defeat by the Akyem in 1773.

The political affairs of the Akwamu and Akyem relate to the organisation of states and the resolutions of the various traditional councils. The Akwamu State, for instance, was ruled by a paramount chief, the *Omanhene*, assisted by divisional chiefs who held their positions by right of election by certain members of the community entitled to elect. The next senior divisional chief after the *Omanhene* in the Akwamu State was the *Osomanyawa* ERG/1/13/38.²⁴

Other divisional chiefs in the Akwamu State include the *Adontehene* (vanguard), who is the head of the Gyaase Division, the *Nifahene* (right wing) who has under him the *Kamenahene* who rules *Pesse, Apaaso, Anyaase* and *Gyakiti* and the *Benkumhene* (left wing) who has two divisions namely *Wasa* and *PeteBenkum*. The *Ohemmea* (Queenmother), *Asafoatse* (youth leader) and elders were all relevant in the Akwamu State.

Apart from the political organisation of the state, records on the Akwamu pertain also to correspondence and resolutions of the Akwamu Traditional Council. These include the installation of Awua Mamfe (1947) chief of Gyakiti and Ansa Kwao II *odikro* of Adumasa (1947). Other political representation of the archives on the Akwamu State involves the

²⁴PRAAD, Koforidua, ERG/13/38, Akwamu Local Constitutional Affairs: History and Gazetteer of the Akwamu State.

dispute between Ajena and Adumasa over lands for resettlements after the construction of the Akosombo dam in 1964 ERG1/13/219.²⁵

The political affairs of the Akyem Abuakwa State represented in the Koforidua Archives have a number of collections which relate to the political organisation as well as resolutions and minutes of the Okyeman Traditional Council. The traditional seat of the Akyem Abuakwa State is made up of the paramount chief who is assisted by a number of divisional chiefs.

The administrative wings of the Akyem Abuakwa State with their corresponding capitals include; *Adonten Division* (vanguard) with its capital at Kukurantumi, *Nifa Division* (right wing) with its capital at Asiakwa, *Benkum Division* (left wing) with Begoro as its capital, *Gyase Division* (rear guard) with Kwabeng as its capital and the *Oseawuo Division* with its capital at Asamankese ERG1/13/170.²⁶ Apart from these divisional chiefs that assist the *Omanhene* in the Administration of the state, most decisions and resolutions are made at the *Oforipayin fie* (palace).

Other files that relate to subjects on the political affairs of the Akyem State include minutes related to the Okyeman Traditional Council under the reign of Ofori Atta II ERG1/13/122.²⁷ Resolutions on chieftaincy disputes in Potroase, Begoro – Kwahu boundary affairs, disappearance of Akyea Mensah, *odikro* (chief) of Akyem Apedwa and the harassment of members of the Convention Peoples Party in the Akyem Abuakwa constituency ERG1/13/152²⁸ and the description of boundaries in Akyem Abuakwa in 1959 ERG1/7/37.²⁹

²⁵ PRAAD, Koforidua, ERG1/13/219, Dispute Between Ajena and Adumasa Over Lands for Resettlement, 1964

²⁶ PRAAD, Koforidua, ERG1/13/170, Resolutions by the Okyeman Council, 1959 - 1967

²⁷ PRAAD, Koforidua, ERG1/13/122, Akim Abuakwa Local Council Constitutional Affairs - General

²⁸ PRAAD, Koforidua, ERG1/13/152, Harassment of Members of CPP in Akim Abuakwa, 1951

²⁹ PRAAD, Koforidua, ERG1/7/37, Records of Proceedings and Judgement in the Proposed Southern Scarp Reserve (Akim Abuakwa Portion), 1959

Regarding collections relating to the Krobo group, 286 files relate to land disputes between the Krobo and the surrounding states such as the Akyem and Kwahu ADM/KD/31/6/127.³⁰ One of such case files is ADM/KD/31/6/498 which had to do with letters by Tetter Sakiner to the Manya Krobo Traditional Council expressing the nature of land ownership among the Krobo.³¹

In one of his letters to the traditional council, he express precisely as ‘ there are no stool lands in Manya Krobo State or the Krobo State as a whole. Lands were bought by individual persons. Judge Jackson, the land boundary commissioner has explained abundantly land system in the Krobo State in his boundary commission report’ Another dispute on land relate to the census of 1948 relating to Manya Krobo and Akyem Abuakwa village dispute of 1947 to 1950 ADM/KD/31/442.³²

Apart from issues on land, other subjects dwell on the political organisation of the Manya and Yilo Krobo States. Both the States of Manya and Yilo Krobo are governed by the paramount chief known as ‘Konor’ and assisted by divisional chiefs who have beneath them *asafoatsemei* (youth leaders). In the Manya Krobo State Council, the Konor has the following divisional chiefs under him, Wetso *Mantse* (chief) of Djebiam, Piengwah, Suisi, Manya, Akwenor and Dorm. ADM/KD/31/6/499³³

In relation to the Yilo Krobo State, their political organisation is just as the Manya Krobo State. The Konor is the paramount chief of the Yilo Krobo Traditional Council and is assisted by the following divisional wings Plau, Bunase, Nyewer and Bornya Sawyer.

³⁰ PRAAD, Koforidua, ADM/KD/31/6/127, Submission of Grievances by AsafoatseKpabite, 1949

³¹ PRAAD, Koforidua, ADM/KD/31/6/498, Letters by TetterSakinar to the ManyaKrobo Traditional Council on the nature of Land Ownership in the Krobo State

³² PRADD, Koforidua, ADM/KD/31/6/442, Census:ManyaKrobo – AkimAbuakwa Village Dispute, 1947 - 1950

³³ PRAAD, Koforidua, ADM/KD/31/6/499, ManyaKrobo State Council, 1956

At the Koforidua Archives, there are more files that relate to the political affairs of the New Juabeng State than that of representation on economic affairs. There are 453 files that inform basically on the political organisation of the New Juabeng State.

The unification of all the migrant towns of New Juabeng and its allies was not to happen until 1907. The colonial government assented to the request of the migrant towns and therefore rallied the New Juabeng settlements including Effiduase, Asokore, Oyoko and other towns around a central stool at Koforidua and approved the consecration of a paramount stool for the New Juabeng State ERG1/6/158.³⁴

The files on New Juabeng in the Koforidua Archives focus on the local constitutional affairs and the many correspondences and resolutions passed by the New Juabeng Traditional Council. The traditional council is headed by the Omanhene who is assisted by various divisional chiefs.

The Effiduasehene is the *Nifahene* (right wing chief), Asokorehene is the *Benkumhene* (left wing chief), Oyokohene is the *Adontehene* (vanguard), the Jumapohene is the *Gyasehene* (rear guard) whereas the Suhyenhene is the *Mponuahene* ERG1/13/255.³⁵ Others include the Adahene, the Akwadumhene as well as the Queenmother of the New Juabeng State.

One important file relating on the New Juabeng State is that which has charges against the *Omanhene* of New Juabeng, Nana Kwaku Boateng II. The charges contained in the file among others include the fact that the Omanhene Nana Kwaku Boateng II was of a quarrelsome disposition. He used his power to commit assault on Kwabena Yeboah, the assistant camp commandant while in the line of exercising his duty.

³⁴ PRAAD, Koforidua, ADM/KD/29/6/158, Election and Installation of Omanhene of New Juabeng

³⁵ PRAAD, Koforidua, ERG1/13/225, Resolutions of the New Juabeng Traditional Council on the Destoolment of Nana Akyea Kesse II (Queenmother) and the Oyokohene of New Juabeng.

Another charge also pointed to the habitual drunken nature of the *Omanhene* which led him to cast aspersions on the people of Akyem Abuakwa during a football match at the Koforidua Sports Stadium between Susubribi, the local team and another team, in the following words *Akyemfommua, nkwaseafo a mudimankanifufu, nnemo be hu*ERG1/13/274.³⁶In the estimation of the traditional council, these acts by the Omanhene of the New Juabeng State have created bad blood between the people of New Juabeng and the Akyem Abuakwa State.

The Akwapim, unlike the Akyem and Akwamu, have fewer files in the collections. There are 264 files on subjects of political and economic affairs of the Akwapim State. The most dominant on the political issues are the composition of the Akwapim Traditional Council. The *Omanhene* is the head of the Akwapim Traditional Council and is assisted by three main divisional heads.

The *Nifa Division*, which has towns such as Abiriw, Awukugua, Abonse, Dawu, Apiredi, had its headquarters at Adukrom ADM/KD.29/6/1008.³⁷ The *Benkum Division* also has the following towns Mamfe, Mampong, Tutu, Obosomase, Abotakyi with its headquarters at Larteh ADM/KD.29/6/522³⁸, while the *Adonten Division* includes the towns of Ahwerease, Birekuso with Aburi as its headquarters ADM/KD.29/6/412.³⁹

Other files dealing with the political affairs of the Akwapim State are on Akwapim disputes from 1949 to 1952 ADM/KD.29/6/567.⁴⁰Composition of the Akwapim State Council from 1945 to 1951 ADM/KD.29/6/148⁴¹, the Akwapim State affairs from 1930 to 1934 also features prominently in the collections of the Koforidua Archives.

