



# NATIONAL WORKSHOP

ON

## RECORDS DOCUMENTATION FOR THE OIL AND GAS INDUSTRY IN NIGERIA IN COMPLIANCE WITH NATIONAL ARCHIVES ACT

Organised by:

National Archives of Nigeria

in

Collaboration with the Department of Library, Archival and  
Information Studies, University of Ibadan

VENUE: National Teachers Institute, Kaduna

DATE: 14<sup>TH</sup> – 16<sup>TH</sup> APRIL, 2010

## Preamble

The National Archives Act of 1992 entrusts National Archives of Nigeria with the permanent custody, care and control of all archives of the Federal Government and of such other archives and historical records as may be required, from time to time pursuant to the Act. As the apex archival institution in Nigeria the Act further provides for the management and preservation of public records, records of individuals, private bodies, business houses and companies.

The National Archives of Nigeria has been responsible for the management and preservation of public records and archives from 1<sup>st</sup> April, 1954 (fifty years of archival services in Nigeria). The organized private sector of the Nigeria economy has however, been left out of the scheme of things due to the shortcomings of the National Archives Ordinance of 1957 which did not make provision for the management and preservation of business archives. However, with the enactment of National Archives Act of 1992 the National Archives of Nigeria has as part of its statutory function the management and preservation of records of companies and business houses registered under the Companies and Allied matters Act in Nigeria.

In its effort to enhance records and archival management activities in the country the National Archives of Nigeria is now set to take further step towards the implementation of the provisions in the National Archives Act as it affects business houses and companies records. The Act also requires every business house or company to preserve and ensure proper documentation of its organization, functions, policies, procedures and transactions. (See National Act Section 45 (2)).

This law also requires the National Archives of Nigeria to carry out an oversight functions as well as to ensure compliance by all concerned. Specifically the oversight function aims to inspect, consider and approve the following:

- i. The Classification Scheme adopted by companies in its record-keeping system (manual or /electronic);
- ii. A Record Retention and Disposition Schedule that will ensure that vital and important records of an organization are not destroyed either intentionally or in error.
- iii. The existence of an Archival division.

The National Archives of Nigeria is aware that only very few companies in the Oil and Gas Sector in Nigeria operates retention schedule and an archives division in their establishments. Considering the fact that organizations are law abiding and would not want to disobey the law of the country with impunity, the department is set to organize a national workshop to sensitize all stakeholders on the provision of the National Archives Act. It is a statement of fact that the enforcement or implementation of laws requires the cooperation of all concerned.

The Department of National Archives of Nigeria in collaboration with the Department of Library, Archival and Information Studies, University of Ibadan is inviting Managers and Officers in charge of Records, Information and Archives Management in the Oil and Gas Industry being the first industry to be considered in the Business Sector to a sensitization workshop which will hold from 14<sup>th</sup> – 16<sup>th</sup> April, 2010, at the National Teachers Institute Kaduna, Kaduna State.

The Sensitization programme is to ensure that a proper Classification Scheme as well as a Records Retention and Disposition Schedule are in place before an oversight inspection is embarked upon in the first quarter of 2010.

## 2.0 SCOPE OF SERVICES.

2.1 The National Archives of Nigeria in collaboration with the Department of Library, Archival and Information Studies, University of Ibadan will provide the following services at the Workshop:

- (1) Prepared Training Manuals
- (2) Lectures
- (3) Practical
- (4) Video Clips

## 3.0 TRAINING PROGRAMME

### 3.1 OBJECTIVES

- To find out the classification scheme currently being used by various oil and gas companies and their functionality.
- To find out if participating companies have a Retention and Disposition Schedule and how workable they are.
- To strengthen participants skills and knowledge of functional classification scheme for an effective and efficient records management.
- To give participants guidelines for an effective Records Retention and Disposition Schedule preparation (general and operational).
- To enable participants exchange ideas on current records management practice (paper and electronic).

## CONTENTS:

- Filing and Classification of Records.
- Functions and Responsibilities of a Records Office.
- General Records Retention and Disposition Schedule
- Operational Records Retention and Disposition Schedule
- The Registry System in Nigeria
- Elements of Records Management
- Group Sessions and Presentations on Records Retention Schedule.
- Developing infrastructures and strategic planning for Records and Archives services.

### 3.3 METHODOLOGY.

Facilitation will be through lectures, demonstration and discussion. Participants will be exposed to the application of records and archives management. Instructions will be interactive and participants would be expected to be pro-active in their contribution to issues.

### 3.4 DURATION AND VENUE.

The programme is scheduled to run for 3 days

### 3.5 FACILITATORS.

Resource persons are drawn from National Archives of Nigeria, Department of Library, Archival and Information Studies, and Faculty of Law, University of Ibadan. They are persons who have distinguished themselves in the art of archives, records management and law.

### 3.6 DELIVERABLES

The National Archives of Nigeria and the Dept of Library, Archival and Information Studies, University of Ibadan shall provide the following:

- Detailed Training Programme
- Course Notes and Materials
- Presentation Materials
- Attendance Certificates
- Groups Photographs

VENUE: National Teachers Institute.

Zaria Road, Kaduna. Kaduna State

DATE: 14<sup>th</sup> – 16<sup>th</sup> April, 2010.

FEES: N35, 000 (Thirty Five thousand naira) only. It covers snacks, group lunch, course materials, workshop bag and certificate of attendance. It excludes accommodation, transport and other running costs of participants while in Kaduna.

This course is a statutory requirement and therefore each invited organization is expected to sponsor at least three personnel for effective participation.

For further enquiries, please contact:

The Director,

National Archives of Nigeria,

Radio House, Garki, Abuja

10<sup>th</sup> Floor,

Tel: 08023377108

E-mail: [nationarchives@yahoo.com](mailto:nationarchives@yahoo.com)

APPLICATION.

Nomination form enclosed.

PROGRAMME ORGANIZER

Director,  
National Archives of Nigeria,  
Federal Ministry of Information and Communications,  
Radio House,  
Garki, Abuja.

GSM No. 08023377108,  
E-mail: [nationarchives@yahoo.com](mailto:nationarchives@yahoo.com)

Payment to be made to the consultant accounts as detailed below;

Bank Name; SKYE Bank-Area 8 Garki Abuja  
Acct Name- Archives and Records Managements Services Ltd  
Acct No- 1651770003708  
Sort code; 076081655  
Tin Number;01766745-0011

NOMINATION FORM (Typewriter or block letters)

The .....  
(name of nominating establishment)

nominates .....  
(name of nominee)

.....  
(position of nominee)

.....  
(signature of nominee)

to the National workshop – RECORDS DOCUMENTATION FOR THE OIL AND GAS INDUSTRY IN NIGERIA IN COMPLIANCE WITH NATIONAL ARCHIVES ACT.

Remarks .....  
.....  
.....

<p>This nomination is approved by ..... Establishment/Organization (name and signature)</p>
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Completed nomination form should be submitted to Director National Archives of Nigeria, Federal Ministry of Information and Communications, Radio House, (10<sup>th</sup> Floor) Garki – Abuja.

e-mail Address: nationarchives@yahoo.com; Tel: 08023377108.