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PAIX-TRAVAIL-PATRIE

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L'ENSEIGNEMENT SUPERIEUR

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REPUBLIC OF CAMEROON  
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MINISTRY OF HIGHER  
EDUCATION

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UNIVERSITY OF YAOUNDE II

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ADVANCED SCHOOL OF MASS  
COMMUNICATION  
(ASMAC)

## INTERNSHIP REPORT

**INTERNSHIP REPPORT CARRIED OUT AT THE NATIONAL  
ARCHIVES OF CAMEROON FROM THE MONTH OF JULY  
TO SEPTEMBER**

Presented and publicly defended in order to obtain a professional degree  
in Mass communication

**Field :**

**Information And Documentation**

**Option :**

**Archivistique III**

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**Acadamic year : 2021/2022**

## **DISCLAIMER**

The University of Yaounde II does not give any approbation to the opinions in this report  
These opinions mentioned in this document are entitled to the author.

**DEDICATION**

To my beloved family

## ABBREVIATIONS AND ACRONYMS

N.A.: National Archives

ASMAC: Advance School of Mass Communication

O.G. : Official gazette

C.A. Colonial Archives

JORC : Journal Officiel de la République du Cameroun

JORF : Journal Officiel de la République Française

MINAC: Ministry of Arts and Culture

## APPRECIATION AND THANKSGIVING

Before any substantive progress of this work, we would like to address our thanks on the one hand to:

- God Almighty, who protected and guided us throughout our internship;
- The Director of ASMAC, PR Alice Nga Minkala as well as all the administration and Staff, who sacrifice themselves so that we have the best training;
- The Director of the N.A. Dr. Esther Olembe, for giving us the opportunity to carry out our academic internship within her structure.
- We also thank our internship supervisors for their welcome, their availability and their sharing of their professional and social knowledge.

On the other hand, to:

- All the staff of the N.A. who each at their level contributed to our development during our internship. We think particularly of Mme Kolly, Mme Fonkwa, Mme Omay, Mr. Sadi whom we thank for their listening, their availability and their great help;
- My parents for the financial support and all their love;
- My sister Ambe Lyontine, for her moral support and advice;
- To all my friends, colleagues and classmates, who in one way or the other contributed to the success of the internship. Thinking particularly of Cedric. Marius and Laure for their availability, concern and unconditional support during these three years of training spent together.

- All the people who have not been mentioned and who, from near or far, have assisted us throughout this year. May all these people find here the expression of our deepest gratitude.

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## INTRODUCTION

Gaston Bachelard affirms in the "Formation of the scientific mind": "the scientific mind must be formed by reforming itself against nature against what is in us and outside of us." In order to elucidate this thought, he says "to reach science is spiritually to rejuvenate". In other words, to reach science, one must absolutely submit to its requirements. Therefore, the professional training at ASMAC would like every learner to have an opportunity to join theoretical teachings to practical ones, all for a better professional performance. As a professional school, ASMAC offers its students training that combines both lectures and teachings in the field through internships. It is undoubtedly for this reason that the academic internship has been elevated to the rank of a mandatory teaching unit. The objective of such a methodical examination is to familiarize students with their respective professional environments, to prepare them to face the increasingly competitive job market today, and to acquire know-how, interpersonal skills and new knowledge specific to the host organization. In ASMAC, three types of internships are involved- Observation internship for L1: Impregnation internship for L2 and Participation internship for L3. It is in this vein that as L3 students, we carried out a participation internship at the National Archives of Cameroon which lasted three months, from July to September, 2022. The choice of this administrative direction is not the fruit of a perfect chance, it denotes a multitude of ideas leading to this choice. On the one hand, the National Archives are the reflection of the collective conscience at a given moment, because they preserve the collective memory through time and space, and remain the only reliable witness of history because they transcend the space-time frames to become an instrument of popularization of information and globalization of the relations between men and civilizations. On the other hand, the documentary information professions in general, and even more so the profession of archivist and/or records manager, are professions that can be grafted onto all other professions,

regardless of their specialization. It would therefore be wise for us students of documentary information to know how the National Archives work, the diplomatic nature of the documents produced or received as well as the management policy of these documents whatever their age. In order to report on our academic internship at the National Archives, we have constructed a three-part essay. The first part is devoted to the institutional study (part I) while the second is oriented in the course of the internship (part ii) and finally the third part establishes an evaluation of the internship. (part III).

