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PRACTICAL GUIDE OF ORGANIZATION, MANAGEMENT AND PRESERVATION OF BURUNDI COMMUNES' ARCHIVES



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PRACTICAL GUIDE OF THE ORGANIZATION, MANAGEMENT AND PRESERVATION OF BURUNDI COMMUNES' ARCHIVES

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O. General introduction

The effect use of documentary information is one of the essential conditions of administrative efficiency. This is the result of a sound management of the organization, and hence the good management of its archival documents.

In addition, to meet the needs of the administration and researchers, the communal archivist is called to organize and to ensure an intelligent and rational management of documents of which he or she is in charge by means of management tools or instruments, professional methods and procedures.

This management process is applied to documents at their different life stages (life cycle), that is, since their creation, capture, use as current and semi-current archives, and until their final destination when they are no longer required.

Thus, the management is based on different methods and procedures, different techniques and different tools will be developed and used by the managers of archives in the communes. We will essentially retain:

From receipt or creation of the document:

- The indicator of letters received and letters sent;
- The filing plan;
- The logbook (internal and external);
- The movement form (ghost form).

At the end of the period of current and semi-current use:

- Management chart or keeping schedule;
- The payment slip;
- Elimination slip.

At the stage of the final archives

- Consultation or reading card
- Capture slip of archives
- Disposal information, should the records not be kept permanently as archival records.

Other types of instruments can be always developed each time according to the local needs. As it can be noted then, at every stage of document management, there is necessarily intervention and use of an appropriate management tool.

As it can be noted, these different management tools are based on actions and operations related to the management of archives, such as sorting, communication, census, dissemination, etc.

Before going back in a detailed way on these instruments, we will see in the lines that follow some fundamental notions that every manager of archives, and the communal archivist in particular, must have for fulfilling his task properly.

This practical guide for the organization, management and keeping of Burundi communal archives is meant to be a working document, a tool for the manager of archives, as it happens for the communal secretary who is preoccupied with organizing the documents for which he/she is in charge of. He/she offers to the communal manager the orientations in his work, but also brings him some solutions to problems occurred in the time of his profession. Finally, he introduces the manager in the general notions on the archives before immersing him in the archival practices and techniques.

FIRST PART
GENERAL CONCEPTS, FUNDAMENTAL PRINCIPLES AND TYPOLOGY OF
DOCUMENTS

I.1. General concepts on archives

The concept of archives is complex or even difficult to tackle in all its aspects. We will see together the elementary concepts necessary for any manager of archival documents. We will also see the usefulness of archives, the usefulness that justifies all these efforts that States, organizations and individuals make to manage documents better and better, and this project is within the same perspective.

I.1.1. Definitions

The archives is a set of documents whatever their date, their form or their material support, produced or received by any moral or physical person, by any public or private service in the time of its activities, organized and kept for legal, administrative, cultural, and research purposes .

Archives are also the building or the part of the building where the archives are kept and from where they are consulted

Archives is also the branch, program or organization responsible for the administration of archives (acquisition, treatment, preservation, keeping and communication of archives).

From this definition, let us come back to some essential concepts that emerge, but often misunderstood, the most important are: **the date, the form and the support.**

1° **At the point of view of date**, we will distinguish three categories of archives: current archives, semi-current or semi-active archives and historical or definitive archives

a) Current archives: also known as active archives or of the first age (these are also known as records), are those which a person, an organization or a producing or acquiring administration uses in the conduct of its daily current affairs. These documents are kept in the office. They are of common use. They correspond to the constitution period of files.

b) Intermediate archives: also known as semi-active or of the second age, are those which have limited use. They may be referred to when there is an appeal in a case that was considered as closed. Their consultation is rather sporadic. Having lost their daily administrative value, they are kept for information, justification or occasional references or simply under legal requirement.

They are kept in the pre-archiving repository (or file room).

c) **Historical or definitive archives:** from the first two categories, are those which have lost any current administrative utility for the producing or acquiring organization. They are kept in storage of definitive archives for their cultural or historical interest and after sorting and elimination of documents deemed of no interest or not presenting any historical value. They are kept without time limit.

Observations

- Nowhere is mentioned "**dead archives**", an unfairly developed concept with reference to the files of deceased persons.
- Nowhere is mentioned that archives are kept in corridors, storerooms or other inappropriate places.
- The transition from one category to another is not mathematical, the determining element is the retention period of the records. This is determined by many factors; for example, how long are the records legally required to be held; how long will they be needed for business purposes, etc. The retention periods should be determined and related to the file plan.^{2°} **At the point of view of form:** we will distinguish documents in the form of images, photographs, maps, posters, manuscripts, typed or printed texts (correspondence, minutes, reports, regulation texts, notes, etc.). The concept of form also joins the **nature** of documents.

3°. **At the point of view of material support:** we will distinguish the traditional support which remains the paper and the new supports namely, magnetic tapes, disks, diskettes, CD, DVD, cassettes, films, microfilms, microfiches, etc.

Thus, we will have textual documents, figurative, iconographic, audiovisual or multimedia documents.

From the definition, we will also distinguish between public archives and private archives.

1. **Public archives** are those that derive from the activity of the State, those collected or produced by public services, local authorities, public enterprises and establishments. The commune is included in this category.

Public archives are also those of private origin but become public property from the property transfer by agreement, purchase, donation, bequest, or reproduction of originals.

- Example: The archives from the Ministry of Public Services, the archives of the Bujumbura Mayorship, the archives of Mutimbuzi commune, those of Regideso (Water Supplying Company), etc.

2. **Private archives** are those gathered by individuals, families, institutions, organization or non-public establishments, non-profit associations, trade unions, political parties, religious denominations, commercial enterprises, etc.

- Example: the archives of Mr.X, the archives of establishment Adams Trading, SOGEA SATOM Company, those of St Michel parish, etc.

Observations

- .
- Reporting to the public domain, the archives are inalienable and imprescriptible, that is, always property of the State and this, without limitation of time and duration.
- Private archives come to complete public archives because they often constitute a unique historical source of local history, families, for the economic or social field, etc.
- Within archives, all combined categories contain fragile materials, the reason why they must be spared, protected from dispersion, theft, humidity, fire, dust, etc. To achieve this, there should be an adequate human and technical means.

I.1.2. Characteristics of archives

1. **Authenticity**: they are authentic; record the activities of an individual
2. **Automaticity**: are created, generated automatically in the frame of a case, produced progressively
3. **Uniqueness**: they are unique, original. A destroyed document is a lost document for good.

Note. The archive file is essentially administrative before being historical, the contained information is of paramount importance in the functioning of any administration. This is reason why this information must meet authenticity, reliability and integrity criteria.

I.1.3. Utility of archives

With regard to archives, people often ask themselves the following kind of questions:

- Should all this time and money be spent on maintaining unnecessary old papers?
- Is keeping the, profitable in the short or medium term?
- What benefits or services can be drawn?
- How can a mere citizen benefit from the archives? Here

is the question of utility and opportunity

Even document managers could ask themselves this kind of question:

- Are we convinced of the good management of the archives?
- Is it useful to keep the documents that our services produce every day?
- Is there even an opportunity for the preparation of such a guide
- ? To those who are still hesitating, let us agree that nowadays, no development is possible without information and no information without documents. From this:

1. The archives are one of the nerves of the administration because the total information produced or collected by the administration is recorded therein.
2. They constitute the collective memory of the State and its institutions.
3. They contain information about things, people, natural phenomena, events; in short about human and his environment.
4. They are of extreme interest for research (economic, social, scientific, ...).
5. They help plan the actions of the administration and that in all fields.
6. They establish evidence of the rights and obligations of individuals, organizations and even the state.
7. They constitute a national cultural heritage in so far as they provide information on the social, religious and cultural organization and behavior of people and thereby create a sense of national identity; in other words, they contribute to preserving and sustaining the people's history.
8. They compensate for the failure of human memory and the disappearance of the civil servants who have contributed to the development of the organization, ...

As it can be noticed, the archives are used in various fields and their place remains preponderant in every human activity, the reason why they must be put at the service of the citizen. Upon this, we recognize that:

- Archives are auxiliaries without which the administration and government cannot work easily;
- A country deprived of archives is like a crippled person who has lost his crutches
- Destroying one's archives is like cutting the branch on which one is sitting
- Our civilization will be judged in accordance with the care we will have given to the archives
- We use the archives to learn more about our past and the paths which open to us in the future.

I.1.4. Archiving function

To determine the functions related to archives, it would be better to answer to these essential questions: Why to archive? For whom to archive? What to archive? But also What to archive? What is a document?

a) Why to archive?

To constitute the memory or make history of an institution; to ensure the continuity of a service, an administration; to bring evidence on a subject, on a fact; to inform, diffuse or for pedagogical and educational purposes

b) For whom to archive?

Not for the archivist, but for the public, the beneficiaries or the citizen for whom the archivist is at the service. In fact, the concept of conservation is not in opposition to that of communication and diffusion.

c) What to archive?

Archiving is applied to any document produced or received by any moral or physical person, by any public or private service, in the practice of its activities.

d) What is the meaning of « to archive »?

It is to constitute, organize, file and preserve the documents on behalf of a moral or physical person, a public or private organization, in accordance with its activity for the purposes of legal, educational, cultural, research and administrative uses, etc.

I.2. Fundamental principles

The organization of the archives is based on the three ages and was conceived with the objective of guaranteeing and perpetuating the existence and accessibility of documents, and ensuring their authenticity, reliability and integrity..

I.2.1. Fonds of Archives

It is the set of information of any kind that any administrative body, any moral or physical person has automatically gathered because of its functions or its activity. It is the set of documents that result through the activities of a moral or physical person. It is therefore an important source of information for any public or private administration or for individuals.

I.2.2. Principle of respect des fonds

This is a fundamental principle according to which the archives of the same source should never be mixed with archives from another source, and should be kept in the creator's original order (if this can be determined). In practice, never split a fonds or merge it with another, keep together documents of the same source.

I.2.3. Record (referred to as an archival document in this jurisdiction)

The International Organization for Standardization (ISO), in *ISO15469-1 2016 Information and documentation — Records management* defines a record as:

I.2.4. *information created, received and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business* Piece of Archives

Definition: The smallest indivisible archival unit; It may consist of one or more leaflets, a register, a letter, a report

I.2.5. Archival file: a set of documents dealing with the same matter produced or combined in the frame of an activity. The file is the basic instrument of the administration work.

I.2.6. Series: set of files recording to the same case (the same field). There are also sub-series:

Example:

- Series : Human Resources Management
- Sub-series: Recruitment, Salaries, Training, Professional Development, Etc.

It is therefore important to organize the documents in coherent sets (fonds or archives) and logically allow the reconstitution of facts, but also for an effective management of the affairs, for research, etc.

Note: Starting from a document, it is necessary to organize records, series, and fonds. And then file these accordingly :

A single document -> Record -> Series -> Fonds -> Filing

I.3. Typology of documents

What is a document?

The word "document" is applied to any element of knowledge or source of information, physically fixed and likely to be used for consultation, study or evidence.

Today, the documents are not only written or printed, but also graphic, photographic, cinematographic, computerized, videographic, etc.

For documents produced in the communes, see details below.

Mathematically, a document = support + information.

Archival documents are therefore the set of documents of all kinds on different supports and of all ages. All these documents are divided into **administrative acts and legal acts**.

I.3.1. Legal acts

a) Unilateral legal acts: They are official acts because they are initiated and signed by an administrative or political authority (Head of State, Minister, Governor, etc.).

Examples: law, order, decree, decision...

b) Bilateral legal acts: Acts that occur between two parties. They are found at all levels: states, organizations, individuals...

Examples: treaties, agreements, conventions, protocols

c) Other legal acts: there are several:

- Civil status documents;
- Notarial acts, acts of notoriety;
- Judicial orders.

We will add some documents produced by the parliamentary assemblies:

- Reports of parliamentary committees;
- Records of parliamentary debates.
- Questions asked to the Government, etc.

I.3.2. Administrative acts

They give information to a particular person; the typical example is a letter. The addressee of the information can then be a higher, lower or equal person in the administrative hierarchy or between administrative partners.

- As a basic document, other documents derive from it and are often related to their transmission: slip, notebook or transmission letter ...
- The letter refers to the administrative process that often includes annotations, comments, instructions, observations necessary for the conduct of a case or the knowledge of the records.

In these administrative documents, we will have ascending administrative documents and descending administrative documents.

I.3.2.1. Ascending administrative documents

They range from the base to the decision-making bodies or from a subordinate to the higher. It is likely to inform decision-making bodies.

Example: minutes, record, report, note, etc.

I.3.2.2. Descending administrative documents

Are likely to transmit information or an order within an administration or a service from a higher person to his lower.

Example: a circular, a service note

NOTE. This category of documents is internal to the service.

In each administration there will also be other types of documents such as maps, plans, posters, statistics, books, periodicals, reference works, etc. They also participate in the management and monitoring of the service files.

For documents produced in the communes, see their exhaustive list from the pages 20 to 24.

SECOND PART

PRACTICE OF ORGANIZATION, MANAGEMENT AND KEEPING OF
BURUNDI COMMUNAL ARCHIVES

II.0. Introduction

During our visits to the archives in the communes, the data collection methodology was to talk to the managers, secretaries, document managers or any other resource person. We visited the secretariats and other archives room where there were. In other words, it was the method of empirical interview or observation.

The interview with the commune officials concerned the state of management of the documents, the situation of the personnel assigned to the archives service, the existence of a room for the pre-archiving or file room, the existence of documents in final archiving age, etc.

The interview with the documents manager focused on professional issues such as the system used to store or file documents, the availability of storage and sorting equipment, the situation of personnel assigned to the management of documents, the problems encountered in their profession as well as the complaints and wishes.

Then followed the visit of the documents where they were kept and an observation was conducted on the state of conservation, storage, classification, cleanliness, condition of the rooms, appreciation of the dynamism of the staff, etc.

Subsequently, some recommendations and suggestions were made for improving archiving.

II.1. State of condition of communal archives

The inventory will be articulated on 7 essential points namely: the sensitization of the communal officials, the general aspect of the secretariats, the archiving rooms, the material and the equipment, the keeping of the documents, the documents in the age of final archiving, the storing, keeping, and filing condition, etc.

II.1.1. Awareness of authorities on the importance of archives

All the officials we met were very sensitive to the good management of archival documents. However, they faced many obstacles, among which the lack of premises, qualified staff, financial resources, and insufficiency of equipment and materials.