³⁶ PRAAD, Koforidua, ERG/13/274, Destoolment Charges against Nana KwakuBoateng, Omanhene of the New Juabeng, 1970

³⁷PRAAD, Koforidua, ADM/KD/29/6/1008, Nifa Division of the Akwapim State. 1952

³⁸ PRAAD, Koforidua, ADM/KD/6/522, Benkum Division of the Akwapim State, 1952

³⁹ PRAAD, Koforidua, ADM/KD/6/412, Adonten Division of the Akwapim State, 1952

⁴⁰ PRAAD, Koforidua, ADM/KD/6/567, Akwapim Dispute and Native Affairs, 1949 - 1952

⁴¹ PRAAD, Koforidua, ADM/KD/6/148, Akwapim State Council, 1945 - 1951

Surprisingly only a few records dealt with the economic affairs of the Akwapim State. These few collections which are 23 in number were files on cocoa and palm oil production ADM/KD.29/6/309.⁴² The Akwapim and the Krobo were the first to be introduced to cocoa production when it was first brought into the Gold Coast.

Informants, who are users of the Koforidua Archives, disclosed that the facility had served their purpose whenever they visited the archives for relevant information. One of these informants stated that he had been using the archives since 1985.⁴³ The archives appear to have been of immense help as its collections have always served the purpose of its many users.

Essentially, the documentary heritage in the Koforidua Archives serves more of the political affairs of the major ethnic groups in the region than the economic and social affairs. In writing on the history of any major ethnic group in the Eastern Region, information contained in the archives relate more on issues of political representation although that of socio - economic affairs of these ethnic groups are also in there but with very minimal files representing such subjects in the Koforidua Archives.

Description of Collection in the Koforidua Archives

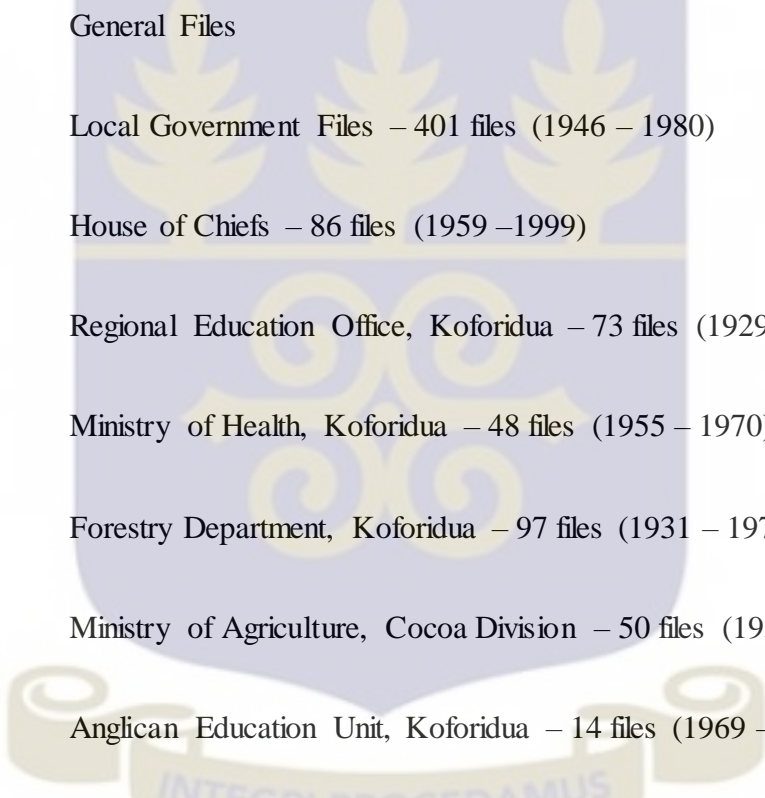
The collections in the Eastern Regional Archives spans regional and district administration records denoted as ADM records series and classified as ADM 29, ADM 31, ADM 33, ERG 14 and 15. Others are court records denoted as ECRG records series and classified as ECRG 1 – 17. Newspapers and gazettes are also denoted as PEA and classified as PEA 1 – 26.

⁴² PRAAD, Koforidua, ADM/KD/29/6/309, Oil Palm Tree Production

⁴³ Personal Interview with Nene Sre Nyame, Asafoatse, Asesewa on 10th October 2015. He is litigating over a land at Begoro. He claims the said land was bequeathed to him by his grandfather who bought it from the Akyem people.

The oldest file starts from 1892 and are the Laws of the Gold Coast Colony as well as 1905 – 1907 which are quarterly reports on Accra (ADM/KD/29.6.1).⁴⁴ These records are arranged and classified based on where they are coming from. That is to say all records regarding the activities of a particular administrative unit are grouped and classified as such. Records that relate to the regional administrative offices are grouped and classified differently from those records that relate to the district administrative offices in the Eastern Region.

Regional Administration Offices Records

- 
- ERG.1 General Files
- ERG.2 Local Government Files – 401 files (1946 – 1980)
- ERG.3 House of Chiefs – 86 files (1959 –1999)
- ERG.4 Regional Education Office, Koforidua – 73 files (1929 – 1960)
- ERG.5 Ministry of Health, Koforidua – 48 files (1955 – 1970)
- ERG.6 Forestry Department, Koforidua – 97 files (1931 – 1970)
- ERG.7 Ministry of Agriculture, Cocoa Division – 50 files (1954 – 1960)
- ERG.8 Anglican Education Unit, Koforidua – 14 files (1969 – 1970)
- ERG.9 Department of Co-operative, Koforidua – 77 files (1945 -1980)
- ERG.10 Ministry of Information, Koforidua – 57 files (1955 – 1971)
- ERG.11 Sports Council, Koforidua – 106 files (1959 – 1976)

⁴⁴ PRAAD, Koforidua, ADM/KD/29/6/1, Quarterly Reports on Accra

District Administration Offices Records

- ADM/KD.29 District Administration Office, New Juaben – 1309 files
(1905- 1966)
- ADM/KD.30 District Administration Office, Ada Foah – 163 files
(1949 –1964)
- ADM/KD.31 District Administration Office, Akuse – 719 files (1939 – 1966)
- ADM/KD/33 District Administration Office, Koforidua 601 files
(1947 –1966)
- ERG.14 District Administration Office, Aburi – 6 volumes
(1951 – 1962)
- ERG.15 Asamankese, Kade and Akwatia (1959 – 1966)

Court Records

- ECRG.1 Koforidua Court Record Book
- ECRG.2 KroboOdumase Court Record Book
- ECRG.3 Somanya (YiloKrobo) Court Record Book
- ECRG.4 Akuse Court Record Book
- ECRG.5 Senchi Court Record Book
- ECRG.6 Hunhunya Court Record Book
- ECRG.7 Mampong and Otrape Court Record Book
- ECRG.8 Asamankese Court Record Book

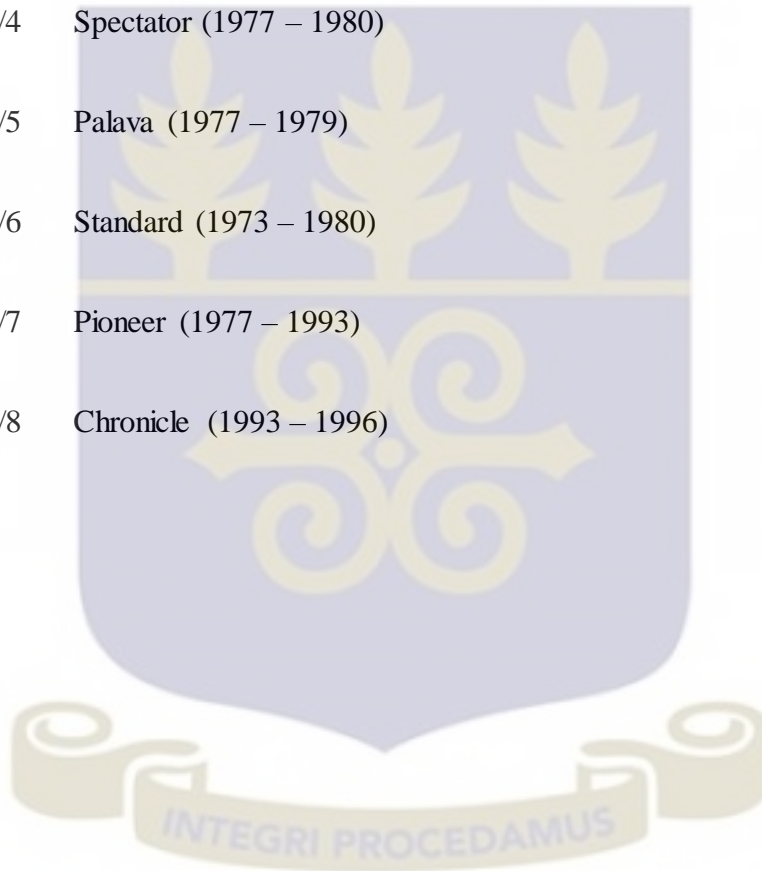
- ECRG.9 Abertifi Court Record Book
- ECRG.10 Nkawkaw Court Record Book
- ECRG.11 Mpraeso Court Record Book
- ECRG.12 Suhum Court Record Book
- ECRG.13 Kibi Court Record Book
- ECRG.14 Begoro Court Record Book
- ECRG.15 Dodowa Magistrate Grade 2 Court Record
- ECRG.16 Circuit Court, Koforidua
- ECRG.17 Magistrate Court, Koforidua