**PART I  
INSTITUTIONAL STUDY**

The situation of public archive services on the African continent is the result of complex and varied historical and institutional trajectories. This diversity can be seen in the organization of the institutions, their relationship with the administrative authorities, the links they maintain with the contributing administrations, and the cultural, scientific and educational policies implemented, even if only within the countries of French-speaking Africa. To do this, it will be useful in this first part to present the National Archives in general (section 1), their particular characteristics and their organizational structures (section 2)

## CHAPTER I: PRESENTATION OF THE MINISTRY OF ARTS AND CULTURE

MINAC is a government entity responsible for the delivery of services related to cultural heritage. It is also the supervising administration of the N.A. We will first present the geographical location of MINAC, its history, and then present its missions.

### GEOGRAPHIC SITUATION

MINAC is located in Cameroon, in the Centre region, in the Yaoundé III district. Its administrative Centre is found behind the National Museum.

### HISTORY

MINAC has undergone many changes with different names. The first was « the Ministry of Information and Culture, established by Decree No. 72/245 of November 20, 1978 and Decree No. 88/1278 of September 21, 1988. MINFOC becomes MINCULT by Decree No. 95/245 of November 26, 1992 and affects the National Archives. In 2012, MINCULT became MINAC by Decree No. 201/381 of September 14, 2012. Currently MINAC is under the responsibility of Mr. PIERRE ISMAEL MBIDOUNG KPWATT appointed on January 4, 2019.

## **MISSIONS**

As a government administration, MINAC has several missions so we can mention:

- ° The protection, conservation, enrichment and promotion of the national cultural, artistic and cinematographic heritage;
- ° The exercise of supervision of the Palais des Congrès and the liaison between public authorities and copyright organizations;
- ° The development and dissemination of national culture;
- ° The preparation and monitoring of measures aimed at strengthening national integrity;
- ° The preservation of historical sites and monuments, museums, libraries, cinemateques and National Archives.

After this general presentation of MINAC, we will present the National Archives.

## CHAPTER II: PRESENTATION OF THE NATIONAL ARCHIVES

In this section, we first locate the National Archives geographically, present its history and missions, then present its means of action and finally present its organization and functioning.

The National Archives;

- ❖ An institution at the service of the emergence of Cameroon;
- ❖ A professional body: decree n-°86/752 of 23 June 1986 on the special status of the body of civil servants of the documentation service;
- ❖ A legal corpus in constant mutation, based on law n-°2000/010 of 19 December 2000 governing archives in Cameroon as well as its implementation decree: decree n-°2001/958/PM of 1 November 2001 to lay down the modalities of implementation of law n-°2000/010 of 19 December 2000;
- ❖ A penal code revised on 12 July 2016 which punishes attacks on archival heritage;
- ❖ An organization: decree n-°2012/381 of 14 September 2012 transforming the Ministry of Culture (MINAC). The National Archives remain a structure attached to MINAC whose organization and functioning are set by a specific text. MINAC's Archives Directorate is transformed into the Archives and Administrative Documents Directorate, with a sub-directorate in charge of Standardization, regulation and archival control and a professional development unit;
- ❖ Decree n-°2014/0882/PM of 30 April 2014 on the organization and functioning of the National Archives;
- ❖ Decree n-°2016/0891/PM of 29 April 2014 appointing the Director of the National Archives;

❖ A strategic vision carried by the government through Order n-°003/CAB/PM of 17 January 2018 establishing and organizing the inter-ministerial committee in charge of restructuring the National Archives and focused on a rescue plan in six components:

1- the rehabilitation and extension of the buildings housing the National Archives in Yaounde and the Buea Annex, the process of which is underway for the 2018 financial year;

2- the grooming of the legal framework

3- National archival audits

4- the construction and equipment of new infrastructures worthy of our country

5- the plan to digitize, make available and secure the State archives

6- the development of human resources.

### **LOCATION OF THE NATIONAL ARCHIVES.**

The Directorate of National Archives (DAN) or National Archives (AN) is located in the heart of Yaounde, the capital of the Republic of Cameroon, the seat of the institutions; more precisely, in the Lake district (Yaounde iii) at number 130, BP 1053 at a place called Atemengue (Street 317). It is bordered by the Public Prosecutor's Office and the Supreme Court building to the North; to the West we have the Ministry of Sports and Physical Education, to the East by the Postal Savings Bank. To the South, to access it from the central post office, the user passes through Énéo by crossing the roundabout at the level of the statue of Charles Atangana Ntsama and by accessing via Olezoa or Ngoa-ekelle, the user crosses the urban roadway by climbing the colonial cemetery and the public garden; a little further ahead is located the Ministry of Transport coordinating the old central hotel directly to the National Archives.

### **HISTORY OF THE NATIONAL ARCHIVES.**



The National Archives of Cameroon, an institution inherited from the administration of foreign occupations, has in its two main sites (Yaoundé and Buea) one of the most important French-speaking collections in sub-Saharan Africa, with archival documents covering respectively the period of the German protectorate (1884-1916) and the mandate regime entrusted by the League of Nations (1945-1957) to France and Great Britain respectively.