II.1.2. The staff

The staff problem has been mentioned everywhere. Indeed, it is felt both in terms of quantity and quality: few staff, unqualified staff, unstable and unmotivated staff with consequences for document management. Very few archivists indeed, except few

managers who have learned the filing in their academic training, are good at their work. For the others, they learned filing on the job, others have benefited from at least one training or development course organized here and there. We will see managers who still have a long experience and whose performance is satisfactory.

II.1.3. Filing and storage of archives

This was the most important phase of our visit. As we have noticed, the filing and storage of documents has is uneven: sometimes high sometimes low, commendable efforts for some cases, but also quite low efforts for some others, and simply no efforts elsewhere. However, in all cases, improvements remain to be made.

We observed in almost all the services, the absence of filing plan, hence filing at random. Thus they adopted, believing to do so well, a filing by source with binders "Letters received" and "Letters sent", bordering on a heap of documents. The content of these documents is deliberately ignored while the conduct of a case is essentially based on this key element.

This filing by source is based on the origin of the document, that is to say the producing service ignoring the content of the documents. Thus, they pile up the documents in binders by Ministries: Ministry of the Home Affairs and Vocational Training, Ministry of National Education, Ministry of Youth, Sports and Culture, Ministry of Agriculture, etc. We will also have binders as fuzzy and imprecise as Miscellaneous, Others, etc.

In this system of filing, they knowingly forget that the same institution can intervene in several cases and produce documents on various subjects; it is the case of the commune which intervenes in several fields: health, education, public works, justice, etc.

It is a pity that all the documents on these different subjects are piled up in the binders entitled "Letters received" or "Letters sent" or then Ministry of the Home Affairs and Vocational Training, Ministry of Education, Ministry of Public Works, etc. Different themes come together without any relationship.

For these two systems of filing, it is clear that the communal secretaries privilege the facility with the rationality which leads to the creation of amalgam in the documents, leading to the scattering of the elements and information of the same affair in several binders, hindering the research or the communication of the information which normally should be done in due time and in its entirety. In addition, they will not be able to properly maintain the indicators or registers made available to them. In the end, the "Filing" column is never filled in for lack of elements. Another major disadvantage for this filing

system by source is when there is a change of name or transfer of skills from one department to another (at the level of Ministries, provinces, communes).

As we have just seen above, all these types of filing have emerged with independence, but it is still unknown whoever initiated it. We note that we have broken with the filing that was in force in the colonial era, which should have been adapted to the present moment, that is to say a thematic filing, the only one that leads to the constitution of case records. It is too bad that this system has been taught and continues to be taught today even in the few schools where the filing is included in the curriculum. We were even informed that this same system was recommended during an internship held in 1971.

As it can be seen, the task remains arduous to remedy this practice already rooted in the uses of more than one secretary. The National Archives and the cultural partners intervening in the archiving of the documents are challenged to play their role.

II.1.4. Pre-archiving room

There were very few pre-archive rooms (file rooms) except for a few exceptions, especially those housed in recent buildings. Here the problem of premises for the communes is generally evoked to justify this situation. Even the secretariats are themselves cramped or cluttered with tables, chairs, shelves, cupboards or any other objects.

Where this room exists, the same observations as above were noticed: poor storage of documents, dust everywhere, all kinds of objects (up to the oil barrel) that rub shoulders with documents, rooms with very small dimensions, remote rooms of the managers making the documents as abandoned, darkness, use of corridors. The presence of disparate objects which make these rooms little more than storage rooms. We cannot forget the presence of agents of destruction that are observed in these rooms: excessive light, dust, rats, termites, silverfish, etc.

II.1.5. Equipment and furniture

Storage furniture and filing equipment is insufficient in most communes. Several cases have been observed: for some cases there was enough furniture, for some others there were old furniture, and for some more there no file folders, no filing binders, but also and often furniture with no suitable for documents, cupboards that do not close while sometimes contain confidential documents, shelves aged, unsuitable for storage, attacked by termites (those wooden) and threatening to collapse.

The most striking case is found in civil status and identification services. In these services, if the documents are not put on the ground, they are piled up pell-mell in all

sorts of boxes, crates or trunks and give a picture of waste bin, all because of the lack of adequate furniture and equipment to documents produced by these services.

II.1.6. Documents in the age of final archiving

According to our observations, almost all the documents constituted in the communes are still of current and semi-current use. They date for the oldest of 1962-1963. It should be recalled here that all the documents of the colonial era kept in the provincial capitals and communes have been subject to the collection by the National Archives since the 1980s and are kept at the central repository. However, we were able to identify here and there, but in a very small amount, documents to be put at the central repository.

In the end, even if these documents of the communes are still in current and semi-current use, some are in conditions of keeping in such a way that if there are no actions for their rescue, there is risk of disappearance in short deadline.

II.1.7. Observations

Here is a summary of the situation of the communes of Burundi. The image is not so brilliant, and this is the reason why the action of the Government and cultural partners is essential. It is more than urgent if we want the State to keep its archival heritage, a source of information for present and future generations.

At present, few services practice real filing. Secretaries spend whole days stuffing documents into filing binders believing that they are filing. Being able to locate documents and provide information, they are unable to present case records. There will also be secretaries who have become handymen in their communes: simple typists, tax collectors, civil registrars, etc. and suddenly, filing becomes a secondary activity.

However, there will be secretaries trained and animated in good faith but who in their daily work face various professional obstacles. Added to this is the lack of basic material and equipment.

In general, we can consider as major challenges to a good archiving in the communes the following:

- Lack of means;
- Existence of a clear archiving policy;
- Archival structures that most often resemble dusty stores whose accessibility is an act of courage;
- Use of unsuitable containers (for storage and filing);

- Insufficient professionals in public services, lack professional deontology;
- Acts of vandalism linked to or generated by conflicts, disasters, etc.

These shortcomings that we face every day challenge us all if we want to one day give Burundi opportunities for effective development, because the accumulation of knowledge is the first condition to start what we call development, or without archiving policy, this requirement will never take shape in our habits.

The lack of attention, importance or even consideration given to archiving makes managers, mere conservators and managers unprofessional and unable to effectively meet their obligations and responsibilities.

Thus, this practical guide for organizing, managing and storing the archives of the communes of Burundi comes with the aim of answering these shortcomings and imperfections.

II.2. Typology of communal archive documents

In the case of our study, we found that the archives of the communes are made up of many documents of natures, forms and diversified supports and relate to various themes and objects. In fact, as the commune is a public and territorial administration, it deals with all kinds of questions, and from there, there is creation of records related to all areas of public life, hence the creation and production of documents and records related to each case handled. In an exhaustive way, we were able to identify department by department:

0. Documentation, archives, library, museum, official publications, subscriptions to periodicals

1. SECRETARIAT

MAIL

Received (these are Chronological files)

Sent (these are Chronological files)

REPORTS

Activity reports

Monthly activity reports

Quarterly Activity Reports

Annual activity reports

Security reports

Deconcentrated services reports

Agriculture and Livestock Reports

CDF reports

Education Reports

Rural Engineering Reports

Justice Reports

Health Reports

Zone reports

Special reports

MINUTES

Minutes of the Communal Council

Minutes of resumption between the outgoing Director and the incoming Director +
Director Appointment Order

Minutes of communal staff meetings

Minutes of deliberation of the communal council

Minutes of the meetings of the deconcentrated services

Minutes of security meetings

Minutes of meetings with the heads of village

Minutes of the meetings of the heads of zones and heads of village

Minutes of Communal Committee for Community Development (CCDC) meetings

NOTES - DECISIONS - ORDERS OF MISSION

Notes

Interim notes

Circular notes

Service notes

Decisions

Decisions of the Communal Administrator + acknowledgments of the Province

Governor's Orders

Deliberation of the Communal Council

Mission Orders

Miscellaneous

Residence certificate
Family Powers
Certificate of emigration
Emigration letter
Immigration letter

REGISTERS

Received mail registers
Sent mail registers
Transmission notebooks
Registers of the Communal Council minutes
Registers of the deliberations of the Communal Council
Attendance registers for communal staff
Visitors' registers

TRAINING WORKSHOPS

2. ADMINISTRATION

ADMINISTRATIVE FILES

Mail
Received mail / Sent mail

Reports

Budget monitoring
Administrative Accounts (RCO, cpt)

LEGISLATION AND REGULATIONS / REGULATORY TEXTS

Constitution

Communal Law

Communal Finance Law

Tax Code

Law of the public markets

Order of appointment of the members of the CGMP
Public Procurement Plan (annual)

Ministerial ordinance fixing communal and municipal tax rates

Internal Regulations (ROI)

Administrative Procedures Manual

FUNDRAISING

Strategy of fundraising

Strategy of communal fundraising

3. CIVIL REGISTRY**CERTIFICATES OF CIVIL STATUS****Registers**

Birth Certificate Registers

Marriage Certificate Registers

Death Certificate Registers

Registers for other certificates

Certificates of notoriety (before the existence of the Civil Registry)

Certificates of notoriety standing for of birth certificate

Certificates of notoriety standing for marriage certificate

Certificates of notoriety standing for death certificate

Certificates of recognition and legitimation

Certificates of adoption

Certificate of assumption

Certificates issued by the Civil Registrar

Life certificate

Birth certificates (for citizens born before 1980)

Marriage certificates (for married citizens before 1980)

Monogamous customary marriage certificate

Death certificates (for citizens who died before 1980)

Full identity certificate

Certificate of marital status

Certificate of family composition

Certificate of name bearing

Certificate of removal

Certificate of incineration

Burial Permit

Certificate of exhumation

Birth certificate
 Marriage certificate
 Death certificate

Certificates that are not issued by the Civil Registry

Home birth certificate (issued by the head of the village)
 Home death certificate (issued by the head of the village)
 Certificate of non-impediment to Marriage (issued by the head of the village)
 Diplomatic or consular certificate of no-impediment to Marriage
 Authorization of burial (outside the cemetery, issued by the Ministry of Home Affairs)
 Plot or property allocation
 Certificate of possession / Ownership of plot / property
 Certificate of transfer of property/plot
 Certificate of property donation
 Certificate of plot assignment
 Land origin certificate
 Land ownership certificate
 Certificate of indigence
 Recognition certificate of an association

Orders of the Governor (stapled in the relevant register)

Orders establishing a birth certificate despite the expiry of legal deadlines for reporting
 Orders establishing a death certificate despite the expiry of legal deadlines for reporting
 Orders relating to the age exemption of minors
 Orders Relating to the Exemption from Presentation of the Diplomatic or Consular
 Certificate of No-Impediment to Marriage
 Orders annulling a certificate (birth, death or marriage)
 Orders to correct a certificate (birth, death or marriage)

Judgment devices

Divorce
 Adoption
 Paternity

Certificates (for citizens born after 1980)

Birth certificate
 Marriage certificate
 Death certificate
 Other certificates

Statistical bulletins

Birth statistical bulletins

Death statistical bulletins

Marriage statistical bulletins

Individual files (archiving)

MINUTES, REPORTS, MAILS

Minutes

Minutes of publication of the banns

Administrative minutes opposing Marriage

Minutes of a register opening

Minutes of a register closing

Minutes of the burial of the dead body for being transported from Burundi to abroad

Minutes of meetings

Civil Status facts reports

Monthly reports

Quarterly reports

Annual reports

Mail

Received mail

Identity

National Identity Card Registers (CNI)

National Identity Card Strains (CNI)

Stock

4. TECHNICAL COUNCIL IN CHARGE OF DEVELOPMENT (CTD)

Procurement Contracts will be filed according to the Government Procurement Contract number

GOVERNMENT PROCUREMENT CONTRACTS

Government Procurement Contracts above the award thresholds (Award threshold: 10M BIF if national financing, 150M BIF if external financing)

WORKS CONTRACTS

Contract front page

Request for authorization and ANO to the DNCMP (case of the private contract)

Notice and ANO of the DNCMP (case of the private contract)

Invitation to tender (with DNCMP or BISEM number, by derogation)

Bidders receiving Register (ARMP)

Preliminary project outline (DAP)

Invitation to tender file (DAO)

Minutes of the Communal Committee for Community Development (CCDC)

Validation of the Provincial Development Committee (CPD)

Call for competition

Publication of the opinion of the Contracting Authority for the use of the restricted

Invitation to tender (AO) procedure (Case of Restricted Invitation to Tender)

Notice Publication (or Letter of invitation to bidders for restricted Invitation to tender or Private contract))

Erratum

Analysis and attribution

Original offers from bidders

Appointment letter of Opening and Analysis Subcommittees

Opening minutes

Analysis report

Temporary attribution report

Extension of validity periods for tenders

Request letter for extension of tenders' validity

Agreement letter

Request for an opinion to the lessor

Lessor's opinion

Request for ANO

ANO of DNCMP or BISEM

Information letter to no selected bidders

Temporary attribution letter

Final notification letter

APPEALING

Letter of appeal to the Communal Council
Analysis minutes of the appeal by the CGMP
Communal Council's response to the appeal
Letter of appeal to ARMP
Letter from the ARMP to the Commune
Communal response to ARMP

Contract and Guarantees (in batches)

Register of contracts
Offer from the selected bidder
Government procurement contracts (contract)
Guarantee of refund of the start-up advance
Guarantee to good execution
Guarantee of final execution
Amendments to the contract
Letter of amendment request
Minutes of the communal CGMP
Opinion request to the DNCMP or BISEM
Notice from the DNCMP or BISEM on the amendment request
Signed amendment
Notification of the amendment
Additional guarantee of good execution following the amendment

Execution of the Government procurement contract (in batches)

Service orders
Insurance
Execution Planning
Correspondences
Financial Monitoring Table of the Contract
Project manager's reports including construction site reports
Communal reports
Appointment letter of the site monitoring committee
Final Report and Proofing Plan (MOE)
Disputes

Acceptance (in batches)

Request for provisional acceptance
 Appointment of the accepting commission
 Minutes of temporary acceptance and refusal
 Minutes of partial acceptance
 Minutes of final acceptance

Supply Government procurement contract (Same as above)

Government procurement contract of services (Same as above)

Government procurement contract of Intellectual Services

Government procurement contract below the thresholds

Government procurement contract of Works (threshold: 10M BIF)
 Government procurement contract of supplies (threshold: 5 M BIF)
 Government procurement contract of services (threshold: 5 M BIF)
 Government procurement contract of intellectual services (threshold: 5 M BIF)