Publications

- PEA1/1 – 6 The Laws of Gold Coast Colony (1892 – 1920)
- PEA1/7 The Laws of Asante and NT of the Gold Coast (1920)
- PEA1/8 -9 The Laws of Gold Coast, Vol. 1 – 11 (1928)
- PEA1/10 The Laws of the Gold Coast, Vol.111 (1928)
- PEA1/11 The Laws of Asante and Northern Territory, Vol.111 (1928)
- PEA.2 Ordinances (1914 – 1958)
- PEA.3 Gazette (1921 – 1960)
- PEA.4 Bulletins (1922 – 1987)
- PEA.5 Executive Instrument (1960 – 1987)

- PEA.6 Bills (1948 – 1982)
- PEA.7 Commission of Inquiry (1980 – 1981)
- PEA.8 Legislative Instrument (1960 – 1986)
- PEA.9 Acts of Ghana (1958 – 1981)
- PEA.10 NLCD (1966 – 1969)
- PEA.11 SMCD (1975 – 1979)
- PEA.12 AFRCO (1979 – 1981)
- PEA.13 PNDCL (1982 – 1987)
- PEA.14 NRCD (1972 – 1975)
- PEA.15 Debates (1914 – 1966)
- PEA.16 The Gold Coast Civil Service List (1908 – 1938)
- PEA.17 Minutes of Council and Sectional Papers (1926 – 1957)
- PEA.18 Gold Coast Colony Blue Book (1918 – 1926)
- PEA.19 Proclamation Order in Council (1921 – 1927)
- PEA.20 Reports (1912 – 1989)
- PEA.21 General Publications (1922 – 1992)
- PEA.22 Estimates (1948 – 1983)
- PEA.23 Ghana Review (1958 – 1979)
- PEA.24 Staff List (1956 – 1973)

- PEA.25 Corona (1954 – 1961)
- PEA.26 Newspapers
- PEA.26/1 Daily Graphic (1977 – 1999)
- PEA.26/2 Mirror (1978 – 1997)
- PEA.26/3 Times (1977 – 1980)
- PEA.26/4 Spectator (1977 – 1980)
- PEA.26/5 Palava (1977 – 1979)
- PEA.26/6 Standard (1973 – 1980)
- PEA.26/7 Pioneer (1977 – 1993)
- PEA.26/8 Chronicle (1993 – 1996)



CHAPTER THREE

PRESERVATION AND ACCESS PRACTICES IN ARCHIVES

Introduction

Preservation is a crucial element in the archival enterprise. It is a process that effectively extends the life or useful life of living or non - living collections, the individual items or entities included in collections, or structure, buildings or site by reducing the likelihood or speed of deterioration. In a broader perspective, preservation includes all managerial and financial considerations, including storage and accommodation provision, staffing levels, policies, techniques and methods involved in preserving archival materials and the information contained therein.

Preservation is important as it allows for the continuity of the past with the present and the future. Preserving collections in the archives effectively means that documents must always be placed, handled, consulted and displayed in a way that minimises the risk of damage.

Preservation is everything which contributes to the physical well being of information resources and it includes the protection, maintenance and restoration of archival information resources. Aina posits that preservation is a means of taking care of library and archival materials to avoid deterioration.⁴⁵ In the view of the Institute of Museum and Library Services preservation is a process that effectively extends the life or useful life of living or non - living collections, the individual item or entities included in a collection, or structure, building or site by reducing the likelihood or speed of deterioration.⁴⁶ Popoola stipulated that

⁴⁵Aina, L.O. *Library and Information Science Text for Africa*. Ibadan: Third World Information Services (2004)

⁴⁶Institute of Museum and Library Services. *Glossary to Support Grant Reporting* (2009)

the objective of preservation is to ensure that information resource of any kind or form survive in an accessible and useable form for as long as it's needed.⁴⁷

To ignore preservation is to be professionally negligent and that there cannot be any compromise on this point so that not even shortage of resources can be used as an excuse for the lack of preservation. In spite of the fact that preservation challenges are known throughout the world, scholars in the field of archival practice ultimately realise that there are specific problems faced by archivists in different parts of the world. This is the basis for which Teygeler *et al* noted that the challenges that confront archivists and records managers in many developing countries are often more complex than those in the developed world.⁴⁸ There is, therefore, the need to undertake studies that relate to specific areas and suggest solutions that address those issues.

A preservation strategy in the view of Mnjama involves three aspects; assessment, planning and action.⁴⁹ Preservation assessment is usually undertaken to determine the preservation requirements for the collection and to evaluate the strengths and weakness of the building, policies and guidelines, storage environment, archival holdings (collection media), holding maintenance and disaster management. In my personal view, such preservation actions should include planning, conservation treatment and prevention actions to improve the environment or otherwise reduce risk of damage or loss.

The primary issues in preservation management are the need to prolong the life of documentary resources by ensuring appropriate preservation and conservation measures that enhances the longevity of documentary materials. The deterioration process in the tropics is

⁴⁷Popoola, S.O. *Preservation and Conservation of Information Resources*. Ibadan: Distance Learning Center, University of Ibadan (2002), pp.3 -4.

⁴⁸Teyler, R., Bruin, G., Wassink, B.W and Zanen, V. 'Preservation of Archives in Tropical Climates: An Annotated Bibliography'. *Comma: International Journal of Archives*. 3:4(2001), pp.233 - 257

⁴⁹Mnjama, N. 'Preservation and Management of Audiovisual Archives in Botswana' *African Journal of Library, Archives and Information Science*. 10:2 (2010), pp.139 - 148

very complex and it is difficult to determine whether there is one culprit at work at a time, or whether several factors simultaneously are active. These destructive forces can be grouped into three; physical – heat, dust, sand, chemical – moisture, gases, pollutants and biological – fungi, bacteria, insects, rodents. This situation is alarming especially in the tropics where large volumes of documents are in the advanced stages of deterioration due to the interplay of forces elicited above.

Most preservation programmes stress on a broad stabilising action to protect the entire documentary materials rather than the concentration of resources solely on the item level. Such an approach includes understanding the nature of the preservation problem, conducting preservation surveys to establish priorities, controlling storage environment, planning for disaster and performing holding maintenance and treating of selected materials.

From the above, the central activities that can be extracted are conservation, restoration and the need for a disaster plan. In the view of Pearce – Moses, conservation is the repair or stabilisation of documentary material through chemical or physical treatment to ensure that they survive in their original form as long as possible.⁵⁰ Conservation can be both preventive and remedial.

Preventive conservation consists of indirect action taken to retard further deterioration and prevent damages by creating conditions optimal for preservation of materials. Remedial conservation, on the other hand, consists mainly of directed action carried out on documents in order to retard further deterioration while restoration involves process of rehabilitating a documentary material to return it as nearly as possible to its original condition.

To ensure the longevity of collections in the archives, there is the need to employ such preservation activities such as preventive, curative and substitution preservation. There is the

⁵⁰Pearce – Moses, R. A Glossary of Archival and Records Terminology

need therefore to ensure a workable balance between all aspects of preservation. This should include good housekeeping practices, providing conducive storage environment as in the provision of air conditioners or ceiling fans to regulate temperature and humidity and safe handling procedures of archival collections.

The essence of a well structured documentary material is to ensure easy access and retrieval of records. Mnjama remarked that access to documentary materials cannot be guaranteed unless measures have been put in place to safeguard their preservation.⁵¹ Access connotes both the intellectual and physical access to records.

Loewen broadens the scope of access to include the ability and opportunity to discover, use and understand a nation's documentary heritage.⁵² Facilitating access and use are fundamental to all archival functions such as acquisition, accession, appraisal, arrangement, description and preservation, which are undertaken to facilitate access to information of value contained in archives for the current and generations yet unborn.

Accessibility to archives is essential to developing national awareness and identity. It also ensures preserving national memory and heritage, building information and knowledge - based societies, encouraging responsible citizenship, facilitating research and education. In the view of Zolotarevsky, this is fundamental to supporting decision making, fostering accountability and good governance, providing transparency and justice and protecting human rights and entitlements.⁵³

The old mantra preservation versus access controversy should be buried and the correct concept: preservation promotes access promoted. The aim of archival preservation is to

⁵¹Mnjama, N. 'Preservation and Management of Audiovisual Archives in Botswana'. *African Journal of Library, Archives and Information Science*. 10:2 (2010), pp. 139 - 148

⁵²Loewen, C. 'Transformation, Exploration, Innovation: Library and Archives. Canada's Access Policy Framework'. *Archives and Manuscripts*. 36:2 (2008), pp.148 - 168.

⁵³Zolotarevsky, M. *The Information Retrieval Needs of Archival Users: A Case Study from the Jabotinsky Institute*. Comma: International Council on Archives (2010), pp. 47 - 53.

prolong the usable life of useful research information through preventive preservation and prescriptive preservation.

The purpose of preservation is to enable access to documentary materials at some unspecified date in the future, very probable for the purpose not anticipated by the creators. Records like all other organic materials will lose their stability sooner or later until they ultimately deteriorate.