The National Archives also preserve all the documentation of the autonomous government produced from 1957 onwards and independent since 1960.

The first archive service on the territory of Cameroon was created by Order No. 2924 of 28 May 1952, which was to be fed by the systematic deposit of archives from all administrative services and all documents printed in Cameroon according to Order No. 4325 of 2 July 1952. After Cameroon's independence in 1960, it followed an up and down trajectory.

## **ORGANISATIONAL STRUCTURE OF THE NATIONAL ARCHIVES AND SPECIAL FEATURES.**

This section is devoted to the missions, the internal organization of the structure and the documentary resources.

### **a) The Missions of The National Archives.**

- The collection, conservation, communication and control of documents produced or received by natural or legal persons under public or private law;
- The collection, conservation, communication and control of all other documents acquired free of charge or against payment, temporarily or permanently;
- To collect and catalogue documents in the name and on behalf of the State;
- To participate in national scientific activities related to the heritage for which it is responsible, particularly in the field of archiving;

- They also contribute, as necessary, to education, training and research in the archival field.

**b) Internal Organization of The Structure.**

The organic framework and the organization chart of the National Archives are being validated. They have a management body, the Board of Directors, and an executive body, the Directorate, and have workers deployed in technical departments (legislation, archival litigation and public declassification, communication and promotion of archives, technical assistance, training and national archival control), departments and support units (finance, human resources, inspections, public relations, etc.) and regional and departmental services. However, the current staff consists of the Director (appointed by Prime Ministerial Decree in April 2016 and confirmed on 31 December 2020) and the Deputy Director (appointed by Ministerial Decree in January 2020). The Yaounde National Archives site also has 43 agents, civil servants from the documentation corps (two senior inspectors, one inspector and one controller).

(two senior inspectors, one inspector and controller, two computer engineers, five contractual and administrative staff, seven contractual agents, two managers, all senior inspectors of documentation, and one decision-maker.

NB: It should be noted that, in view of the context of the modernization of the National Archives, all the other departments do not yet exist except that of the director and his deputy.

**c) Documentary Resources and Location.**

Colonial Archives (listed fonds): German Fund, Fund, French Fund, British Fund and at the end autonomous fund;

❖ Location: Yaoundé and Leipzig repository (Germany); Yaoundé, Aix-en-Provence, Nantes, Paris (France); Buea, Ibadan (Nigeria) and Yaoundé repository (autonomous case).

Volumetry: Approximate estimate, 7000 linear metres (funds on shelves) 4000 cubic metres (funds in Bulk) at Yaoundé depot 3000 linear metres (funds on shelves) and 2000 cubic metres (funds in Bulk); Buea depot.

❖ Colonial and Autonomous Archives fonds not listed available in:

- Traditional chieftaincies in the ten regions of Cameroon
- Private companies,
- Religious institutions,
- Public and parapublic administrations, decentralized territorial authorities (due to the freezing of payments to the National Archives since 1984)
- The total volume of the Cameroon Archives (indexed and non-indexed) can be estimated at between 300,000 and 500,000 linear metres.

**PART II  
INTENSHP PROPER**

## WELCOME AND CONTACT

We were warmly welcomed on Monday July 11th 2002 at the National Archives by Mme KOLLY. We further had a meeting with the director and the rest of the staff, where we did general presentations and we were introduced to our supervisor. We then discussed on the work to be done at the N.A. throughout our stay there. This takes us to the second part of our internship report, where we will present on one hand the tasks carried out and on the other hand the personal evaluation of the internship.

We will also want to precise that we met the N.A. of Cameroon at a Work-in-progress state, meaning it is presently in a rehabilitation and construction stage, so they are preparing a transfer, not forgetting that this had to impose a change in the normal functioning of the institution.

## CHAPTER III: ACTIVITIES CARRIED OUT

During our three months stay at the N.A. of Cameroon, a lot of activities were carried out including documentary tasks such as sorting, cataloguing, storage, archival description, constitution of research tools and non-documentary tasks such as dusting, cleaning and others.

The following paragraphs are more explicit explanations of the work carried out during our stay at the national archives of Cameroon.

- **DOCUMENTARY TASKS**

- 1. BIBLIOGRAPHIC AND DOCUMENTARY TASKS**

- i. SORTING**

This was the first activity that was carried out during our first weeks at the NA.

Sorting designates any operation consisting in separating in a set of documents those which must be kept from those which are intended to be destroyed. Upon our arrival we found a good number of documents in a corner of the library room, so we started by sorting the documents; gently we check those still in good condition and those no longer in good condition to be offered for disposal. At the end of each day, an inventory was drawn up (it is a research tool giving a brief analysis of each item or group of items in a fund or collection) of the sorted documents: that is more than 3000 sorted documents. The document includes books, serial publications, books in foreign languages and others. The documents were then sorted and classified into different themes. This took us to the next activity which was bibliographic description.