MAIL AND ADMINISTRATION

Received mail

REPORTS

Monthly activity reports
 Detailed reports

FINANCIAL PARTNERS

Partner X, Y, Z, ...
 Agreements
 Technical report of partners
 Monitoring report of activities
 Meetings with partners

REPRESENTATIVES**Water Management Association (Communal Water Board)**

Delegation contract
 Reports from the Board
 Government procurement contracting manager
 Delegation contract
 Manager's reports

PROPERTY (TANGIBLE FIXED ASSETS)

Global Inventory of property

Acquisitions

Acquisition decision

Title of ownership or act of purchase

Disposals

Decision to make available or sell

Deed of sale or transfer

Property maintenance

Maintenance plan / maintenance estimate

Amortization schedule

Tracking sheet for each asset

PCDC (every 5 years)

PCDC Guide

PCDC Monitoring and Evaluation Manual

Planning Team (Letter of Appointment)

PCDC

PCDC monitoring and evaluation

Annual plan of investment

Capacity Building Plan

TRAINING - WORKSHOPS**LAND AND ENVIRONMENT** (to be transferred to the land service when existing)

Plots (sales certificates)

Property (Certificates of Possession)

Wood cutting (authorization)

Transhumance (Certifications)

5. TECHNICAL COUNCELLOR IN CHARGE OF SOCIAL AFFAIRS (CTAS)**STAFF RECORDS**

Detached

CTAS

Individual sheet / Individual file

Civil status

Certificate of Civil Status

Certificate or birth certificate

Full identity certificate

Certificate of family composition

Certificate of good character and conduct, and criminal record certificate

Certificate of residence

INSS number

MFP number

Job description or specifications

Career

Ratings / Rating Bulletins

Disciplinary regime

Warning

Request for explanations and answer

Layoff

Suspension

Breaking of contract

Payrolls

Leaves

Statutory leaves

Special leaves

Sick leaves

Permissions

Recruitment

Recruitment notice

Job application letter

Resume

Physical Fitness Certificate

Recruitment tests

Minutes of Recruitment

Opinion of the communal council office

Deliberation of the Communal Council

Transfer letter

Order to appoint the Communal Administrator

Technical Councillor in charge of Development (CTD)

Same headings and same documents as under CTAS

Contractuals

Secretary (same headings as above)

RCO**Accountant****Civil Registry Service**

Civil Registry Centralizer

Zonal Civil Registrars

Zonal Civil Registrars A

Zonal Civil Registrars B

Stage manager**Typist****Zones**

Heads of Zones

Head of Zone 1

Head of Zone 2

Secretaries of Zone 1

Secretaries of Zone 2

Communal hydrant man

Messenger

Driver

Head of the Land Service

Casuals

Tax Collectors (Letter of Commitments)

Watchmen (letter of commitment)

Gardener (letter of commitment)

SOCIAL ACTION

Vulnerables

Poor people

Lists

Certificate of indigence

Orphaned children (lists)

Refugees

Lists of refugees

Refugee certificates

Moved (lists)

Returnees (Lists)

Certificates of repatriation

Demobilized (lists)

Women's Forum

List

Internal regulations

Meeting Minutes

Children's Forum

List

Internal regulations

Meeting Minutes

National Youth Council

List

Internal regulations

Meeting Minutes

EDUCATION- HEALTH

Education

List of schools

School statistics

Awareness actions

Health

List of health structures

Awareness actions

ASSOCIATIVE MOVEMENTS

Sport

List of clubs

Recognition certificates

Associations (name and classify them chronologically)

List of associations and / or Registration forms of associations

Recognition certificates

RELIGION-POLITICS

Religion (list of denominations)

Politics (list of parties)

6. ACCOUNTING SERVICE

ACCOUNTANT- STAGE MANAGER

ACCOUNTANT (CPT): original document at the Accounting office

STAGE MANAGER ACCOUNTANT (RCO): original document at the RCO

STAGE MANAGER (REG): original document at the Stage manager

SECRETARY (SEC): original document at the Secretariat

TECHNICAL FILES

Budget (RCO, CPT) (single binder)

Initial budget

Initial budget

Supplementary budget

Deliberation of the Communal Council adopting the budget (SEC, cpt)

Governor's Approval Order (SEC, cpt)

Supplementary budget

Supplementary budget

Deliberation of the Communal Council adopting the budget (SEC, cpt)

Governor's Approval Order (SEC, cpt)

Orders modifying the budget

Deliberation of the Communal Council modifying the budget (SEC, cpt)

Governor's Approval Order (SEC, cpt)

Contracts

Government procurement contracts (CTD, rco, cpt)

Lease agreements

Contract

Monitoring sheet

Sales contracts

Works contracts

Supply contracts

Service contracts

Performance contracts

Loan contracts (RCO, cpt)

Contract

Amortization schedule of the loan

Inventory of personnel contracts (CPT)

Monthly expenses (money orders and vouchers) (CPT)

Payment by bank (real or fictitious in the case of payment for order)

Bank Statement (Monthly)

Bank reconciliation (monthly)

Supporting documents for each operation: (Create subfolders by operation and then slide in the following documents: Bank Statement, Proof of Payment, Money Orders (RCO), Tracking Sheet, Invoices, Delivery Slips, Purchase Order)

Payment by cash

Cash register checklist (monthly)

Supporting documents for each transaction: (Proof of payment; Money order; Tracking sheet; Invoices; Delivery slips; Purchase Order)

Monthly incomes (CPT)

Bank recovery (real or fictitious in the case of recovery for order)

Copy of the banking history (monthly)

Cash collection on title (Order here the supporting documents for each transaction: Receipt order, payment slip, bank extract)

Cash collection without title (Supporting documents for each transaction: State of Cash collection without title, Order of receipt, Payment slip, Bank extract)

Cash collection (real or fictitious in the case of cash collection by order)

Copy of the checklist of the cash register (monthly)

Cash collection on title (Supporting Documents for each transaction: Revenue recipes; Receipt)

Cash collection without title (Supporting documents for each transaction: Status of Cash collection without title, Revenue recipes, Receipt)

Registers

JRP (CPT)

Bank books or bank journal (CPT)

Advance Cash Register (REG)

Cash Count Register (CPT)

Taxpayers Register of Annual Taxes (CPT)

Stock Register (CPT)

Account Ledger

Incomes

Receipt Order Sheets (CPT)

Operating incomes

Order

Real

Investment income

Order

Real

Slips of transmission of the incomes orders (RCO, cpt)

Third-party account statements (incomes before issuing the order of incomes) (CPT)

Expenditures

Mandate Assumption Sheets (CPT)

Operating expenditures

Order

Real

Third-party account statements

INSS

MFP

OBR

Assets tracking sheet (CPT)

Slips of transmission of the incomes orders (RCO, cpt)

Communal property (CPT)**Intangible assets**

Guarantees

Sureties

Investment

Receipt booklets

Inactive value sheet

State of securities accounting

Checkbooks and payment order**Tax stamps****ADMINISTRATIVE FILES**

Mail

Mail received

Reports

Budget monitoring

Monthly financial reports

Annual financial reports

Internal control reports

Management account and minutes of the fiscal year closing

Financial monitoring of each agreement

Agreement (CTD, cpt)

Inventory of contracts related to the agreement

Payment request

Financial monitoring schedule of the agreement

Partner financial report

Budget control

Inspection report

Communal finance report

IGE reports

Court of Audit reports

Audit and monitoring

Partners' audit reports

Action plan

Declarations

INSS

MFP

OBR

Insurances

Vehicles

Buildings

Staff

Thus, the filing in the communes should relate to each of the documents identified and listed above and organize them into main files with whenever necessary, as many sub-files.

II.3. Organizing the archives of Burundi communes

In the process of archives management, there are very essential operations without which effective and efficient management could not be envisaged, whether in the commune or elsewhere. These operations include filing, storage, storage, communication, sorting, payment, etc. We will see some of these, and come back to them in details in order to bring to the communal manager more light and facilities in his work.

II.3.1. Filing of archives in administrative services

We will never cease to talk about the importance of the filing of documents in the administration, because we cannot conceive of a job well done outside the filing well done and that at all levels, even in the commune. In any work, any manager must be able to access false sources and information media necessary for the decision-making in the conduct of an affair.

Similarly, any person who, in his daily works, has files to work on wishes to have access to documents in the best possible conditions.

Finally, in any service, files and other documents must be kept in a place where they must be easily found without being mistaken, without delay, while ensuring that they return after consultation.

Thus, in this chapter, we will spend more time because the filing is the very important step in the process of archives management.

II.3.1.1. Definition

To file is to arrange methodically according to a previously chosen order with the concern to find easily and quickly what one files.

NOTE. He who arranges the documents at random in the available space and place does not file even if he can easily find what he searches.

II.3.1.2. Importance of filing

Starting from the question: why filing the communal archives, several answers:

1. To ensure administrative continuity;
2. To protect the documents the interests of the commune, guarantee the documents against any external attack and agents of destruction (fire, water, rodents, flood, humidity and of course theft);
3. To save time and space;
4. To comply with the law: in terms of legal prescription, judicial, etc;
5. To make the history of the commune or a given case;
6. To meet legal and regulatory obligations;
7. For traceability: a record of what has been achieved in his life;
8. For transparency, etc.

II.3.1.3. Goals of filing

For documents to be used in an affair conduct, filing meets the following goals:

1. Providing the services with a uniform filing method of their documents;
2. Ensuring the quick finding of the essential information to the administration;
3. Facilitating the continuity in the administration through document protection;
4. Meeting the requirements of archival technical principles;
5. Dealing with the impacts of staff mobility.

II.3.1.4. Quality of good filing

To have good filing and thus meet the objectives of protecting, saving and ensuring administrative continuity, the communal manager should ensure the following instructions:

1. **The filing must be precise and secure**, that is, every document, everything must be in its place. The location must be unambiguously fixed with means of orientation facilitating the search. We do not look for a document but we take it where it is, no trial and error. A misclassified document is a lost document.

2. **The filing should be simple**, that is not complicated, avoid sophisticated methods, but rather file so that any authorized person can easily locate and find the files.
3. **The filing must be flexible**: it must have wide possibilities for introducing new elements. It must be extensible, that is, it must allow to insert new documents or files.
4. **The filing must be coherent**: it must really reflect the activities of the commune. It must be exhaustive (logical).
5. **Entirety**: It must relate to all documents, no document should be neglected. Thus, any filing and the filing plan used in the services must take into account these qualities and the communal manager must control their use.

II.3.2. Creation and management of the files

Document management starts from the moment it is delivered or created. It is an important step because a good filing starts with the first document produced or received.

II.3.2.1. Establishment, Creation of an archive file

For the conduct of a case, it is necessary to create a file to make the information available. The creation of the file starts with the **codification**, that is, assign the corresponding filing score in the plan if it exists and we write this dimension on the document before inserting it in the file. The file thus created is identified by a title, object or action and by extreme dates (date of opening and closing).

II.3.2.2. File keeping

The good keeping of the file requires the respect of the basic technical and material gestures including:

- a) **The internal filing of file**: to keep the order inside, to classify the pieces chronologically, to group the pieces that go together, or to use other storages (thematic, alphabetical, geographical, etc.)
- b) **External filing of file**: store files next to each other on shelves or in wardrobes sorting and eliminating unnecessary parts: Sorting wisely within the file to remove unnecessary parts such as: duplicates, blank forms, drafts, and so on.

II.3.2.3. Circulation of files

A file or part of the file can be moved for administrative purposes. An exit form informing the moved document is established and takes place of the latter. It will show the name of the person who took the document, the date and the number. When the file is returned, the secretary files again the document and removes the exit form on which the date of return will be indicated.

II.3.2.4. Decommissioning a file

It is an operation that takes place when the active state changes to the semi-active state, thus moving from the office to the pre-archiving repository (file room), eventually leading to the filing of the final archive, destruction, or permanent protection. Only the files necessary for the day-to-day administration remain at the office.

II.3.3. Filing plan

Returning to this management tool par excellence, the filing plan is a written guide that gives the general organization of the classification, that is its large parts and the way it is ordered. In any organization, including the commune, it is an essential tool for anyone in charge of filing. As a reminder, any document contains a certain number of identifiers or references which place it in space, in the time resulting from its object, its origin and its destination.

All these references, these data serve as guides in the development of the filing plan. It is an essential tool for anyone who makes the classification because its different headings determine the order in which it arranges the different documents. It is also an indispensable tool for anyone looking for a document. It gives each document a unique and definitive place.

Indeed, the filing plan is to the filing what the table of contents is to the book, otherwise, to find a document, consult the filing plan.

II.3.3.1. Characteristics

1. It is not a prefabricated tool: its preparation takes into account information and documents to be filed. The information and documents are different from one service to

another, even if they were identical they will not have the same importance from one service to another.

2. It is not a fixed document: it must adapt to the changes that can occur in an organization (in relation to the change of structures, delivery or disappearance of activities ...). It must be ready to the necessary modifications.

3. It is a document that precedes the filing because it is precisely designed to facilitate the filing and research of documents. It should be established before the filing phase.

II.3.3.2. Advantages of a filing plan

1. It allows clarification of the major activities of the organization
2. It facilitates the analysis of files
3. It allows an easy use of information and documents
4. It avoid to separate documents of the same purpose

II.3.3.3. Preparation of general filing plan

Two important steps for its preparation:

Step one: Starting from the service's assignments and attribute or give them a filing index (conventional for the service). The filing plan of a service is in fact a function of its attributions.

Step two: From an exhaustive list of documents received or produced by the service and assign each of them an index or code or reference, it is the codification.

Example:

A. Reports

- A.1. Weekly report
- A.2. Monthly report
- A.3. Semestrial report
- A.4. Annual Report

B. Regulation texts

- B.1. Laws
- B.2. Decrees
- B.3. Orders
- B.4. Decisions

The two steps complete each other. The filing plan is never definitive, it should have to be updated whenever necessary. Any changes to the plan must be in writing and communicated to all who use it.

It must remain within the reach of the secretary manager of documents.

II.3.4. Modes and filing orders / storage

Filing is an essential function of human intelligence. A human has always looked for the criteria to facilitate the filing and research of ideas, thoughts, objects, etc. Principles are imposed and a number of orders or modes of filing considered more rational have been retained. They are based on the internal and external filing. In practice, there are several ways to organize a good filing as well as the documents to be filed are very varied and the persons inquiring on information start from different data. However, three ways of filing or filing orders are imposed more than others: This is the alphabetical, numerical and ideological order.