Preservation Practices at the Koforidua Archives

At the Koforidua Archives, there are visible signs of deterioration of documentary materials. Dust has settled on almost all the collections in the archives. The archives have only one ceiling fan in the storage area creating unsuitable temperature for the collections in the archives. This calls for an active preservation programme to enhance the survival of documentary materials in the archives for posterity.

Basic housekeeping practices in the archives are not observed as a preventive measure in protecting collections. The supporting staff in charge of cleaning the repository indicated that; ‘we sweep and dust the repository every morning. We do this to ensure the place is clean. In the event that we observe any damage to some of the collections in the repository, we take remedial action quickly so that we don’t end up losing our collections’.⁵⁴

It is important to point out that the observation I made does not seem to support the fact as expressed by those in charge of cleaning the repository. There was dust all over the collections in the repository although the floor was well cleaned. The effect of dust on archival collections is devastating. Dust soils and disfigures documentary resources thereby limiting intellectual access to documentary heritage.

⁵⁴ Personal Interview with Augustina Dwamena, a Supporting Staff at the Koforidua Archives on 8th September 2015

In relation to fumigation of the collections in the repository, all the workers responded that they did not remember the last time the repository was fumigated. On a close observation of some of the collections especially the ERCG records series there were signs of insects attack on them. This is basically because ERCG series are not often consulted. They lie on the shelves and in the mist of poor storage condition in the archives deterioration is imminent.

Generally, files in the Koforidua Archives appear weak with some records especially the ADM and the ERG held together with a thread as appeared in appendix 4, fig.1 - 4. These record series are often consulted by users of Koforidua Archives mainly because of the rich volume of information contained in them. Constant usage and handling by custodians and users alike speed the deterioration of these records series.

The deterioration of archival collections cannot be blamed entirely on the archival institution. An observation of the backlog of files yet to be processed and classified into the Koforidua archives revealed that most of these collections are torn. To remedy this deficiency, there is the need for the creating institution to ensure uttermost care of their records until they are appraised and sent to the archives.



CHAPTER FOUR

PERSONNEL TRAINING AND SECURITY PROVISIONS

Introduction

Human resource capacity is fundamental in ensuring the longevity of documentary resources in archives. Alegbeleye underscores the fact that the ability to collect, organise, preserve and make available records of social, political, economic, cultural and historical epochs depends on the calibre and professional competence of personnel who handle such record.⁵⁵ Human beings, both custodians and patrons of archival materials pose the most consistent threats to the materials. Intentional and accidental abuse can damage records in archives and lead to the loss of valuable information.

Personnel Training and Development in the Koforidua Archives

Education and training of records and archives personnel in the view of Ngulube are fundamental for improving the management of records and archives in Anglophone Africa.⁵⁶ This view is shared by Katuu, who emphasised the need for developing countries to prioritise the education and training of information management professionals. Such education can be acquired through workshops, professional seminars and college and university courses.⁵⁷ Katuu in his analysis of education and training of records and archival practitioners in African countries indicated that little had been done in terms of training and professional development notwithstanding the fact that records and archives are a defining strategic resource for a nation state.

⁵⁵Alegbeleye, S. 'Emerging Pattern in the Exploitation of Methodist Church Records in Nigeria'. *Library and Information Science Review*. Vol.1 (1997), pp.163 – 172

⁵⁶Ngulube, P. 'Guidelines and Standards for Records Management Education and Training: A Model for Anglophone Africa'. *Records Management Journal*. 11:3 (2000), pp.155 - 173

⁵⁷Katuu, S. 'Archives and Records Management Education and Training. What can Africa learn from Europe and North America?' *Information Development*. 25:2 (2009), pp.133 - 145

Ritzenthaler posits that careless handling, destructive photocopying, disfiguring manuscripts although endless are some of the actions that may be abusive to archival collections.⁵⁸ To ensure the longevity of public records and guarantee their continuous access and utility both custodians and users need some levels of training, however minimal.

Education and training in the view of Yusof and Chell are the essential elements in the lifelong development of skills and expertise.⁵⁹ It is in this vein that the World Bank argued that the quality of any records and archival management programme is directly related to the quality of staff responsible for such records and archival programme.⁶⁰

The key thematic areas of training in archival management include quality of appraisal decisions, document handling, preservation and most importantly in our contemporary times computer literacy to be able to manage effectively not only paper documents but electronic collections as well. This is because most archival institutions are digitising their collections.

To be able to function effectively in this situation therefore, it is essential that staff of archival repositories are properly and adequately trained. The more archives personnel are exposed to archival management techniques, the better and more qualified they are to assist in the management of archival collections.

Ngulube opined that for any preservation programme to succeed in the archives there must be adequate and well trained manpower.⁶¹ He alluded to the fact that preservation and conservation of information resources is a specialised field of knowledge that requires information professionals to understand the physical and chemical nature of the materials in

⁵⁸Ritzenthaler, M.L. *Preserving Archives and Manuscripts*. Chicago: Society of American Archivist (1993), p.155

⁵⁹Yusof, Z.M and Chell, R.W. 'Records Management Education and Training Worldwide: A General Overview of the Current Situation'. *Records Management Journal*. 8:1 (1998), pp.25 -54

⁶⁰World Bank. *Why Records Management? Records Management as a Key Support for Development Effectiveness* (2009): The World Bank.

⁶¹Ngulube, P. 'Environmental Monitoring and Control at National Archives and Libraries in Eastern and Southern Africa'. *Libri* (2005), pp.154 – 168.

their archives. The implication of this is that to ensure an efficient archival management system, there should be well trained personnel to manage archival collections effectively.

The Koforidua Archives has eight (8) workers. Two of these workers are professionals who have had training in records and archival management. They hold master's degree in archival studies from the University of Ghana. The rest are sub- professionals and supporting staff. The sub - professionals are now undertaking bachelor degree programmes from the University of Ghana on distance learning basis in information studies. The highest qualification of the other supporting staff is a middle school leaving certificate. These are the people who assist users of the Koforidua Archives in their daily search.

When asked whether they have had any in- service training relating to current trends on their job in the past, the two sub - professional and all the supporting staff responded in the affirmative. The supporting staff indicate that 'although we have no formal training in archival management, our long period of work at the Koforidua Archives coupled with the many in - service training organised in house and sometimes by the head office has equipped us to be useful to the users of the Koforidua Archives'⁶²

With this response I presumed the collections in the Koforidua Archives were in the best of hands. Observation I made on how the staff handled the archival collections upon request by a user left much to be desired. The custodians themselves did not care about the fragile nature of the archival collections in their care so they did not take any pain to educate the users alike on how best to handle such valuable but fragile documentary heritage. The custodians of the Koforidua Archives themselves contribute to the further deterioration of collections in their

⁶² Personal Interview with Daniel Kofi Pare a supporting staff at the Koforidua Archives on 11th November 2015 at 3:25pm

repository. This can only be attributed to the low quality of personnel in the Koforidua Archives especially the supporting staff who assist users on daily basis in their search.⁶³

Security provision for documentary heritage in archives has become a major concern to both the creators and custodians of archival records and in fact in most institutions today security is an integral part of such organisational unit. Archival institutions have the added duty and responsibility of protecting the nation's documentary and cultural heritage and this has accounted for some level of restrictions imposed on the use of such documentary materials.

Security in museums and archives is largely concerned with protecting collections, whether they are work of art, historic books or archives. Security and protection of documentary heritage according to Ngulube encompasses activities that are undertaken to discourage crime and to prevent or minimise damage to archival holdings.⁶⁴

Security control protects items against theft or deliberate or unintentional damage and destruction. The holdings of archival institutions can be safe when there is a disaster preparedness plan in place so that in the event of an unforeseen circumstance, the collections in the repository can be salvaged to a larger extent.

According to the deputy head of the Koforidua Archives, the archives has no disaster plan for the repository, so in the event of any disaster, we are likely to lose our valuable collections.⁶⁵ There are no fire extinguishers in the storage area. As part of emergency planning, the archives must develop policies and procedure to be used during a disaster to prevent or minimise damage to the institution, its people and resources.

⁶³ Personal Observation on how Staff and Users of the Koforidua Archives handle Archival Collections in the Repository on 11th November 2015

⁶⁴Ngulube, P. 'Disaster and Security Management in Archival Institutions'. *African Journal of Library, Archives and Information Sciences*. 15:1 (2005), p.15

⁶⁵ Personal Interview with Florence, Deputy Head of the Koforidua Archives on 25th November 2015.

CHAPTER FIVE

STORAGE CONDITIONS IN ARCHIVES

Introduction

The essence of establishing archives which store the documentary heritage of a nation is to maintain indefinitely its collection as close to the original state as possible. This is only possible if a favourable storage environment is created for the archival collections in the repository.

Records storage refers to the housing of records to prolong their lives and make them available for use. Archives irrespective of format, requires high - quality storage and handling. Storage facilities in archives should, therefore, be adequate to provide security from unauthorised access and ensure preservation and access.