In any organization, the command of the filing requires the following operations: the choice of a methodical order, the choice of material adapted to the nature and the form of the documents in presence, the definition of the method of filing, adoption of a system of storage that allows to consult easily and quickly the documents by ensuring good keeping and protection.

Here the filing brings a double meaning: filing as intellectual operation or internal filing and filing as a manual operation, physical also called storage or external filing of documents.

Here the communal manager should take care of all these operations in order to carry out properly his missions.

II.3.4.1. Internal filing of documents

To meet the needs of the administration, there are several filing orders within a file classification plan. The most important are:

a) Alphabetical filing

It consists in storing the words in order of succession of alphabetical letters. The element which determines the place of each document is the first letter that begins the word; it is recommended for the filing of personnel files, the list of customers, suppliers, subscribers, etc. It is simple, quick and extensible.

b) Numerical filing

It is based on the natural sequence of numbers. It consists in storing the documents according to the continuation of numbers. The place occupied by the document in the filing is determined by the serial number which has been assigned to it in the order of their arrival or registration.

It is simple, safe, discreet and indefinitely extensible. It is recommended for vehicle registration records, civil servants reference numbers, merit order in a competition, filing of court records, etc.

c) Analytical, thematic or ideological filing

It is based on the idea contained in the document, that is, the object, the case or the subject developed in this document. Filing par excellence for correspondence. It is done using a filing plan based on the documents to be classified divided by themes. Each theme can be subdivided into as many sub-themes as needed.

It is recommended for filing mail and correspondence, for records keeping, constituting a documentation, etc.

Always extensible, it remains nevertheless delicate in its use because any error of appreciation on the idea contained in a document can contribute to the loss of the document (documentary silence).

d) Chronological Filing

It refers to dates. It consists of filing the documents in the order of their date of creation (date of arrival in the service) or registration. The date is taken as identification element of the document, hence the "chrono". Thus the oldest document is below and the most recent above.

It is recommended for filing correspondence, reports, minutes, regulatory texts, newspapers, invoices, slips, court records, etc. It is simple and extensible to infinity.

e) Geographical or topographical filing

It is based on the geographical divisions or entity of a territory, the street, the district, the commune, the zone, village, etc. It is recommended in the territorial services. It is used for the filing of maps, plans, etc.

There is also the decimal filing, used in libraries and reading centers for the filing of books and works.

Note. Under certain conditions, we can combine several filing orders, in this case, we will have an alphabetical numerical filing, ideological and chronological, ideological and alphabetical, etc.

In all these types of filing, the thematic filing is the most interesting and used. It is indeed the only one that makes it possible to constitute business files, that is, by theme treated or contained of documents leading to the constitution of the files which makes it easily to research for the information.

II.3.4.2. External filing or storing of documents

Taking into account the form and the nature of the documents, the latter occupy different positions of filing and the manager will have to choose the appropriate mode between the following processes:

a) Horizontal or flat filing

It consists of piling up the files and documents on top of each other. For the files, the back is presented horizontally facing the user. The title or the signage of the file is put on the back. Simple, allows the visibility of the title and good signage, but the manipulation (extraction and re-establishment) and the introduction of new documents are more difficult.

b) Bottom or Upright filing

It consists of storing the documents and files next to each other on their side, the back facing vertically facing the user. The file is stored on its narrowest part. It has a lot of advantages like quick release and refiling of records, good signage, easy registration of titles, easy identification of missing files. It is recommended for storing books, binders, etc.

c) Vertical filing

It consists of filing the records and documents ones behind the others or next to one another on their widest side. We will have the ordinary vertical and suspended vertical filing.

For the ordinary vertical filing, the documents are filed back down, vertically, ones behind the others, case of personnel records in cupboards to file. It has the advantage of practical accessibility, good readability, good signage, easy extraction and reintegration of files and documents. Difficulties also like the sagging of the files at the bottom of the drawer, the cluttering when using drawers, always use the drawer with each extraction, difficulty of filing records too heavy or voluminous.

d) Front or suspended filing

The research is easy but requires appropriate furniture in this case the metal cupboards.

II.3.4.3. How to organize the filing or storage?

In any service, the content of files, the frequency of use or consultation, the order of classification and the volume of documents received or created are extremely varied, hence the need to determine where to classify or store and how they must be classified but also with what. The organization of the filing depends on the place where to classify, and the method adopted according to the nature, the number of documents and the frequency of use.

Thus the filing and storage of documents is not done at random, anywhere or anyhow. Hence these questions:

a) Where to file?

The files being processed and the frequently used documents must be constantly available to the users, that is, in the secretariat. Similarly, according to the age of the documents and the frequency of their use, they are filed:

- Current or active files will be filed at the very office;
- Semi-current or semi-active files will be filed in a pre-archive repository or a file room.
- Historical records will be classified in a permanent or historical repository.

Never stack documents in corridors, storerooms, nooks and crannies in desks, crates, boxes or on the floor.

b) When should one file?

After giving the document a filing index, it must be sent to the persons authorized for use. After use, the document must be recovered for storage. The storage should be done as regularly as possible, at the end of each working day to lighten the work of the next day. When filing, never wait until:

- the mass of documents is so important;
- the premises are saturated;
- a possible move intervenes;
- the service manager gets angry;
- users of documents complain.

c) What should be filed?

The filing applies to any document received or produced by the service, regardless of its date, form or material support. So:

- From the point of view of dates, we will file: all current, semi-current and definitive archival documents;
- From a formal point of view, we will file: correspondence, reports, minutes, regulatory texts, maps, photo plans, books, newspapers, etc.;
- From a support point of view, we will file: documents on traditional support (paper) and on new supports (tapes, CD, DVD, films, diskettes, CD-ROM, etc.).

d) What are the stages of document filing?

- a) The communal secretary must successively identify each document, sort them, place them in the corresponding files or create new ones if necessary;
- b) Sort documents by category and by nature;
- c) On each document, the reference of the file in which it is to be classified;
- d) Store the documents;
- e) Follow the identification of the file by reference (to refer to a file, we will use manual writing, labels);
- f) Follow the signage;
- g) After a certain period of time, any document that is no longer in current use or has lost its administrative utility should be archived.

Note: No document should remain unfiled.

Avoid mentions of the type: to classify, to see, to do, to wait, various, etc.

In short, to file documents, one must first identify them, sort them, store them.

e) Who does the filing?

Although the filing constitutes the essential work of the secretary, he is not the only one to deal exclusively with the filing. In addition, the filing must not be at the sole discretion of the secretary. Thus, who can do the filing: the executive secretary who is responsible for the filing, it is he who puts the index or rating on the documents, and determines the file in which it will be stored; the person in charge of the department who must follow the work closely, he must also with bring himself the filing plan used in his department; employees or other authorized personnel. They can do this in the absence of the secretary or under his supervision. This is why the secretary must introduce his close collaborators to the exploitation of the plan.

Note: The filing cannot be entrusted to any new person without proper training.

f) What should be done if there is no enough space?

In many communes, the space for filing is often lacking; as a solution to consider, two possibilities should be highlighted:

- After evaluation and sorting, make a pre-archiving repository or the central repository of the final archives: to transfer its records, it is also to gain space;
- Elimination of documents that have lost their administrative value and have no historical value. The destruction will be by fire (incineration), recycling or by paper machine. This elimination is based on the retention and disposition schedule that tells users how long they must retain documents.

Note: The destruction is done in the presence of the witnesses and documentation of destruction is done.

II.3.5. Good gestures or good practices to observe in archiving

A good records manager should normally observe some basic gestures of good practice such as:

1. Do not extract pieces of files, rather use photocopies;
2. Avoid making big files;
3. Avoid removing parts from closed files, use photocopies too;
4. Use cardboard or archive boxes for storing;

5. Do not replace old paper without taking care of taking back the old title on the new file folder;
6. Prohibit the use of adhesive tapes, paper clips, elastics which are real agents of deterioration of documents;
7. File files and documents regularly;
8. Follow the circulation of files and documents within the service;
9. Use a lot of rigor and discretion in the filing;
10. Eliminate immediately the so-called basket papers (drafts, duplicates, blank forms);
11. Complete the column "Filing" of the register by the filing index;
12. Always have at hand the filing plan;
13. Always build case records (by subject).

II.3.6. What should be avoided in archiving?

1. Creating folders like Letters received, Letters sent, Miscellaneous folder;
2. Extracting a document from the folder without leaving a tracking sheet (ghost);
3. Filing according to the service of origin;
4. Exposing documents and records to theft or destruction;
5. Creating parallel folders;
6. Avoiding a custom filing;
7. Spreading the documents of the same object in several binders.

II.4 Retention and disposition schedule

This is another management tool par excellence after the filing plan because it is based on key principles of archiving including sorting, evaluation, etc. It will indicate, category by category or document by document, its duration of retention or duration of administrative utility (DUA) and the fate to reserve to it at the expiry of this period of preservation.

All documents produced cannot be kept indefinitely: their fate will be defined in a table called management table. It is a sort of archiving contract between the producing service and the pre-archiving or final archive service. Thus, it will be decided between destruction/elimination and unlimited preservation

This table defines the time during which the documents are essential to the activity of the service or the citizen to assert his rights or obligations. This is a mandatory retention period. Thus, the Duration of Administrative Utility (DUA), is fixed in years and sets the retention periods of documents as current, semi-current and final and especially their outcome at the end of this period.

In principle, it is established in advance for all categories because of the needs of their use.

The retention periods are of two kinds:

II.4.4.1. Time limits set by the regulations

II.4.4.2. Time limits set by the producing institution in collaboration with the Archives Administration according to the needs and necessities of the service, taking into account the cases handled, the interest in research, etc.

a) Principle and usefulness of the Retention and Disposition Schedule

1. It is written upon the request of an administration or at the initiative of the archivist;
2. It is prepared by the archivist following the interview with the producer;
3. It determines the responsibilities of each service in the rational archiving of records;
4. It documents the documents produced by a service, reflects its organization, and is used to manage the current and intermediate archives and helps with the historical archiving of documents;
5. It is a tool for traceability and control of internal information of an institution;
6. It helps to rationalize and plan the management of space;

7. It must be understandable and easily interpretable and accurate, not so sophisticated;
8. It reflects the activity of the service at a given time;
9. It will always take into account changes in the service that may affect the organigram and then modifying its attributions from where it needs to be updated and updated.

Briefly, it serves to fix for each type of document the time limits of current and semi-current administrative utility, the time limits for records transfer to the pre-archiving repository and the final destination of the documents.

It is a tool for traceability and control of the internal information of an institution:

1. It helps to rationalize and plan the management of space;
2. It must be understandable and easily interpretable and accurate, not so sophisticated;
3. It reflects the activity of the service at a given time;
4. It will always take into account changes in the service that may affect the organigram, and then modifying its attributions from where it needs to be updated and updated.

b) Foundations of the Schedule

There is a clutter of repositories and offices with documents following the mismanagement helped by the increase of documents in number (documentary explosion). From there, it is necessary to adopt a rational system of management for a better organization and a better exploitation and to find information to the administration and to provide services to the users.

- In evaluating, the archivist determines for each category of documents the preservation period throughout the lifecycle.
- Thus, he decides which documents to be eliminated and others to keep indefinitely.

Note: Evaluation is the largest and most noble archival operation.

However, having this information remains problematic in the face of this mass of documents, hence the need to "sort out" in order to keep documents that are well identified and which have an indispensable utility, for which there is a risk of administrative paralysis or even for the research.

Speaking of sorting brings us to the concept of evaluation.

In evaluating, the archivist determines for each category of documents the preservation period throughout the lifecycle.

Thus, he decides which documents to be eliminated and others to keep indefinitely.

Note: Evaluation is the largest and most noble archival operation.

Evaluation

As a **definition**, the evaluation is the act of judging the value of an archive document and at the same time determining the time during which this value applies to the document (keeping this value). Finally, by value we mean the legal, financial, administrative, historical, etc.

So the assessment will lead to the preservation or disposal of documents, hence:

- **Evaluating in order to preserve:** here the short-term administrative or economic interest is taken as the basis of the operation. Besides as witnesses of all the activities of the society, the archives must be preserved.
- **Evaluating in order to eliminate:** the tendency here proposes to judge the administrative value during 5 years, after eliminating until 70% of the documents 25 years later and finally to judge the testimonial or patrimonial value.

The evaluation is also based on the content and context expressed in terms of primary value and secondary value.

Primary value: Importance of a document with regard to its function as administrative, legal and financial proof.

Secondary value: Importance of a document with respect to the function of patrimonial testimony that it fulfills within the society (person, service, organization that created it). From the function of use, let us retain:

- Evidence function (administrative, legal, financial);
- Testimonial function (mark, witness sign of something).

Value of the archives

- From the content point of view, value is based on the information contained, the representation of knowledge, the element of knowledge generated in the exercise of an activity of a person or an organization;
- From a contextual point of view, value refers to the activities of the service or person from whom the documents originated.

Note: Documents must remain in their creative context (Principle of respect for fonds).

Evaluation criteria

Definition: A criterion is a characteristic, a point of reference that makes it possible to judge the value of something. For our case it is the primary or secondary value of the documents.

Note: In the practice of evaluation, there is no grid applicable to all environments or documents; however, guides or guidelines used wisely can guide the archivist in this action.

In evaluating, the archivist will ask questions like:

- For how long a document has an administrative value, legal, financial?
- What documents should be kept as an institutional property witness?

c) Elaboration of a preservation schedule

Two big successive stages:

- The macro-evaluation: to know the documents, it is necessary to determine the nature of the archives to be evaluated
- Micro-evaluation: the archivist judges the value of the documents,

Step 1: Needs analysis: take knowledge of the institution, its position in the hierarchy, its activities and the documents it generates (located at a decision level).

Step 2: Making the most of the experiences, data collection: referring to the other tools of the kind, adapting them, exchanging with the producer service, identifying the different categories and types of documents and files, exhaustively listing all the documents products or received by the service, checking if each document / file is within the workload of the service (documents arrived by chance), distinguishing the main categories (files relating to the organization and operation of the service, working tools, serial documents, service documentation, etc.)

Step 3: Analysis of each type or category of documents

Having made the outline of the institution and its documents, the archivist determines the periods during which the current and semi-current archives have a primary value and therefore must be preserved. He then chooses the documents which present a secondary value and which consequently must be preserved without limitation of duration (indefinitely).

For each category, it is necessary to determine the legal or regulatory preservation period: current utility, intermediate utility and finally determine its final fate after these two steps.