Archives management is concerned with the care, custody, arrangement, description and retrieval of records once they have been transferred to the archival repository. Records should be stored in such a manner that they are easily accessible when needed and protected from harm. Krevolin points out that a storage facility should therefore be able to protect documentary resources from unauthorised access, theft, damage, loss, destruction and disasters.⁶⁶

In supporting the view above, Adcock postulates that the ideal environment includes controlled temperature and relative humidity, clean air with good circulation, controlled light sources and freedom from biological infestation.⁶⁷ Good housekeeping practices, security controls and measures to protect collections against fire, water and other hazards complete the range of environmental concerns.

⁶⁶Krevolin, N. *Records/Information Management and Filing*. Englewood Cliff: Prentice Hall (1986)

⁶⁷Adcock, E.P. *Principles of the Care and Handling of Library Materials*. Paris, IFLA PAC (1995), p.72

Monitoring conditions in the storage environment in the view of Rhys – Lewis can only be beneficial if the conditions can be adjusted and changed.⁶⁸ He recommended that accurate record of all readings within the environment be retained and annual graphs created to enable both positive and negative trends to be identified and alternate solutions sought.

A repository that qualifies as archives must have certain key facility standards. This should include fire alarm system, temperature and humidity controls such as air conditioning, ceiling fans, automatic sprinkler protection, fire hydrant located within 250ft from the entrance but 50ft away from the main building, fire walls and a ceiling height throughout the storage area should be at least 16ft of stacking height completely cleared of ducts and pipes.

Environmental and Storage Conditions in the Koforidua Archives

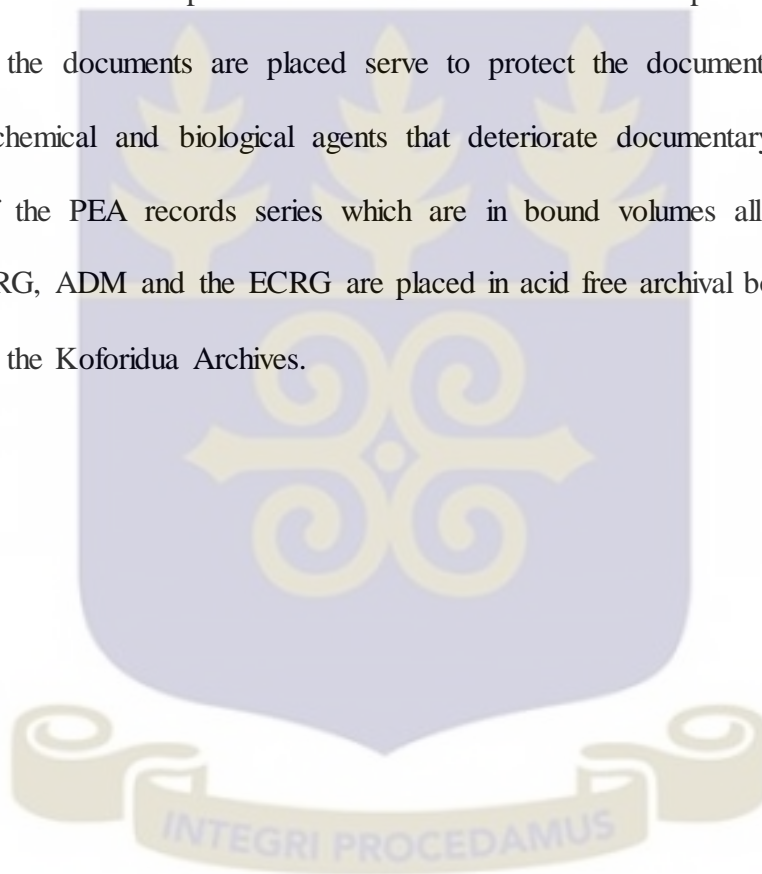
The building designated as the regional archives is not purpose built. The storage room and the reference section are relatively small with the latter having two seats at a time for reference purposes. Although all the collections are subjected to the same environmental conditions, the periodicals section seem to be more preserved as they are not weak and fragile as compared to the ADM, ERG and the ERCG records series. This is because the periodical section is more spacious and more recent than the ADM, ERG and ERCG records.

The storage environment is small and this explains why there is a huge backlog of files yet to be processed into the repository. Temperature and relative humidity are not properly controlled as there is only one old ceiling fan in the repository. High temperatures in repositories speed up chemical reaction in documents. The implication of this is that more acid is introduced into documents at higher temperatures and also there is a high probability of propagation of insects that feed on some of the documents. This is the basis for which

⁶⁸ Rhys – Lewis, J. *Conservation and Preservation Activities in Archives and Libraries in Developing Countries: An Advisory Guideline on Policy and Planning*. London, Association of Commonwealth Archivists and Records Managers (2000), p.69.

Ngulube noted that the control of environmental factors has a positive impact on controlling biological factors.⁶⁹ Biological agents such as rodents, termites, silverfish, booklice and cockroaches are a problem in archival repositories. Appendix 4, figure 2 and 3 confirms the extent to which some of the collections are worn out and fragile in relation to poor environmental conditions and other related factors.

However, one good observation I made at the Koforidua Archives in relation to storage is that most of the collections are kept in archival boxes. This is standard practice as the archival boxes in which the documents are placed serve to protect the documentary heritage from other physical, chemical and biological agents that deteriorate documentary resources. With the exception of the PEA records series which are in bound volumes all the other record series, that is, ERG, ADM and the ECRG are placed in acid free archival boxes and arranged on the shelves in the Koforidua Archives.



⁶⁹Ngulube, P. 'Environmental Monitoring and Control at National Archives and Libraries in Eastern and Southern Africa'. *Libri*. 55 (2005), pp.154 - 168

CHAPTER SIX

SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

Introduction

Archives as institution and records as documents are generally seen by academics and the society as a passive resource to be exploited for various historical and cultural purposes. It is, therefore, the utilisation of the documentary heritage in the archives that can best justify their utility to society.

This chapter presents a summary of findings, conclusion and recommendations. The aim of the study was to generate information on the current state of the Koforidua Archives in order to address bottlenecks that hinder its performance. Specifically, this thesis examines how collections in the archives reflect important issues such as acquisition, preservation and personnel training among others which are critical to historical enquiry and archives management. The summary, conclusions and recommendations were drawn from the objective, research questions and the findings of the study.

Summary of the Findings

Acquisition of Archival Collections

In the process of acquiring documents into the Koforidua Archives, more files regarding the Akwamu and the Akyem were acquired as opposed to the Akwapim, Krobo and New Juabeng. Most of the collections dealt with the subject of political affairs of these groups with only a few dealing with economic and social affairs. The ADM and ERG records series are the most voluminous and rich in terms of historical information. Apart from the major ethnic groups in the Eastern Region, there are records that relate to the activities of some groups such as the Denkyira, Ewe, Asante among others. These records serve to establish linkages between dominant groups in the Eastern Region. ADM 29, for example, contains information

regarding a conflict between the Omanhene of Koforidua and the Sarikin Zongo over kola nut and shea butter trade. Others such as ERG/1/13/219 although related to disputes between Ajena and Adumasa over resettlement as a result of the construction of the Akosombo dam, contain information on the activities of the Ewe group in the Kwahu area.

The study revealed that the Koforidua Archives have not undertaken any acquisition in about a decade now; they however have huge backlog of unclassified collections yet to be processed. This can only happen because the collections in the archives have not been deaccessioned since the establishment of the Koforidua Archives. The process of deaccessioning archives ensures that those records in the archives that have not been consulted by users in a long time as well as those not consulted before or those that fall outside the acquisition policy's remit are reappraised and if possible taken away from the archives to make space for more historical or research relevant collections.

Preservation Practices

The study revealed that the Koforidua Archives has only one ceiling fan that regulates both temperature and humidity in the repository. This situation is a recipe for deterioration of documentary heritage in the archives, and does not create a favourable environmental condition to prolong the useable life of archival collections. Dust a particulate pollutant was found on most of the collections in the archives creating the impression that basic housekeeping practices such as cleaning of collections is not observed regularly.

Personnel Training and Development

Out of the eight (8) workers at the Eastern Regional Archives, only two (2) are professionals, two (2) sub - professional and the four others been supporting staff. Although the supporting staff have had no formal training in records and archives management, they have undertaken

various in - service training organised in - house and others that were organised by the head office of PRAAD.

The staff are therefore in position to also assist users of the repository in their search for relevant information related to their research. However, the attitude of the users and staff towards handling of the fragile and weak documents leaves much to be desired. Thus, there is the need to train further both users and custodian on how best to handle and use documents in the archives.

Storage and Environmental Conditions

The study revealed that the Eastern Regional Archives is not a purpose - built archives. It has a very small storage area. This confirmed the observation Hinges made some four decades ago.

The reference section has only two seats for users hence the use of the archives is restricted to only two researchers at a time. Environmental conditions in the archives do not support the longevity of archival collections since basic housekeeping practices such as cleaning in the repository as well as poor temperature and humidity control are problematic.

Security of Archival Collections

The Eastern Regional Archives have no disaster plan for its records thereby placing the repository and its collections at risk should a disaster strike. There are no fire extinguishers in the repository either. There is neither a back - up - system nor a disaster recovery plan for the collections in the archival repository. This means that in the event of a calamity, the archival institution risks losing all its holdings.

Conclusion

Archives are of invaluable importance such that they serve as society's memory, thus providing evidence of the past and promote accountability and transparency of past actions. This value inherent in archives can only be realised when the archives are well managed and are made available and accessible for use. There is no doubt that when researchers engage archives to authenticate our national history, they will get better appreciation of the challenges from which they can draw enduring lessons.

The Koforidua Archives hold invaluable volumes of historical assets spanning the early nineteenth hundred (1900) to the most current date today. A good volume of the collections in the Koforidua Archives can be found in the ADM, ERG record series which is made up of about half of the entire collections in the archives and are the most consulted.

The collections in the archives represent various subjects ranging from political, economic and social affairs. The collections represent more of the Akwamu, Akyem, New Juabeng, Akwapim and Krobo, however, there are linkages to the collections that represent the affairs of the Asante, Denkyira, Dagomba and Hausa among others. A good detail of research on the Koforidua Archives will be appropriate on the subject of the political affairs of the major groupings in the Eastern Region of Ghana although there are a few files that relate to the subject of economic and social affairs.

Most of these documentary heritages in the Koforidua Archives are at various degrees of deterioration due to varied reasons. The concern is how to safeguard these historical collections for generations yet unborn. It, therefore, behoves the managers of the repository to employ effective strategies and technologies that will ensure that its collections are preserved for purposes of educational research and historical enquiry.

The study identified weakness in the management of the Koforidua Archives. Gaps and weakness were particularly prominent in the areas as acquisition and storage issues, human resource and training issues, preservation issues among others. Weakness identified in the study can impact negatively on institutional management. Where these gaps are found, a variety of risks occur. It thus reduces the effectiveness of programmes and services which invariably erodes the confidence of users of the repository.

It is therefore critical to managers of the Koforidua Archives to recognise the key responsibility placed on them. With this awareness, the related infrastructure, policies, technologies and people would be put in place and consistently implemented.

Recommendations

In line with the objectives and findings of this study, the following recommendations are made. Their implementation would go a long way to strengthen the management of the collections in the repository. The recommendations are as follows:

Digitization of the Documentary Heritage at Koforidua Archives

Digitisation of the documentary heritage at Koforidua Archives is one of the best strategies to help save the further deterioration of the collections in the archives. This strategy is therefore an answer to preserving materials of immense and unquestionable historical relevance by increasing access and reducing the risk of gradual destruction of those recorded materials.

Digitisation according to Qobo has been used chiefly as a way of preservation and improving access and that Sub Saharan African region has been active in the use and implementation of digitisation technology to preserve and enhance access to archival collections.⁷⁰ However managers of archives should be mindful of some challenges associated with digitisation which has been brought about by increasingly powerful and changing information

⁷⁰Qobo,C.K. 'Challenges of Digitising the Endangered Lesotho Royal Archives'. *ESARBICA Journal*.29 (2010), pp. 230 -246

technologies. If the Koforidua Archives is to effectively preserve Ghana's cultural and documentary heritage, there is the need to understand the cost of doing so and therefore commit technically, legally economically and organisationally to the full dimensions of digitisation.

Creating Awareness of Collections in the Koforidua Archives

An increase in the prestige of archives can only be made possible when people are aware of and utilise them. Once users become aware of the archives they will tend to use it. What is fundamental to archival information provision is to create user awareness. Awareness should be created on the collections that the Koforidua Archives holds through outreach programmes and publications. As a social agency, the Koforidua Archives should move from the old pattern of waiting for users to come patronise them to 'market' their services to the people in order to achieve better results of patronage.

Preservation Practices

Insects are enemies to documentary heritage. They destroy records thereby limiting the intellectual access to the information contained therein. Regular fumigation and thorough cleaning of the storage environment should be undertaken. Light and ventilation should be provided in the storage environment in order not to provide a conducive environment for the growth of micro and macro organisms. Regular inspection of the storage facility should be undertaken so as to identify quickly any threat to the documentary resources held in the archives.

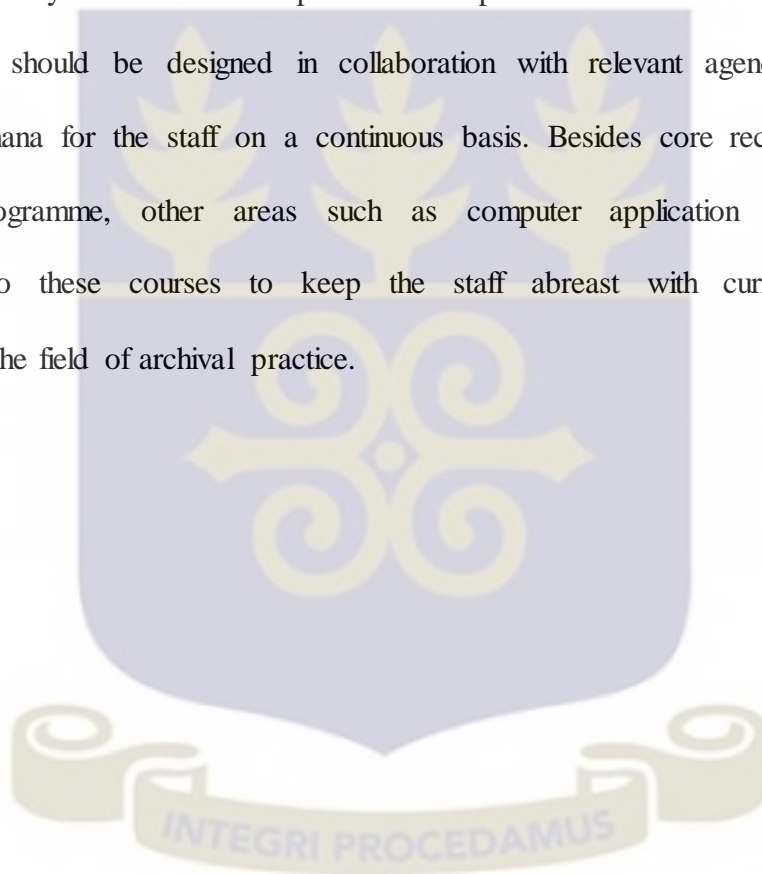
Disaster Preparedness

In order to ensure the longevity of documentary materials, the Koforidua Archives must be protected from any disaster that has the potential of destroying them. Since disasters occur unexpectedly, the storage environment should be equipped with fire fighting equipment such

as fire extinguishers and smoke detectors. The staff should be trained in the use of such equipment so that in the event of any disaster, the level of destruction will be minimised. Since the staff do not have the capacity to draw a disaster plan they should out – source it.

Personnel Training and Development

Training of information professionals is an important component of establishing a viable and reliable information infrastructure. The essence of a well established archives programme is dependent on a very well trained competent and experienced staff. Short courses, seminars and workshops should be designed in collaboration with relevant agencies such as the University of Ghana for the staff on a continuous basis. Besides core records and archival management programme, other areas such as computer application skills should be incorporated into these courses to keep the staff abreast with current technological development in the field of archival practice.



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APPENDIXES

Appendix 1: Interview Guide for Staff of the Koforidua Archives

Section 1: Acquisition of Archival Collections

- a. What types of records are in the Koforidua Archives?
- b. What period does the collections in the Koforidua Archives spans from?
- c. When was the last time an acquisition was done into the repository?
- d. Do you have an acquisition policy that guides the repository in acquiring records into the archives?
- e. What challenges does the repository face in terms of new acquisitions into the repository?

Section 2: Storage and Preservation

- f. Is there enough space in your repository for keeping the collections?
- g. Are there fire extinguishers or any other disaster management equipments in the repository?
- h. Do you undertake basic house cleaning practices such as cleaning/sweeping in the repository?
- i. How often is fumigation done to prevent and control the infestation of insects and pests?
- j. Are there equipments that regulate relative humidity and temperature?
- k. Does the Koforidua Archive have an information disaster plan to protect the collections?

Section 3: Personnel Training and Development

- l. Have you had any training in archival management in the past years?
- m. If yes, please was it formal or informal training?
- n. Are there structured plans for capacity building for staff?
- o. Is the number of staff adequate to control and manage the collections in the archives?



Appendix 2: Interview Guide for Users of the Koforidua Archives

- a. How long have you been using the Koforidua Archive?
- b. For what purpose do you use the archive?
- c. Do the documents in the Koforidua Archive serve your purpose?
- d. What challenges do you face in using the archives?
- e. What do you expect managers of the archives to do to improve service delivery?