Step 4: Collecting and fixing all the results in a table: producer service, identified files, retained preservation periods, final fate, date of drawing up the table, possible observations.

Step 5: Approval / validation of the table: having the table approved by the service concerned, submitting it for modifications, suggestions, the direct involvement of the authorities of the institution in its development is required.

For each category, it is necessary to determine the legal or regulatory preservation period: current utility, intermediate utility and finally determine its final outcome after these two steps.

Step 6: Dissemination, application and maintenance of the schedule: The approval has taken place, it must be disseminated and raise the awareness of the service to use it. All that remains is to keep it up to date.

The communal archivist is not the only one to intervene in the evaluation. By elaborating the rules of preservation, the archivist plays the role of initiator, backbone, he plays the role of leader. Although involved in the highest degree, he cannot claim to judge alone the value of archives, from which several stakeholders: administrators, researchers, specialists in various fields (finance, law, historians ...). He will work in a team, which gives the relevance, efficiency and consensus of the schedule.

d) Presentation of the retention and disposition schedule

It is a table with 4 columns:

First column: We list all the files produced or received, then classify them according to a functional logic. (See the filing plan)

Second column: Administrative useful life: expressed in number of years taking into account the dates of the document (opening and closing, death of an employee, judgment of a case).

Very often the closing date of the file comes first. We can mention the date of transfer of the files from the service towards the National/ Archives; in this case there is a column for duration of preservation in the producer service and another for the duration of preservation in the Archives.

Third column: Final outcome: we indicate the choices made between elimination, sorting or preservation.

Hence:

P: for preservation

D: for destruction

E: for elimination

S: for sorting

Fourth column: Observations

Indicating useful observations for the knowledge of the documents, the explanation of the choices of Duration of Administrative Utility (DUA) or the motivation of the choices of the final outcome, to explain possibly the criteria of sort, etc.

In this table, you can optionally add another column indicating the value of the document (limited value, unlimited value, permanent value or even without value). In this same column we will be able to mention for each document in terms of value that it is vital, essential, important or not important (EAC preservation schedule).

The preservation and sorting schedule that is its application is based on the primary and secondary value, usefulness and uselessness of a document. The legitimacy of the sorting rests on the huge mass of papers, materially impossible to preserve entirely and the difficulties to exploit them if they were preserved in entirety. Note that sorting is intended to ensure the preservation of the most important and significant documents.

In both cases, there is destruction of documents and it is the responsibility of the archivist vis-à-vis the users. From there, the sorting must be made in the clarity, draw up the list of what was destroyed, specify the circumstances, indicate the date, the authorities implied and mention the possible references to the texts of law.

- If it is an entire fonds, make a descriptive list;
- In practical terms, disposal will be by fire (incineration), recycling by the shredding system.

In this chapter, this guide could not claim to be complete in terms of management tools. Nevertheless, it retraces some good practices, useful gestures in the archiving of the administrative documents of the communes. The archivists of the communes of Burundi will be able to be inspired every time in their daily work.

In addition, they are expected to make improvements and even updates whenever the need arises.

II.5 Collection, Sorting and Transfer of records

The collection, sorting and payment of archival records is another step in the management of files, and the communal archivist is called upon to take care of them whenever necessary. He/she will have to use management tools related to each operation. During the document lifecycle, archive folders undergo various operations. This usually occurs after the period of use as current and semi-current archives. Thus, they are sorted, evaluated, collected or put at the archive repository

In the normal order of things, the archivist should be involved in all stages of records management that is the creation, evaluation, selection, sorting, preservation and communication of records (Records Management). Unfortunately, we often find that the archivist is in the presence of a mass of documents of which he doesn't know much about the content, but is paradoxically called to manage them.

This is why he/she is called upon to carry out certain archival operations to shed light on this mass and finally to document this mass. An example is the census, sorting and transfer of records. Moreover, a good archivist is not one who keeps indistinctly. The archivist is sometimes called upon to destroy, but wisely to keep records of administrative, historical and cultural value.

He must sort and evaluate the documents in the presence. This operation will lead to the development disposition schedules that will take into account the needs of the administration, the historical interest and in accordance with the legal requirements.

In these operations, the archivist must carry out the inventory, an operation by which the contents of the archives are identified, that is the subject treated, the person who processes it, the place of the action and the date on which passes this action. This brings us to the development of various research instruments.

In addition, the manager will have to rigorously submit the documents to the evaluation, an operation by which the archivist determines the value or importance of the document. This assessment can be qualitative or quantitative. This operation will also determine the fate to be reserved for each document (file) and this information is recorded in a table called management table or archiving plan.

Thus, the archivist has the duty to select the documents to destroy and others to keep. He evaluates documents, he appreciates their administrative, historical or scientific value for research purposes.

Reasons for the evaluation:

1. Documents that occupy a lot of space in shops and offices but do not justify interest;
2. Lack of space while the documents are of obvious interest.

II.5.1 Collection of archives

It is the action by which an archive department conducts a campaign to administrations to encourage them to transfer their records in the age of archiving. Here the archives department goes to meet the administrations. This is usually done in order to save the archives threatened with deterioration and disappearance (case of urgent safeguard).

In order to get there, you should follow these steps:

1. Locate the documents first where they are kept;
2. Identify them by identifying the file name, a brief description of the content, identifying the producer service, the extreme dates;
3. Prepare, that is the record transfer slip, the list of all identified files;
4. Organize them consistently, that is chronologically, alphabetically or thematically;
5. Put them in cartons or items, number all cartons or items;
6. Get in touch with the archive service and only the physical transfer of the documents remains.

In the archives service, there will be verification of the consistency between the list drawn up and the articles paid. The transfer of records is quoted and then stored.

On the administrative side, the bill is duly signed by both parties for delivery and recovery. One copy for the service of another for the archive service (National Archives).

Note: In order to successfully complete this operation, there should be a "correspondent archives" in each administration, a focal point.

The service in charge of transferring the records can whenever necessary return to consult its archives on the basis of the list following the procedure of use

11.5.2 Sorting

Like evaluation, sorting is an operation that engages a lot of the archivist's responsibility in front of the administration as well as in front of the history.

For current archives, sorting and eliminating unnecessary parts is done at the office and inside the folders. The sorting and the elimination are done at the intermediate period, that is, the pre-archive filing. This is based on the disposition schedule, which was developed in concert with the retention schedule.

It consists in separating from a mass of archives documents deemed to be of no interest (or presumed to be so) of documents of historical interest. Sorting leads us to divide the documents into three categories:

7. Documents that have lost value (can be deleted without delay);
8. Documents of interest for administration (to be kept for a specified variable term);
9. Documents to be kept for an unlimited period of time for research purposes.

Note: Disposal consists of removing and destroying documents deemed to be of no interest. The following are concerned by sorting:

- Duplicates and copies in more copies;
- Prospectuses;
- Blank forms;
- Drafts

Note: A sorted, destroyed or eliminated document can no longer be reconstituted (uniqueness). However, this should not be a hindrance to the need for elimination, an important step in the management of the archives but also, appropriate solution to the phenomena of inflation (explosion) documentary.

II.5.3 Transfer of records

Archival operation by which a given archival administration such as the commune transfers them to an archival service: Provincial Archives, Regional Archives or National Archives.

The transfer of records is not random, it must be prepared carefully and follow the normal procedure, so it is not a "sweep" or "trash" operation by a garbage service. As can be seen then, good governance depends almost exclusively on the good management of the information and thus the good management of the documents produced or gathered by the administration.

The absence of favorable conditions for the organization, preservation and dissemination of information slows down any efficiency process. The archiving of documents as soon as they are delivered in the office should be worrying preoccupation and permanent activity of any civil servant of the administration. The ordering of the administrative files makes it possible to obtain and give information in a short time and thus to save time but also to gain the confidence of the citizens for whom we are at the service.

In any communication of information, we should avoid the documentary noise or documentary silence, phenomena often observable in our administrations and which constitutes a serious breach of professional ethics.

11.6 Preservation and restoration of archives

When it comes to the management of administrative files and documents, we are confronted every day with shortcomings that require us to react. Some have already found that our archive structures most often resemble dusty stores whose accessibility is a courageous act.

All this is the result of a poor management of the documents but also to the normal wear and tear following the numerous consultations. You will agree that the accumulation of knowledge is the first condition for initiating any development and in any field whatsoever.

But without a good archiving and management policy based on good practices of documents processing, meaning by that, preservation and restoration, this requirement could never take shape in our habits.

II.6.1 Preservation of archival documents

Remember that management is the science of administration, the art of running an organization and its various functions.

For the case of our study, it is the art of conducting and coordinating all operations related to the processing of archives.

The management taken in its treatment angle is based on the preservation and restoration of documents and archive files. They must be preserved against: acidity, fungi, mold, heat, humidity, light, rodents, fire, theft, man, to name but a few.

Some cases:

- The drought makes the paper brittle from where in our repositories, it is recommended a humidity level of 50 to 60% and a temperature of 12 to 18 °C;
- Direct and excessive light deteriorates the ink on the paper;
- Moisture deteriorates the paper and leads to mold;
- Different rodents and insects "bite" paper;
- Fire and wildfire devastate archives, even entire repositories;
- Theft causes serious damage to documents and therefore to administrations;
- Flood devastates documents, even entire repositories;
- Acts of vandalism caused by armed conflicts or natural disasters;
- The man being the producer of documents, he is the first destroyer of these documents;

In order to cope with this, the manager is expected to consider, as far as possible, the following actions:

- Checking the moisture content in the repositories, and regulate the temperature, this requires appropriate equipment;

- Treating the shelving very often, especially if they are wooden, use products (anti-rodent products) for example;
- Avoiding theft by keeping the stores always closed;
- Avoiding any form of deterioration of the documents even if there is frequent use. For this specific case we could resort to duplication by photocopies;
- In order to protect them against excessive light, using the use of opaque curtains for archival repositories;
- In order to protect against fire, installing fire detectors and extinguishers;
- Installing storerooms in secure locations or highly secure buildings.

Thus, faced with the deterioration of documents, by whatever form, the only remedy remains restoration, binding being one of its forms.

II.6.2 Restoration of documents

The restoration of documents is understood as the set of techniques that intervene towards documents damaged by any form whatsoever, but still recoverable.

We try to give back to the documents their original form:

- This is the case of torn documents, wet documents (flooded), documents attacked by mold, partially burned or attacked by rodents;
- For this, we can use available possibilities: simple binding, use adhesive tapes (except tape) Filmoplast, the appropriate glue (not wood glue), etc.

In other places, there are houses or firms specializing in the restoration of documents, also called "restoration workshops". They are equipped skilled for all kinds of damage. In these firms, we will meet highly qualified technicians for this purpose.

For example, a team of Canadian technicians developed a document entitled "**General Techniques of rescue**", an action plan in the event of a disaster (**48 hours after the incident**).

A very rich document that gives instructions on the measures and precautions to be taken in case of disaster for various elements of cultural heritage including archives, books and papers, photographs, records for the case that interests us. Let's see what they propose as a way forward:

1. Disaster signal in case of prior warning:

- Moving or protecting essential documents;
- Putting them on the upper floors;
- Shrinking resistant shelves, filing cabinets and other types of storage.

2. Safety first:

- Staying calm and adopt a calm attitude;
- Looking for sources of damage;
- Shutting off the water supply;
- In case of smell or hissing, opening the doors and leaving the building immediately;
- Avoiding going back to the building in a hurry (wait for the advice of the rescuers).

3. Getting organized:

- Gathering staff outside to give tasks and prioritize;
- Establishing the command center;
- Notifying rescue workers, get help, suppliers of goods and services: firefighters, ...

4. Stabilizing the building and its environment:

- Preventing the whole building from being contaminated;
- Identifying and repair damage, consolidate shelves;
- Removing carpets and wet furniture;
- Removing any stagnant water.

5. Buying the necessary supplies.

6. Documenting on the damage:

- If possible going around the building of the affected areas;
- Noting the status of any object or collection before moving them;
- Photographing the state of the collections;
- Taking notes in writing and making comments;
- Documenting rescue activities and transferring of collections out of disaster areas.

7. Evaluating the damage:

- Making an inspection of the damaged areas and an evaluation of the damages caused to the collections;
- Evaluating the nature and extent of damage;
- Specifying how long the objects are wet, the degree of humidity, noting any trace of mold.

8. Protecting collections:

- Leaving in place objects that are damaged
- Protecting objects with plastic sheets

- Moving undamaged objects first
- Separating damaged objects from those that are not

9. Rescue priority:

- Determining the salvage priority of collections: the most vulnerable, the most important, the most valuable, the materials with the best chance of success; In short, records of essential information about the organization.

As general techniques, one can retain for books and papers:

- Rinsing the book and keep it closed;
- If they are humid or wet, placing them upright with the covers open at 90 ° angle and allowing to air dry;
- If they are very wet, laying them flat on a clean surface, inserting an absorbent product in less than 20% of pages and replacing the product if it is wet.

For paper, laying each sheet separately or in 6 mm stacks and allowing them to air dry, inserting absorbent material every 5 cm and replacing when wet.

Avoid deploying or separating each of the wet papers.

- If there are too many items to dry, inserting waxed or silicone paper, placing in a solid container, freezing them
- For photographs: if necessary, rinsing them individually with clean water
- Avoid touching or mopping the surface
- Allowing them to air dry, hanging them there using tongs on the unprinted part
- Avoiding contact of photos with other adjacent surfaces, or with each other, freezing photos
- For recordings, wearing gloves when handling, avoiding scratches, avoiding using scissors, rinsing dirty tape, etc.

Preservation and restoration are other techniques for saving cultural heritage elements in their diversity, that is, in different supports, including archives. These are rescue techniques. For this, there are specialized services in this type of operation called Restoration Service or Restorers. These services are sufficiently equipped for any form of disaster: Water, earthquake, fire, etc.

In conclusion, taken as a safeguarding measure or strategy, the preservation and restoration of documents will avoid the loss of archival documents and the irreparable loss of information.

We must therefore ensure that the documents are protected to preserve their integrity.

Service managers should provide preventive measures and make available rapid response equipment.

The responsibility of the archivist being strongly engaged in this action, I therefore call on your professional conscience to protect these materials.

II.7 Archival preservation

The good preservation of the archives requires appropriate means and techniques. The essential element is of course the locals. The building or archive rooms cannot be improvised. They must meet certain conditions required by the profession to ensure the protection and preservation of documents.