Appendix 3: Observational Check List

- a. Storage facilities in the repository (archival boxes, shelves)
- b. Housekeeping practices (dust)
- c. Space in the repository
- d. Extent of deterioration of archival collections
- e. Visible signs of insect/pests infestations of archival collections.
- f. Temperature and humidity control



Appendix 4: Pictures showing some deteriorated files in the Koforidua Archives

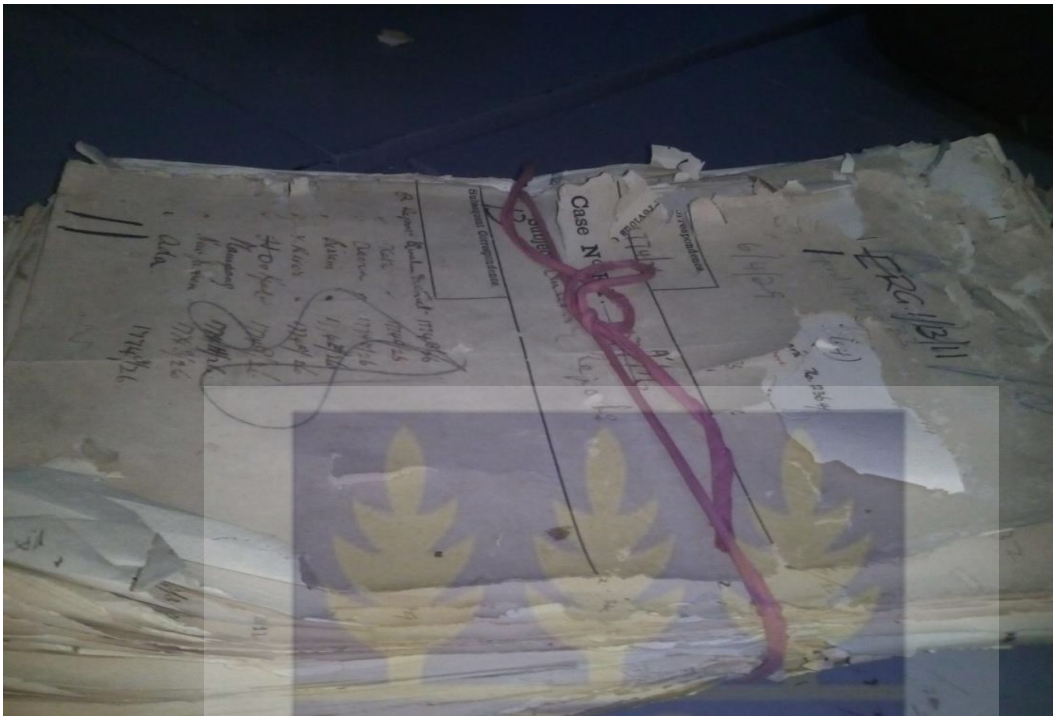
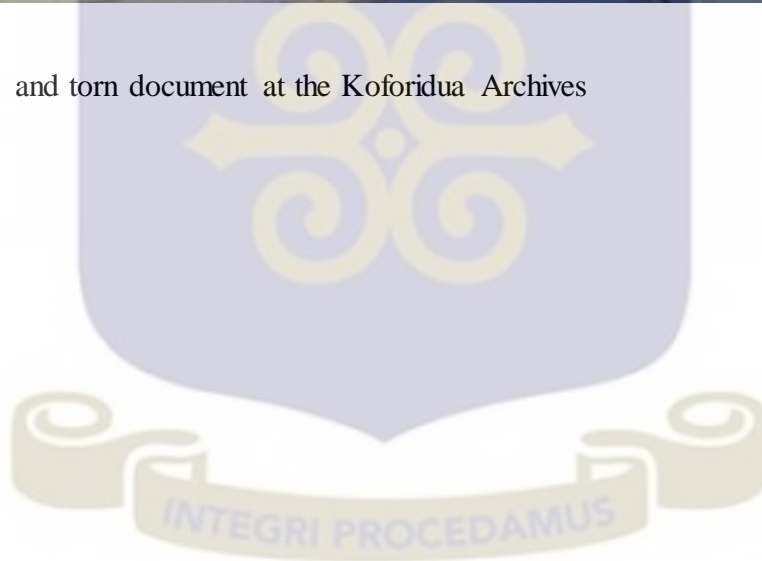


Figure 1: Fragile and torn document at the Koforidua Archives



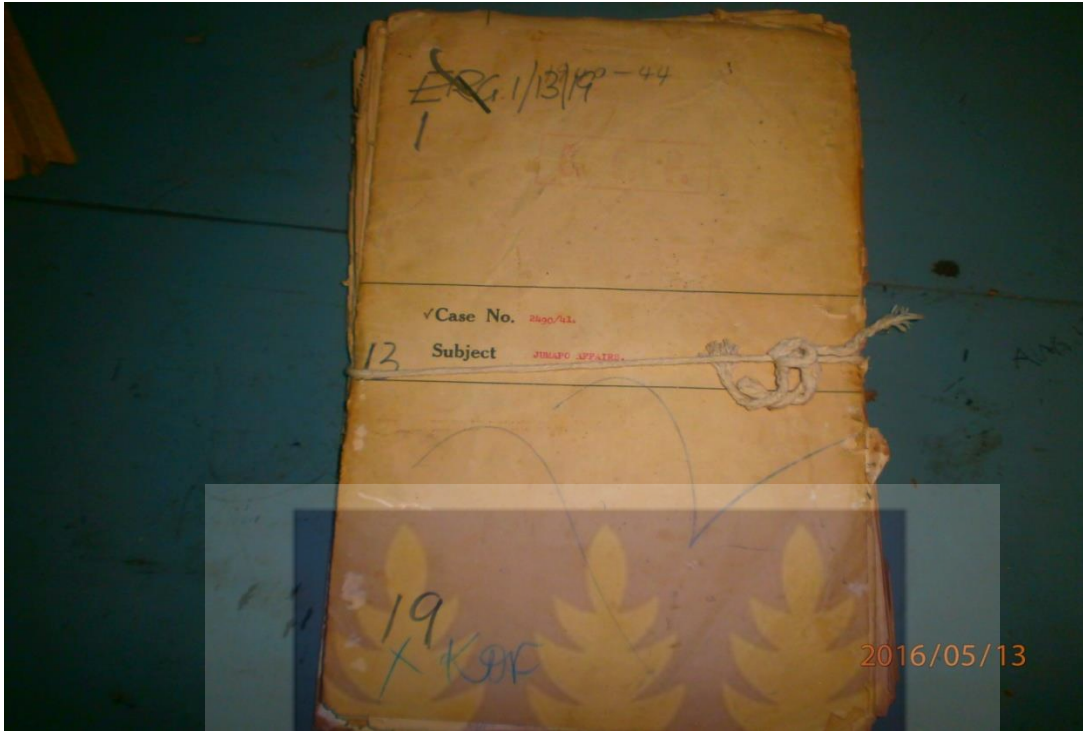


Figure 2: A file tied with a thread at the Koforidua Archives

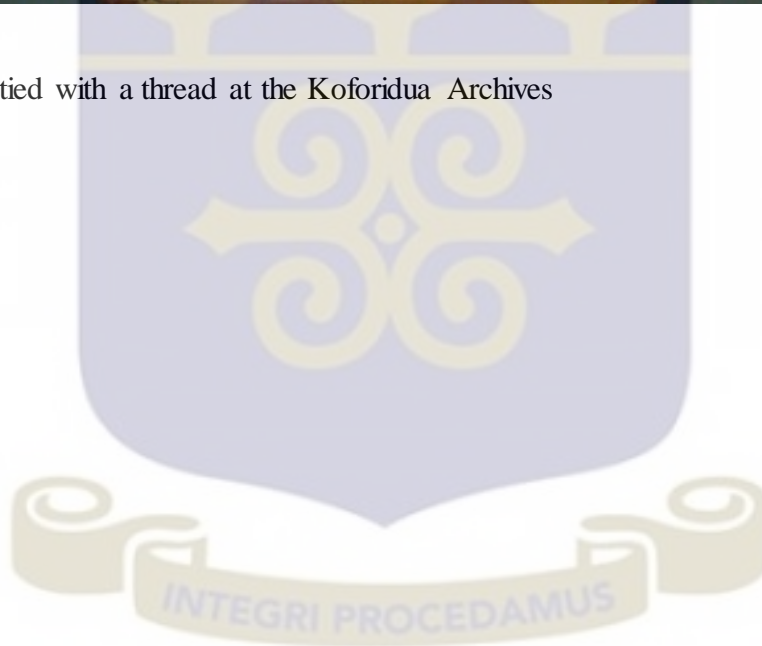




Figure 3: A weak file containing documents tied with a thread at the Koforidua Archives

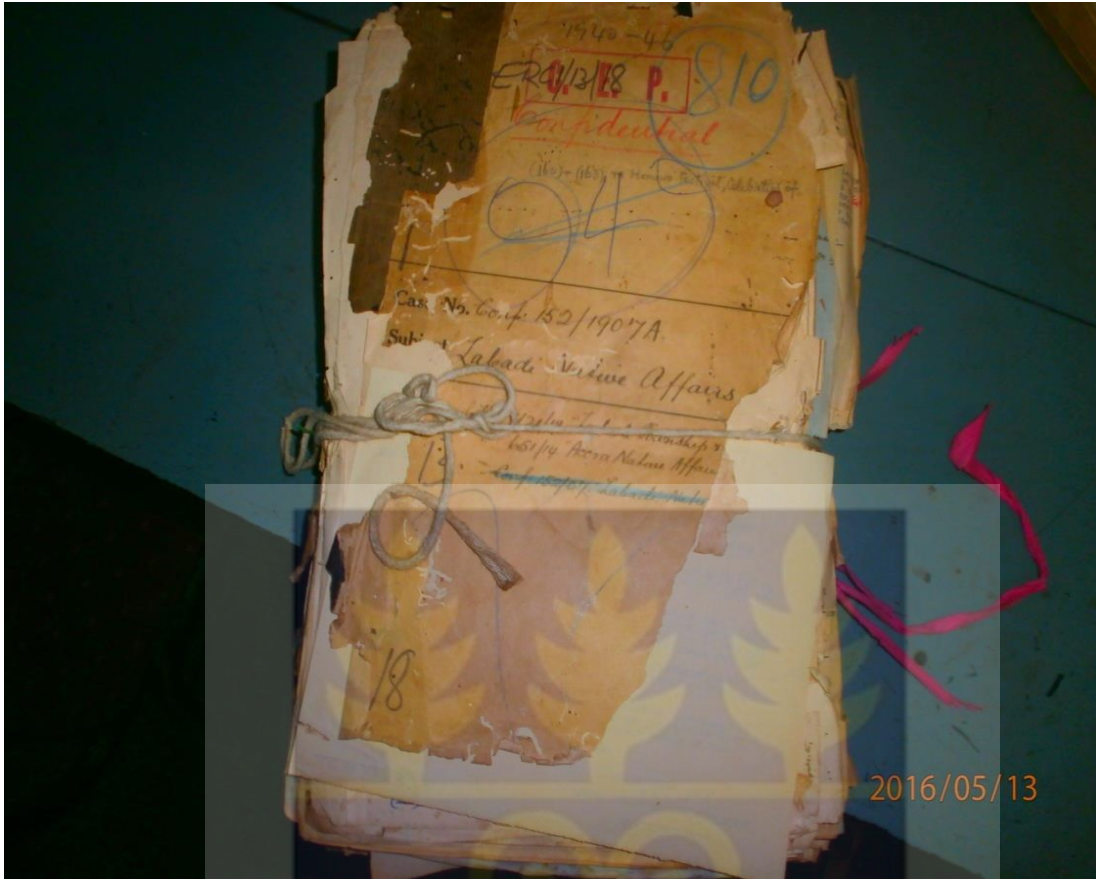


Figure 4: A torn and worn out file at the Koforidua Archives



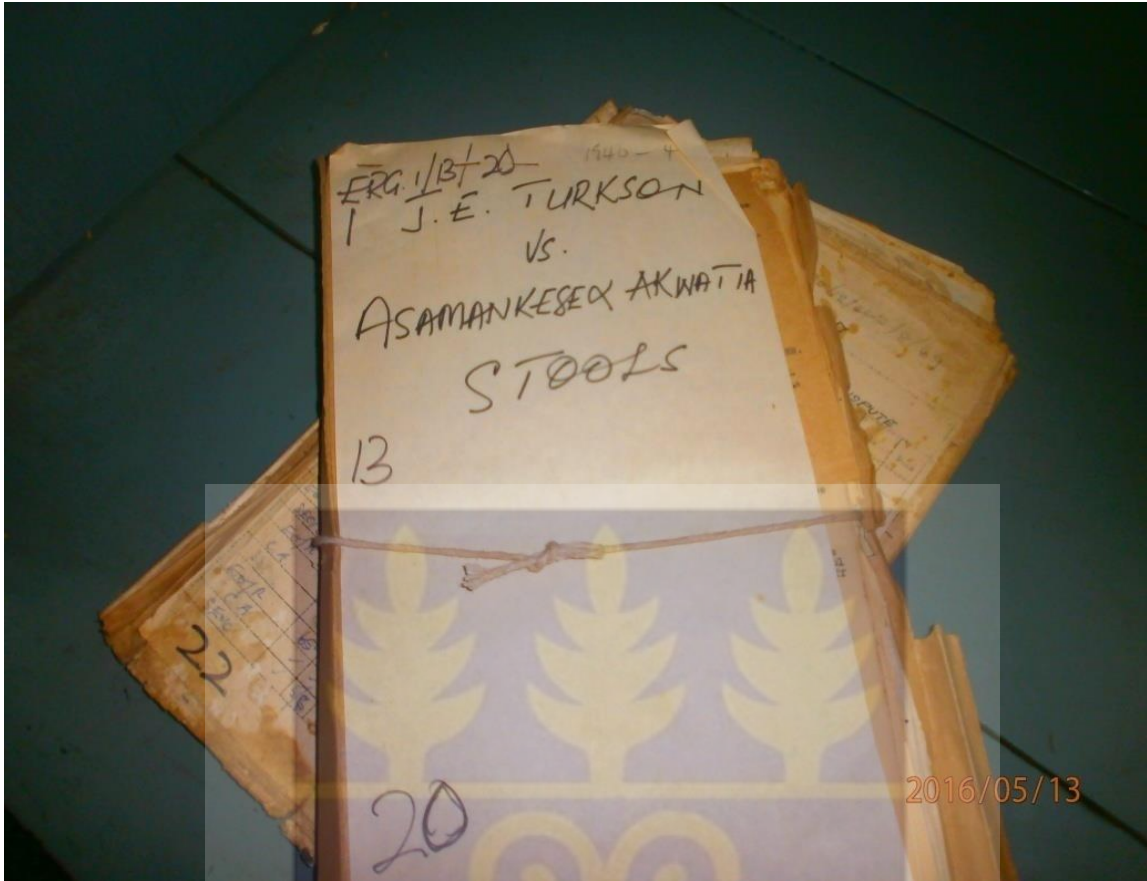


Figure 6: A worn out file at the Koforidua Archives

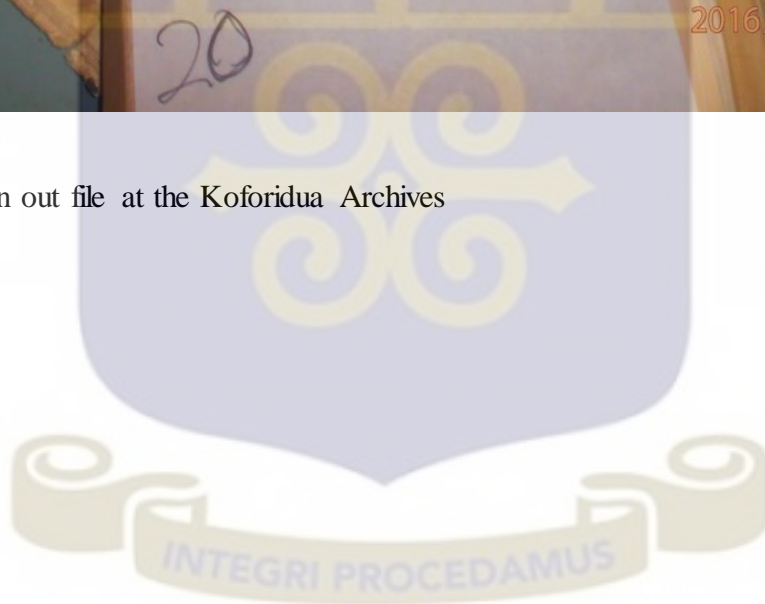
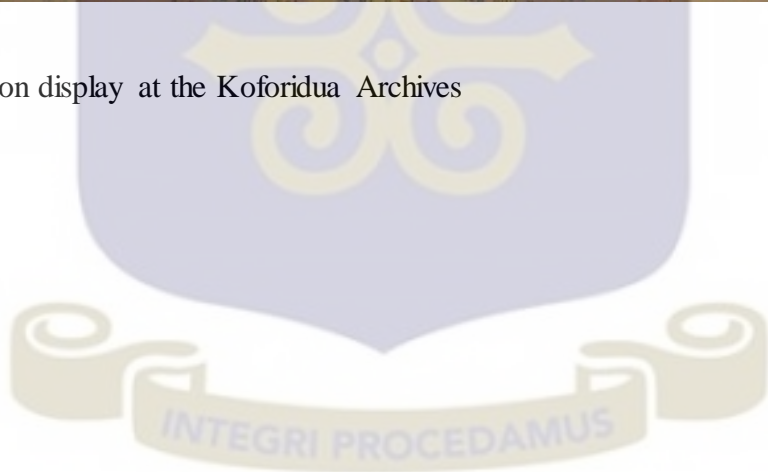




Figure 7: A file on display at the Koforidua Archives



Appendix 5**Table of selected key respondents**

Name of Respondents	Place of Interview	Date of Interview
Zakaria, A	Koforidua	8 th October 2015
Atsetso, F	Koforidua	25 th November, 2015
Dwamena, A	Koforidua	8 th September, 2015
Nene SreNyame	Koforidua	10 th October, 2015
Sackey, K	Koforidua	7 th October, 2015
Opare, D	Koforidua	11 th November, 2015
Nana KwasiKumi	Koforidua	11 th November, 2015
Asantewa, M	Koforidua	11 th November, 2015
Ansah, D	Koforidua	25 th November, 2015
Roland, M	IAS, Legon	25 th November, 2015
Sarpong, F	Koforidua	10 th September, 2015
Asamoah, G	Koforidua	8 th September, 2015
Awua, P	Koforidua	10 th September, 2015
Pamela, J	Koforidua	9 th September, 2015
Adofo, Helena	Koforidua	7 th October, 2015
Davis, J	Koforidua	7 th October, 2015
Adofo, Y	Koforidua	20 th October, 2015
Boateng, O	Koforidua	20 th October, 2015
Armah, A	Koforidua	27 th November, 2015
Agyeibea, E	Koforidua	25 th November, 2015