11.7.1 The premises

They must be protected from light, protected from the risk of flooding, fire and especially theft, the relative humidity must be stable and the recommended ventilation, in short, buildings must be secure.

11.7.2 The shelves

Fixed or mobile are provided with shelves adjustable in height or not. Shelving bays and shelves should be numbered to easily locate documents.

II.7.3 Packaging

Files stored in file folders must be packed in archive boxes; number them. In principle for certain types of documents, it is necessary a suitable material, it is the case of documents on paper listing, photographs (paper neutral), the important acts as the legal acts like laws, agreements, decrees, orders, it is necessary *permanent paper* to ensure longevity.

However, despite the good preservation of documents by traditional methods, the mass of documents always increasing is a problem of space, hence the use of modern archiving techniques.

Archival preservation is not done anywhere and anyhow. For good preservation, the manager should ask himself the following questions: what should you keep? Where? How? Why and with what?

Principles of preservation

- a) **What to preserve?** Any document produced or received by the commune without distinction.
- b) **Where to preserve?** In a building and appropriate rooms, not in corridors, in storage rooms, in crates, trunks, on the floor, in short, not by chance of the available space.
- c) **How to keep?** Choose a preservation system that takes into account the nature and form of documents.
- d) **Why to preserve?** To ensure the administrative continuity, to constitute documentation for the needs of the administration, to protect the files, to make available the administrative information, etc.
- e) **To preserve with what?** Preserve them with appropriate materials and equipment: shelves, filing cabinets, files, archive boxes, cabinets, etc.

Archives' communication

As the preservation of archives, the communication of archives too is not done anywhere and anyhow. For good communication, the communal manager should also ask the following questions: what to communicate? Or? How? Why and with what? In the same way, every archive manager must strictly respect the professional ethics in this matter starting from the very reception of the users.

Principles of communication

- a) **What to communicate?** Any information contained in the documents except for confidential documents, any document will be communicated under the same conditions as above.
- b) **Where to communicate?** Ideally, in a room reserved for this purpose for documentary information as a reading room.
- c) **How to communicate?** With the tools and tools of research, any archive manager will have to avoid silence or documentary noise. He must also respect the professional ethics of communication: the reception, orientation, etc.
- d) **Why to communicate?** To disseminate, give the information to the requestors for the needs of their use.

e) **To communicate with what?** Use the research tools or instruments for documentary information.

Archives management tools or instruments

From visits and inspection of archives carried out in different communes of Burundi, it appears that the management of the archives of communes has many gaps. Several imperfections have been observed.

This archival guide presents, in a succinct manner, some practical guidelines and instructions that the communal archivist must observe in his document management work throughout the archival management process.

Also, the file being the basic instrument of any administration, this guide aims at the following objectives:

- Facilitating the work of archivists and document managers in the communes;
- Improving archiving of administrative records and documents;
- Improving the quality of services offered to users or to citizens in general;
- Having a relevant archive;
- Promoting administrative efficiency.

Thus, good documents management at whatever stage they are in, requires a several number of management tools or instruments.

We will then give you some standing instructions and how to use them for any document manager. For a better understanding, exploitation and use by the manager, each management tool is briefly commented and annotated. (We will come back to this in more details later).

The maximum use of the information contained in archival documents is one of the prerequisites for the effectiveness and proof of sound management of the organization. It is for this reason that the administrations adopt standards, method procedures and tools to better manage their documents.

In order to meet the needs of administration and research, documents management, the archivist is called upon to organize and ensure the rational management of administrative documents and thus ensure for future generations elements of the current era through an image as complete and faithful as possible.

In order to achieve this, the archivist will always be in the presence of a number of management tools. Thus, at each stage of the document lifecycle, different types of tools or management instruments will be used. In this guide, we will present you in turn the indicator of the letters received / sent, the filing plan, the logbook especially internal, the file of displacement or ghost card, the management table or schedule of preservation, the records transfer slip of the archives, the data entry slip of the archives, the reading card of the reader, the report of destruction, of records transfer, the slip of eliminable, the sheet of reading.

Let us start with the easiest ones:

Any file, active or inactive, in whole or in part may be borrowed for administrative or management purposes.

An exit card containing all the information concerning the file, the document or the documents is established and takes the place of the document. This card is also called ghost.

It will mention the name or identity of the person to whom the document is lent, the date, the reference of the file. Thus, we will know at any time who holds the document in circulation. Upon return of the document, it will be reclassified and the card removed by entering the date of return or torn altogether.

II.4.5. Indicator of letters received or sent

Thus, as soon as the document is delivered or received, it must be recorded in a register drawn up for this purpose, in this case the indicator. It is a register that is on the market and has a number of columns each corresponding to information specific to identify the document.

It will subsequently be filed, that is, it is given a reference, a classification index compared to the filing plan (Appendix 4).

II.4.6. Transmission logbook

Important tool for an administration in the control of the circulation or the transmission of documents of the service towards the outside. It certifies that the document sent has arrived at its destination. It is a notebook with four columns, in the first we mention the date or the day under review, the second, the number of the letter, the third the recipient and the fourth, the signature of the recipient to signify that he has received the document.

Document that can be used as proof in case of voluntary loss or disappearance of the transmitted document.

II.4.7. Ghost Form (or Displacement Form)

For the circulation of documents within the service or outside the service, it is necessary to set up document control mechanisms, to know exactly where and in which hands the document is. This remains true when removing one or more pieces from an already filed file. It will therefore be necessary to resort to the ghost form or displacement form, a useful document for the communal archivist.

Any file, active or inactive, in whole or in part may be borrowed for administrative or management purposes.

An exit card containing all the information concerning the file, the document or the documents is established and takes the place of the document. This card is also called ghost.

We will mention on it the name or identity of the person to whom the document is lent, the date, the reference of the file. Thus, we will know at any time who holds the document in circulation. Upon return of the document, it will be reclassified and the card removed by entering the date of return or torn altogether.

II.4.8. Records transfer slip

The records transfer slip will occur when the archive producing service decides to transfer the archives whose current and semi-current administrative utility will be null and whose fate after evaluation and sorting is to be kept at the definitive archives repository.

Its development will follow the following steps:

- II.4.8.1.** Locating the documents first where they are kept;
- II.4.8.2.** Identifying them by identifying the file name, a brief description of the content, identifying the producer service, the extreme dates;
- II.4.8.3.** Preparing, that is the records transfer slip, the list of all identified files;
- II.4.8.4.** Organizing them in a coherent way, that is chronologically, alphabetically or thematically;
- II.4.8.5.** Packing them into cartons, boxes or items.

After sorting and evaluation, a list of documents to be destroyed is established. Before any destruction, the producing service submits this list for approval and

authorization to the administration of the Archives. This list is established with reference to the preservation schedule.

Organizing them in a coherent way, that is chronologically, alphabetically or thematically.

II.4.9. Elimination (Elimination) Slip

The list of eliminable (Appendix 5) lists the nature, the quantity of documents deemed to be worthless after the preservation period included in the management table and whose preservation is no longer justified and for this to be eliminated / destroyed. After sorting and evaluation, a list of documents to be destroyed is established. Before any destruction, the producing service submits this list for approval and authorization to the administration of the Archives. This list is established with reference to the retention schedule.

In the archives department, there will be verification of the consistency between the list drawn up and the articles transferred. The transfer is quoted and then stored. On the administrative side, the slip is duly signed by both parties for delivery and recovery. One copy for the transferring service another for the Archives.

II.4.10. Archival Entry Slip

Management tool but also research tool for the files transferred or collected in bulk, that is, a mass of documents of which nobody knows the content. This document essentially mentions: the origin of the fonds, the date of treatment, the file number, a brief description of the content (analysis); the nature of the exhibits, the extreme dates, the descriptors (subjects, people and places); number of sheets and any observations.

II.4.11. Reader or consultation form

Established on behalf of each user of the archives, it is established to know and identify the type of the users, the documents generally solicited, the profile of users. It takes again: identification of the reader, his occupation, his address, the subject treated, the purpose of his research and the identification of the files consulted per day.

Management tool but also research tool for the files transferred or collected in bulk, that is, a mass of documents of which nobody knows the content. This document essentially mentions: the origin of the fonds, the date of treatment, the file number, a brief description of the content (analysis); the nature of the exhibits, the extreme dates, the descriptors (subjects, people and places); number of sheets and any observations.

II.9. Code of professional ethics of archivists

A code of ethics for archivists aims to provide the archival profession with high standards of conduct.

It should educate new members of the profession about these rules, remind experienced archivists of their professional responsibilities, and inspire public confidence in the profession.

The term "archivist" as used in this text applies to all those whose responsibility is to control, take care of, process, store, maintain and manage the archives. In the present study, there will also be mention of "manager", another term to use, instead of "archivist".

Employers' organizations and archives are encouraged to adopt policies and practices to enforce this code.

This code is intended to provide an ethical framework of conduct to members of the profession and in no way to offer specific solutions to particular problems.

It is organized into 10 articles that are:

Article 1.

Archivists maintain the integrity of the archives and thus guarantee that they are a testimony to the lasting and trustworthy past.

Article 2.

Archivists process, select and maintain archives in their historical, legal and administrative context, respecting their provenance, thus preserving and making their original interrelationship manifest.

Article 3.

Archivists preserve the authenticity of documents during processing, preservation and exploitation operations.

Article 4.

Archivists constantly ensure the communicability and understanding of documents.

Article 5.

Archivists answer for the processing of documents and justify the modalities.

Article 6.

Archivists facilitate access to the archives of as many users as possible and offer their services impartially to all users.

Article 7.

Archivists seek to strike the right balance, under the law in force, between the right to know and respect for privacy.

Article 8.

Archivists serve the interests of all and avoid unjustly deriving benefit from themselves or anyone else.

Article 9.

Archivists seek to achieve the highest professional standard by systematically and continuously renewing their archival knowledge and sharing the results of their research and experience.

Article 10.

Archivists work in collaboration with their colleagues and members of neighboring professions to ensure universal preservation and exploitation of documentary property.

GENERAL CONCLUSION

The present guide, far from being a tool of organization, management and preservation of the archives of the communes of Burundi par excellence, it remains nevertheless an instrument on which the manager of communal archives will be able to base on in order to fulfill properly his daily tasks.

We therefore invite all the municipal archives managers to take ownership of this guide and especially to use any of these tools or other tools from among the management tools presented and listed in Appendices 1 to 6.

It is a document they should always keep at hand to serve as a guide or reminder in their profession. In addition, they should update it to adapt to the needs of the moment.

However, even with good will, we cannot claim that only the managers of the communal archives will manage to a good archiving without the contribution and the effective implication of their managers notably by the availability of the necessary equipment. Service managers should therefore take into consideration the archiving of documents as a key and a must for the smooth running of the administration for which they are responsible.

Managers should work together and collaborate, which will not only improve archiving, but also create a positive complicity and hence the archivist will feel valued and supported.

Once all these recommendations are put into practice, we will, no doubt, have a well-organized, well-preserved communal archive and hence an efficient and effective management of administrative affairs for the good of the citizen and society in general.

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THIRD PART: APPENDICES

Appendix 1. RECORDS TRANSFER SLIP (1)

Records Transfer slip to National archives

N° of Records Transfer

1. REQUEST

Title of the Service

Head of the Records Transferring Service
--

Name :

phone :

Status of the Records Transferring Service
--

Staff Service	
---------------	--

Central Secretariat	
---------------------	--

Accounting service	
--------------------	--

Others	
--------	--

Special case (if the service is different from the producer service)
--

Volume		Framework for the National Archives
--------	--	-------------------------------------

Number of items or boxes		
--------------------------	--	--

Linear footage		
----------------	--	--

Number of pages of slip		
-------------------------	--	--

Visa of the Head of Records Transferring Service	Date
--	------

Name and Surname , signature and stamp	
--	--

2. CERTIFICATION OF ASSUMPTION (Framework for Archives)

Visa from the Director of the Departmental or National Archives	Date
---	------

--	--

--	--

3. FILE DESCRIPTION

Order Number	Description / Content	Extremes dates	Observations
--------------	-----------------------	----------------	--------------

1, 2, 3, 4,	-----		
-------------	-------	--	--

Appendix 2 : RECORDS TRANSFER SLIP (2) (Simplified Version)

Service Header

N° of the records transfer (attributed by the National Archives) :
 Administration :
 Directorate :
 Service :
 Volume / Linear footage or number of files / items :
 Date of assumption :
 Agent in charge of the records transfer :
 Name and surname: ----- Telephone: -----

Order Number	Description / Content	Extremes dates	Observations
1.			
2.			
3.			

The head of records transferring service

The Director of archives

Name :----- Date :----- Name :----- Date : -----
 Signature Signature

Document and tool to be prepared during the operation of the records of transfer of the documents of the commune to the final archives repository. This can be done within the the same organization or from the producing service to a central, regional or national repository.

Column 1: Number of the files, groups of files or even boxes or items

Column 2: Mentioning the content, purpose or subject of each file, group of files or items

Column 3: Mentioning the extreme dates of each file

Column 4: Any comments

Note. Only the producer service decides on the need to make a record transfer records of its archives. For this, See the regulations in force.

The transfer of records slip is established in two copies: one which will go with documents and another which remains in the service for filing but also as proof of this operation.

Appendix 3: CONSULTATION OR READING ARCHIVES FORM

<p>ARCHIVES CONSULTATION FORM</p> <p>Name:</p> <p>Surname:</p> <p>Occupations:</p> <p>N ° of the National Identity card(CNI) or Passport:</p> <p>Address :</p> <p>Purpose:</p> <p>Subject : ----- ----- -----</p>		
<p>Dates</p> <p>----- ----- ----- -----</p>	<p>Files / documents consulted</p>	<p>Observations</p>

In a commune where they have established a service to the users in the form of a reading room or documentation, it is established for each user a consultation or reading form. After the identification of the user, the subject or nature of the information is made whose user needs and the purpose of his work (research)

Column 1: The date of his visit is made

Column 2: The references of the consulted documents are indicated

Column 3: Any comments

N.B. The user can be presented once, regularly or at separated intervals

Appendix 4: MANAGEMENT TABLE

N°	Category of documents or files	Value	D.U.A.	Final sorting	Observations
1	Periodic reports of security				
2	Weekly report				
3	Monthly report				
4	Special report				
5	Minutes of security .				
7	Contribution to national solidarity				
8	Communal finance / Budget execution / Expenditures				
9	Accounting				
10	Taxes				
11	Charges				
12	Recipes / customs / recovery				
13	Communal finance				
14	Inspection finance				
15	Human resources management, Staff administration				
16	Job application / administrative file				
17	Commitment / Recruitment / Affectation				
18.	Employment contract				

Column1: Number of each category of documents corresponding to the selected categories with reference to the documents included in the filing plan.

Column 2: The different types of documents are made as grouped in the great categories but also as they appear in the plan of storage.

Column 3: In number of years, indicate the duration of administrative utility.

Column 4: The fate to be reserved for each type of document is made at the end of the period of administrative utility. So, we will choose between:

S: for Sorting

P: for final Preservation in the definitive or national Archives

D: for Destruction

Column 5: Possible observations with regard to the choice made.

Another value column can possibly be added where we will mention the limited, unlimited and permanent value or even without value for each document. In the same way, we can specify that the document is vital, essential, important or not important for the service (organization / institution).

Appendix 5: DISPOSAL SLIP OF ARCHIVING DOCUMENTS

DISPOSAL SLIP OF ARCHIVING DOCUMENTS		Year : 20.....	N°
Disposal responsible agent			
Name and Surname :		Tel :	
Volume of the disposal proposition			
Number of items / documents			
Linear footage			
Title of the requesting service (producer)			
Special case (if different from the previous one)			
Archives status			
Service or public institution			
Private organization			
Service or semi-public institution			
Disposal slip of -----pages			
Transmitted on -----		Disposal Visa of-----	
Head of Service		The Director of the National Archives	
Name, first names, signature and stamp		Name, first names, signature and stamp	

DESCRIPTION OF FILES / DOCUMENTS

Order Number	Description / Content	Extreme dates	Observations
1.	-----		
2.	-----		
3.	-----		

This slip is developed in the manner of the records transferring slip. Once the disposal is authorized, the destruction will be by fire (incineration) or by grinding and shredding in the presence of witnesses.

Avoid any leakage or misappropriation of documents during this operation.

Appendix 6 : GHOST SHEET (or DISPLACEMENT SHEET)

Document moved: -----				
Release date	Borrower	Signature of the borrower	Return date	Signature of the manager (Head of service)

Note : Very important document in an archive service, it is kept for use whenever necessary.

Appendix 7 : Filing plan of the communal archives.

It refers to the documents identified and listed under the chapter « Typology of documents », page 17. Only the major files and subfiles have been selected as the basis for classification, their classification indexes are in bold.

Also for the correct interpretation of this plan, some indices do not actually constitute a filing basis, they indicate only the different documents that enter this file or sub-file (see indices not in bold).

Examples:

401-101-701 to 401-101-710	401-101-201 to 401-101-205
401-101-801 to 401-101-805	401-101-601 to 401-101-607
501-101-201 to 501-101-208	401-101-701 to 401-101-710

00 **DOCUMENTATION, ARCHIVES, LIBRARY, MUSEUM
OFFICIAL PUBLICATIONS, SUBSCRIPTIONS TO
PERIODICAL PUBLICATIONS**

100 **SECRETARIAT**

101-00 **MAIL**

101-100 Received (these are Chronos records)

101-200 Sent (these are Chronos records)

102-00 **REPORTS**

102-100 **Activity Reports**

102-101 Monthly Activity Reports

102-102 Quarterly Activity Reports

102-103 Annual Activity Reports

102-200 **Security Reports**

102-300 **Deconcentrated Services Reports**

102-301 Agriculture and Livestock Reports

102-302 CDF Reports

102-303 Education Reports

102-304 Rural Engineering Reports

102-305	Justice Reports
102-306	Health Reports
102-400	Zone Reports
102-401	Zone 1 reports
102-402	Zone 2 reports
102-500	Special Reports
103-00	MINUTES
103-100	Minutes of the Communal Council
103-200	Delivery and recovery minutes between the outgoing Director and the incoming Director + order appointing the Communal Administrator
103-300	Minutes of community meetings
103-400	Minutes of municipal staff meetings
103-500	Minutes of the Deconcentrated Services Meetings
103-600	Minutes Security Meetings
103-700	Minutes meetings with the Heads of villages
103-800	Minutes of meetings of Heads of Zones and Heads of villages
103-900	Minutes of CCDC meetings
104-00	NOTES - ORDERS - MISSION ORDERS
104-100	Notes
104-101	Interim Notes
104-102	Circular Notes
104-103	Service Notes
104-200	Orders
104-201	Decisions of the Communal Administrator + acknowledgments of receipt of the Province
104-202	Governor's Decisions
104-300	Proceedings of the Communal Council
104-400	Mission Orders

104-500	Miscellaneous
104-501	Certificate of Residence
104-502	Family Powers
104-503	Certificate of emigration
104-504	Emigration Letter
104-505	Immigration Letter
105-00	REGISTERS
105-100	Registers for letters received
105-20	Registers for letters sent
105-201	Transmission notebooks
105-300	Registers for the minutes of the Communal Council
105-400	Registers of the deliberations of the Communal Council
105-500	Registers of municipal staff attendance
105-600	Visitor registers
106-00	TRAINING-WORKSHOPS
200-00	<u>ADMINISTRATION</u>
201-00	ADMINISTRATIVE RECORDS
201-100	Mail
201-101	Received
201-102	Sent
201-200	Reports
201-201	Budget Monitoring
201-201-100	Administrative Accounts (RCO, cpt)
202-00	LEGISLATION AND REGULATIONS
202-100	Constitution
202-200	Communal Law
202-300	Communal Finance Law
202-400	Code of Income taxes and Charges
202-500	Code of Government Procurement Contracts (MP)
202-501	Order appointing the members of Management Committee of Government Procurement Contracts (CGMP)
202-502	Government Procurement Contracts Plan (Annual)

202-600	Ministerial order fixing communal and municipal taxes rates
202-700	Internal Regulations (ROI)
202-800	Administrative Procedures Manual
203-00	FUNDRAISING
203-100	Strategy of fundraising
203-200	Strategy for mobilizing communal revenues
300-00	<u>CIVIL REGISTRY</u>
301-00	CERTIFICATES OF CIVIL REGISTRY
301-100	Registers
301-101	Birth Certificate Registers
301-102	Marriage Certificate Registers
301-103	Death Certificate Registers
301-104	Registers for other Certificates
301-200	Act of notoriety (before the existence of the Civil Registry)
301-201	Certificates of notoriety standing for birth certificates
301-202	Certificates of notoriety standing for marriage certificates
301-203	Certificates of notoriety standing for death certificates
301-300	Certificates issued by the Civil Registrar
301-301	Life Certificate
301-302	Birth certificates (for citizens born before 1980)
301-303	Marriage certificates (for married citizens before 1980)
301-304	Monogamous customary marriage certificate
301-305	Death certificates (for citizens who died before 1980)
301-306	Full Identity Certificate
301-307	Certificate of Marital Status
301-308	Certificate of Family Composition
301-309	Certificate Name Bearing
301-310	Certificate of Incineration
301-311	Burial Permit
301-312	Certificate of Exhumation

301-400	Certificates that are not issued by the Civil Registry
301-401	Home birth certificate (issued by the Head of the village)
301-402	Home death certificate (issued by the Head of the village)
301-403	Certificate of non-impediment to marriage (issued by the Head of the village)
301-404	Diplomatic or Consular certificate of no-impediment to marriage
301-400	Authorization of Burial (outside the cemetery, issued by the Ministry of Home Affairs)
301-500	Governor's Orders (stapled in the register concerned)
301-501	Orders establishing a birth certificate despite the expiry of legal deadlines for reporting
301-502	Orders establishing a death certificate despite the expiry of legal deadlines for reporting
301-503	Orders relating to the age exemption of minors
301-504	Orders relating to the exemption from presentation of the Diplomatic or Consular certificate of no-impediment to marriage
301-505	Orders canceling a certificate (birth, death or marriage)
301-506	Orders relating to the rectification of a certificate (birth, death or marriage)
301-600	Judging devices
301-601	Of divorce
301-602	Of adoption
301-700	Certificates (for citizens born after 1980)
301-701	Birth certificate
301-702	Marriage certificate
301-703	Death certificate
301-704	Other certificates
301-800	Statistical Bulletins
301-801	Birth statistical bulletins
301-802	Death statistical bulletins
301-803	Marriage statistical bulletins
301-900	Individual files (archiving)
302-00	MINUTES, REPORTS, MAILS
302-100	Minutes
302-101	Minutes of publishing the banns
302-102	Administrative minutes opposing Marriage

302-103	Minutes of a register opening
302-104	Minutes of a register closing
302-105	Minutes of the burial of the dead body for being transported from Burundi to abroad
302-106	Minutes of meetings
302-107	Civil Registry facts reports
302-107-100	Monthly Reports
302-107-200	Quarterly Reports
302-107-300	Annual Reports
302 108	Mail
302-108-100	Received mail
302-200	Identity
302-201	National Identity Card Registers (CNI)
302-202	National Identity Card Strains (CNI)
302-300	Stock
400-00	TECHNICAL COUNCIL IN CHARGE OF DEVELOPMENT (CTD)
Procurement Contracts will be filed according to the Government Procurement Contract Number	
401-00	GOVERNMENT PROCUREMENT CONTRACTS
401-100	Government Procurement Contracts above the award thresholds (Award threshold: 10M BIF if national financing, 150M BIF if external financing)
401-101	GOVERNMENT PROCUREMENT WORKS CONTRACTS
401-101-100	Contract front page
401-101-101	Request for authorization and ANO to the DNCMP (case of the private contract)
401-101-102	Notice and ANO of the DNCMP (case of the private contract)
401-101-200	Invitation to tender (with DNCMP or BISEM number, by derogation)
401-101-201	Bidders receiving Register (ARMP)
401-101-202	Preliminary project outline (DAP)
401-101-203	Invitation to tender file (DAO)
401-101-204	Minutes of the Communal Committee for Community Development (CCDC)

401-101-205	Validation of the Provincial Development Committee (CPD)
401-101-300	Call for Competition
401-101-301	Publication of the opinion of the Invitation to Tender (AO) Letter of invitation to bidders for the restricted Invitation to Tender or Private contracts) (the use of the restricted AO procedure (Case of Restricted OA)
401-101-302	AO Notices Publication (or Letter of Invitation to tenderers for the Restricted OA or the Private contract)
401-101-303	Erratum
401-101-400	Analysis and Attribution
401-101-401	Original Offers from Bidders
401-101-402	Appointment letter of Opening and Analysis Subcommittees
401-101-403	Opening minutes
401-101-404	Analysis report
401-101-405	Temporary attribution report
401-101-406	Extension of validity periods for tenders
401-101-406-1	Request letter for extension of tenders' validity
401-101-406-2	Agreement letter
401-101-407	Request for an opinion from the lessor
401-101-408	Lessor's opinion
401-101-409	Request for ANO
401-101-409-1	ANO of DNCMP or BISEM
401-101-409-2	Information letter to no selected bidders
401-101-409-3	Temporary attribution letter
401-101-409-4	Final notification letter
401-101-500	APPEALING
401-101-501	Letter of appeal to the Communal Council
401-101-502	Analysis minutes of the appeal by the CGMP
401-101-503	Communal Council's response to the appeal
401-101-504	Letter of Appeal to ARMP
401-101-505	Letter from the ARMP to the Commune
401-101-506	Communal response to ARMP
401-101-600	Contract and Guarantees (in batches)
401-101-601	Register of contracts
401-101-602	Offer from the selected bidder
401-101-603	Government procurement contract (contract)

401-101-604	Guarantee of refund of the start-up advance
401-101-605	Guarantee of good execution
401-101-606	Guarantee of final execution
400-101-607	Amendments to the contract
401-101-607-1	Letter of amendment request
401-101-607-2	Minutes of the communal CGMP
401-101-607-3	Opinion request to the DNCMP or BISEM
401-101-607-4	Notice from the DNCMP or BISEM on the amendment request
401-101-607-5	Signed amendment
401-101-607-6	Notification of the amendment
401-101-607-7	Additional guarantee of good execution following the amendment
401-101-700	Contract execution (in batches)
401-101-701	Service Orders
401-101-702	Insurance
401-101-703	Execution Planning
401-101-704	Correspondences
401-101-705	Financial Monitoring Table of the Contract
401-101-706	Project manager's reports including construction site reports
401-101-707	Communal reports
401-101-708	Appointment letter of the site monitoring committee
401-101-709	Final Report and Proofing Plan (MOE)
401-101-710	Disputes
401-101-800	Acceptance (in batches)
401-101-801	Request for provisional acceptance
401-101-802	Appointment of the accepting commission
401-101-803	Minutes of provisional acceptance and refusal
401-101-804	Minutes of partial acceptance
401-101-805	Minutes of final acceptance
401-102	SUPPLY Government procurement contracts (same as under 401-101)
401-103	SERVICES Government procurement contracts (Same as under 401-102)
4010-104	Government procurement contracts of Intellectual SERVICES

401-200	Government procurement contracts below thresholds
4010-201	Government procurement works contracts (threshold : 10 million BIF)
4010-202	Supply Government procurement contracts (threshold: 5 million BIF)
<i>4010-203</i>	Government procurement services contracts (threshold: 5 million BIF)
4010-204	Government procurement Intellectual services contracts (threshold: 5 million BIF)
402-00	MAIL AND ADMINISTRATION
402-100	Received mail
403-00	REPORTS
403-100	Monthly activity reports
403-200	Detailed reports
404-00	FINANCIAL PARTNERS
404-100	Partner X, Y, Z, ...
404-101	Agreements
404-102	Technical report of partners
404-103	Monitoring report of activities
404-404	Meetings with partners
405-00	REPRESENTATIVES
405-100	Water Management Association (Communal Water Board)
405-101	Delegation Contract
405-102	Reports from the Board
405-200	Government procurement contracting Manager
405-201	Delegation Contract
405-202	Manager's Reports
406-00	PROPERTY (TANGIBLE FIXED ASSETS)
406-100	Global inventory of property
406-200	Acquisitions

406-201	Decision of Acquisition
406-202	Title of ownership or act of purchase
406-300	Disposals
406-301	Decision to make available or sell
406-302	Deed of sale or transfer
406-400	Property Maintenance
406-401	Maintenance plan / Maintenance estimate
406-402	Amortization schedule
406-403	Tracking sheet for each asset
407-00	PCDC (every 5 years)
407-100	PCDC Guide
407-200	PCDC Monitoring and Evaluation Manual
407-300	Planning Team (Letter of Appointment)
407-400	PCDC
407-500	PCDC Monitoring and Evaluation
407-600	Annual plan of investment
407-700	Capacity Building Plan
408-00	TRAINING - WORKSHOPS
409-00	LAND AND ENVIRONMENT (to be transferred to the land service when existing)
409-100	Plots (sales certificates)
409-200	Property (Certificates of Possession)
409-300	Wood cutting (Authorizations)
409-400	Transhumance (Certifications)
500-00	TECHNICAL COUNCELLOR IN CHARGE OF SOCIAL AFFAIRS (CTAS)
501-00	PERSONNEL RECORDS
501-100	Detached
501-10 1	CTAS
501-101-100	Individual sheet / Individual file
501-101-200	Civil Registry
501-101-201	Certificate of Civil Status

501-101-202	Certificate or Birth Certificate
501-101-203	Full identity certificate
501-101-204	Certificate of Family Composition
501-101-709	Transfer Letter
501-101-205	Certificate of good character and conduct, and criminal record certificate
501-101-206	Certificate of residence
501-101-207	INSS number
501-101-208	MFP number
501-101-300	Job description or specifications
501-101-400	Career
501-101-401	Ratings / Rating Bulletins
501-101-402	Disciplinary regime
501-101-402-1	Warning
501-101-402-2	Request for explanations and answer
501-101-402-3	Layoff
501-101-402-4	Suspension
501-101-402-5	Breaking of contract
501-101-500	Payrolls
501-101-600	Leaves
501-101-601	Statutory Leaves
501-101-602	Special leaves
501-101-603	Sick leaves
501-101-604	Permissions
501-101-700	Recruitment
501-101-701	Recruitment notice
501-101-702	Letter of Application
501-101-703	Resume
501-101-704	Physical Fitness Certificate
501-101-705	Recruitment tests
501-101-706	Minutes of Recruitment
501-101-707	Opinion of the communal council office
501-101-708	Deliberation of the Communal Council
501-101-709	Letter of transfer
501-101-710	Order to Appoint the Communal Administrator
501-102	CTD (Technical Councillor on Development)
	Same headings and same documents as under
501-200	Contractuals

501-201	Secretary (same headings as above)
501-202	RCO
501-203	Accountant
501-204	Civil Registry Service
501-204-100	Civil Registry Centralizer
501-204-200	Zonal Civil Registrars
501-204-200-1	Zonal Civil Registrars A
501-204-200-2	Zonal Civil Registrars B
501-205	Stage manager
501-206	Typist
501-207	Zones
501-207-100	Heads of Zones
501-207-100-1	Heads of Zones..... (Name the Zones)
501-207-100-2	Heads of Zones.....
501-207-200	Secretaries of Zones
501-207-200-1	Zone Secretary (Name the zone)
501-208	Communal fountain
501-209	Messenger
501-210	Driver
501-211	Head of the Land Service
501-300	Casual
501-301	Tax Collectors (Letter of Commitments)
501-302	Watchmen (letter of commitment)
501-303	Gardener (letter of commitment)
502-00	SOCIAL ACTION
502-100	Vulnerable
502-101	Poor people
502-101-100	Lists
502-101-200	Certificate of indigence
502-102	Orphaned Children (lists)
502-103	Refugees
502-103-100	List of Refugees
502-103-200	Refugee Certificates
502-104	Moved (Lists)
502-105	Returnees (Lists)
502-105-100	Certificates of repatriation
502-106	Demobilized (lists)

502-200	Women's Forum
502-201	List
502-202	Internal regulations
502-203	Meeting Minutes
502-300	Children's Forum
502-301	List
502-302	Internal regulations
502-303	Meeting Minutes
502-400	National Youth Council
502-401	List
502-402	Internal regulations
502-403	Meeting Minutes
503-00	EDUCATION- HEALTH
503-100	Education
503-101	List of Schools
503-102	School Statistics
503-103	Awareness actions
503-200	Health
503-201	List of health structures
503-202	Awareness actions
504-00	ASSOCIATIVE MOVEMENTS
504-100	Sport
504-101	List of clubs
504-102	Recognition Certificates
504-200	Associations (name and classify them chronologically)
504-201	List of associations and / or Registration forms of associations
504-202	Recognition certificates
505-00	RELIGION-POLITICS
505-100	Religion (list of denominations)
505-200	Politics (list of parties)
600-00	<u>ACCOUNTING SERVICE</u>
601-00	ACCOUNTANT- STAGE MANAGER
601-100	CPT: original document at the Accounting office
601-200	RCO: original document at the RCO
601-300	REG: original document at the Stage manager
601-400	SEC: original document at the Secretariat

602-00	TECHNICAL FILES
602-100	Budget (RCO, cpt) (single binder)
602-101	Initial budget
602-101-100	Initial budget
602-101-200	Supplementary Budget
602-101-300	Deliberation of the Communal Council adopting the budget (SEC,cpt)
602-101-400	Governor's Approval Order (SEC, cpt)
602-102	Supplementary Budget
602-102-100	Supplementary Budget
602-102-200	Deliberation of the Communal Council adopting the budget (SEC,cpt)
602-102-300	Governor's Approval Order (SEC, cpt)
602-103	Orders modifying the budget
6020-103-100	Deliberation of the Communal Council modifying the budget (SEC,cpt)
6020-103-200	Governor's Approval Order (SEC, cpt)
602-200	Contracts
602-201	Government procurement contracts (CTD, rco, cpt)
602-201-100	Lease agreements
602-201-100-1	Contract
602-201-100-2	Monitoring Sheet
602-201-200	Sales contracts
602-201-300	Works contracts
602-201-400	Supply Contracts
602-201-500	Service Contracts
602-201-600	Performance contracts
602-202	Loan Contracts (RCO, cpt)
602-202-100	Contract
602-202-200	Amortization schedule of the loan
602-203	Inventory of Personnel Contracts (CPT)
602-300	Monthly Expenses (Money Orders and vouchers) (CPT)
602-301	Payment by bank (real or fictitious in the case of payment for order)

602-301-100	Bank Statement (Monthly)
602-301-200	Bank Reconciliation (Monthly)
602-301-300	Supporting documents for each operation: (Create subfolders by operation and then slide in the following documents: Bank statement, Proof of payment, Money orders (RCO), Tracking sheet, Invoices, Delivery slips, Purchase order)
602-301	Payment by cash
602-301-100	Cash register checklist (monthly)
602-301-200	Supporting documents for each transaction: (Proof of payment; Money order; Tracking sheet; Invoices; Delivery slips; purchase order)
602-400	Monthly Incomes (CPT)
602-401	Bank recovery (real or fictitious in the case of recovery for order)
602-401-100	Copy of Banking History (Monthly)
602-401-200	Cash collection on title (supporting documents for each operation: recipe order; repository slip ; Bank extract)
602-401-300	Recovery without title (Supporting documents for each operation: State of cash collection without title, Order of receipt, Payment slip, Bank extract)
602-402	Cash collection (real or fictitious in the case of cash collection by order)
6020-402-100	Copy of the checklist of the cash register (monthly)
6020-402-200	Cash collection on title (Supporting Documents for Each Transaction: Revenue recipes; Receipt)
6020-402-300	Cash collection without title(Supporting documents for each transaction: status of Cash collection without title, Revenue recipes, Receipt)
602-500	Registers
602-501	JRP (CPT)
602-502	Bank books or bank journal (CPT)
602-503	Advance Cash Register (REG)
602-504	Cash Count Register (CPT)
602-505	Taxpayers' Register of Annual Taxes (CPT)
602-506	Stock Register (CPT)
602-507	Account Ledger

602-507-100	Incomes
602-507-101	Incomes orders Sheets (CPT)
602-507-101-1	Operating incomes
602-507-101-11	Order
602-507-101-12	Real
602-507-101-2	Investment Income
602-507-101-21	Order
602-507-101-22	Real
602-507-102	Slips of transmission of the incomes orders (OCR, cpt)
602-507-103	Third party account statement (incomes prior to issuance of revenue order) (CPT)
602-507-200	Expenditures
602-507-201	Mandate Assumption Sheets (CPT)
602-507-201-1	Operating expenditures
602-507-201-11	Order
602-507-201-12	Real
602-507-201-2	Investment expenditures
602-507-201-21	Order
602-507-201-22	Real
602-507-202	Third Party Account Statements (CPT)
602-507-202-1	INSS
602-507-202-2	MFP
602-507-202-3	OBR
602-507-203	Asset Tracking Sheets (CPT)
602-507-204	Slips of transmission of the incomes orders (RCO, cpt)
602-600	Communal property (CPT)
602-601	Intangible assets
602-601-100	Guarantees
602-601-200	Sureties
602-601-300	Investments
602-602	Receipt booklets
602-602-100	Inactive value sheet
602-602-200	Statement of Securities Accounting
602-603	Checkbooks and Payment Orders
602-604	Tax Stamps
603-00	ADMINISTRATIVE FILES
603-100	Mail

603-101	Mail received
603-200	Reports
603-201	Budget Monitoring
603-201-100	Monthly Financial Reports
603-201-200	Annual Financial Reports
603-201-300	Internal Control Reports
603-201-400	Management account and minutes of the fiscal year closing
603-202	Financial monitoring of each agreement
603-202-100	Agreement (CTD, cpt)
603-202-200	Inventory of contracts related to the agreement
603-202-300	Payment Request
603-202-400	Financial monitoring schedule of the agreement
603-202-500	Partner financial report
603-203	Budget control
603-203-100	Inspection reports
603-203-200	Communal finance reports
603-203-200	IGE Reports
603-203-400	Court of Audit reports
603-203-500	Audit and monitoring
603-203-501	Partners' audit reports
603-203-502	Action Plans
603-300	Declarations
603-301	INSS
603-302	MFP
603-303	OBR
603-400	Insurances
603-401	Vehicles
603-402	Buildings
603-403	Staff

Procedure for a good filing of documents :

- Each document must imperatively be filed in one of the created folders or subfolders ;
- Inside each sub-folder, documents relating to the same subject / object must be grouped together ;
- Documents relating to the same subject should be sorted or arranged chronologically (depending on the date of entry) ;
- If necessary, for more visibility and to guide the filing, we should mark on each document its reference or filing index ;
- Regularly file documents in the corresponding folder ;
- Always keep in mind this principle "**everything in its place**" but also "**every place has its thing**".

Note : It is a document to always have at hand to achieve a good physical archiving of documents.

Appendix 8: LEXICON OF THE MAIN TERMS USED

Analysis:

An operation that consists in presenting in a concise and precise form data characterizing the information contained in a document or set of documents.

Archives

Set of documents, whatever their date, form and material support, produced or reviewed by any natural or legal person or by any public or private service in the exercise of its activities.

Article

Filing and rating unit: groups of boxes, registers, file or part of file.

Records transfer Slip

Detailed statement listing documents or files provided to an archival service by a reporting service.

Filefolder

Sheet of light cardboard or paper folded in half to hold a document or file.

Filing

All the intellectual operations of ordering a fund according to a rational scheme. The filing differs from the material storage on the shelves.

Communication

Action making a document available to a user.

Preservation

A set of techniques, methods and processes to ensure the material preservation of documents.

It is also function of material safeguard, sorting, filing, inventory, communication and enhancement of the archival fonds.

Quotations

Operation by which each item is identified by means of numbers or a combination of numbers and letters that constitutes the pressmark.

Pressmark

Set of symbols (letters, numbers, signs) used to classify each article in its fonds or series. Also known as Reference, filing index.

Repository

Entry into an archival service of documents which the repositor retains ownership and whose preservation and communication may be subject to certain conditions. Do not confuse with repository as local.

File

Set of documents automatically gathered during the processing of a case.

Disposal

Regulatory procedure consisting of destroying documents whose preservation is no longer justified.

Fonds

A set of documents of any kind that a moral or physical person has automatically and organically gathered in the exercise of its activities and kept for possible use.

Document

Materially individualized document (single or double sheet, several stapled sheets, notebook, register, etc.).

Storage

Action to place a document or file in its usual place in a binder or filefolder and on the shelves.

Shelf

Horizontal structure between two vertical uprights of a shelf on which are placed the archiving documents.

Shelving

Set of shelves in an archive room.

Register

Volume in which deeds or accounts were recorded by transcription or analysis.

Proofing

Operation by which the person responsible for a repository verifies the presence of the documents entrusted to his custody.

Repertory

Finding aid that lists the items or groups of items in a fonds accompanied by a summary analysis.

Series

Set of documents considered as a homogeneous entity for any reason arising from their origin, use, form or archiving system.

Retention and disposition schedule

List giving retention times and disposal actions according to categories of documents.

Transfer

Permanent sending of an active or semi-active document from an administrative sector to the pre-archiving repository or the final repository.

Sorting

Operation consisting in separating into a set of documents those which must be kept from those which are intended to be eliminated.

Transfer of records

Material and administrative operation by which archives are transferred from the service that gathered them to the competent archiving service to receive them.

This is also the set of documents transferred during this operation.

Appendix 9: ACRONYMS AND ABBREVIATIONS USED

AO: Invitation to Tender

CGMP: Management Committee of Government Procurement Contracts

CCDC: Communal Committee for Community Development

CPD: Provincial Committee of Development

CPT: Accounting

CTD: Technical Councillor in charge of Development

CTAS: Technical Councillor in charge of Social Affairs

DAO: Invitation to Tender File

DAP: Preliminary Project File

DUA: Duration of Administrative Utility

IGE: General Inspection of the State

INSS: National Institute of Social Security

MFP: Health Insurance Company for Civil Servants

OBR: Burundian Revenue Authority

PCDC: Communal Program for Community Development

RCE: Communal Water Board

RCO: Communal Stage Manager

REG: Stage Manager

Appendix 10: PHOTOGRAPHIC DOCUMENTS



State of documents in an archiving room: documents laid in pell-mell



Documents in a total mess



Documents in disorder



Files and documents pell-mell stored no matter how together with various objects



Files on shelves but also in cartons pell-mell and on the ground



Documents being processed piled on the table of the manager



Files and documents probably laid on manager's desk



Improvised storage of documents



Storing pell-mell files and documents on shelves



Documents stored in shelves and above in favor of available space



Binders relatively tidy on shelves with signage.



Relatively well-organized civil registry documents



Above. Registers of the civil registry: they deteriorate following the frequent use



Storing documents behind the secretary (manager)



Civil registry documents: identification sheets in bags



Tidy binders in a metallic wardrobe



Relatively organized storage and filing of documents



Good practice cases: tidy documents in a metallic shelf with even flat table