- ii. CATALOGING**

Here, the documents were the described by creating a cataloging sheet which was

inserted in the document. Cataloging is a technical processing of documentation which consists of developing a catalog record. In total we described.

### **iii. STORAGE**

The storage of documents can be understood as the ordering of archival documents in a packaging unit or placement on the shelves. With regard to the documents found in the corner of the room, we had to arrange them by theme in order to respect a predefined intellectual and physical order. During this work, the monographs and the serial publications were arranged according to the themes, the archive documents found were put aside for a proper classification. All this in order to facilitate the search for documents in a radius.

## **2. ARCHIVAL TASKS**

On the archives side, we performed a wider variety of tasks since they were directly link with our professional realization project. These tasks included; sorting, cross-checking, description, inventorying and finally digitalizing, the main aim of all these being to produce a finding aid.

### **i. SORTING:**

This task consisted of location the official gazettes that where available for treatment. After this process, we sorted a list of documents ranging from 1994 to 2021, a total of 17 years, listed as follows:

- 1994
- 1999
- 2003
- 2004
- 2005
- 2006
- 2008

- 2011
- 2012
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021

**ii. CROSS-CHECKING:**

Here, we had to verify if the years sorted above were complete, that is if the O.G. of each year had complete publications for each month, from January to December.

At the end, the results were as follows:

1994

- January
- February
- April
- May
- August

1999

- January
- March
- April
- August



- September
- October
- November
- December

2003

- January
- February
- March
- April
- June
- July
- August
- September
- October
- November
- December

2004

- January
- February
- March
- May
- June
- July

- August
- September
- October
- November
- December

2005

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

2006

- February
- March
- October

2008

- March
- August
- November
- December

2011

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

2012

- January
- February
- March
- April

- May
- June
- July
- August
- September
- October
- November
- December

2014

- January
- March
- April
- May
- June

2015

- July
- August

2016

- January
- April
- May
- July

➤ October

2017

➤ February

➤ March

➤ April

➤ May

➤ July

➤ November

➤ December

2018

➤ March

➤ August

➤ November

➤ December

2019

➤ January

➤ June

2020

➤ January

➤ February

➤ April

- May
- June
- August

2021

- February
- March
- May
- June
- July
- December

### **iii. DESCRIPTION:**

Called « Bulletinage in French, it is the process of describing the O.G.s according to the different metadata we located and found important.

The metadata were as follows

- Publication number
- Description
- Keywords
- Structures
- Localities
- Observation

### **iv. INVENTORYING:**

This task consisted of recording the obtained information from the above analyses into the defined metadata above. This process was one of the toughest and took us about 3 weeks to complete. The information was recorded on an excel sheet, since it was the software, we found best for temporal inventorying taking into consideration the state of the N.A. of Cameroon.

- **OTHER DOCUMENTARY TASK**

- i. **HANDLING:**

it is the action of moving documents from one room to another. Our task was to move the documents that were on the mezzanine (in architecture it is an intermediate floor that does not occupy the entire surface of the room it overlooks) in order to bring them outside the building to start dusting. (Annex 5)

- ii. **DUSTING:**

With the accumulation of dust in the backgrounds, during our internship we had to take a walk on the mezzanine, it was necessary to rid the documents of the dirt that sometimes-formed part of them. We used feather dusters for this, without forgetting to protect ourselves with the help of mufflers, gloves and a blouse. We were going to carry out our dust removal outside the building, because the atmosphere of the room did not allow us to work.

All this was done with the usage of face masks and handglooves provided by the N.A. of Cameroon.

- **NON-DOCUMENTARY TASKS**

This are tasks that we carried out as a result of our stay at the N.A. They included meeting, seminars and Round table conferences, most importantly, the « Territoire,

urbanisme et architecture au Cameroun: identifier, comprendre et conserver les archives » Atelier de formation, Yaoundé (Cameroun), 17-21 octobre 2022 Institut français conference,

#### Organizers

Ministry of Arts and Culture/National Archives of Cameroon, École nationale des chartes - PSL

#### Partners

Cooperation and Cultural Action Service of the French Embassy, French Institute of Yaoundé

#### Dates and venue

17-21 October 2022, French Institute of Yaoundé

#### Public

Staff of archives and administrations, both centralized and decentralized (ministries and national institutions), urban planning and architecture agencies and firms, and documentation and research services. Open to researchers and students within the limits of available places.

#### Objectives

Identify sources and public and private actors.

Identification of resource persons with a view to setting up a Cameroonian network of archives



network of archives of territory, architecture and urbanism.

Strategy for identification, study, conservation, protection, restoration and awareness.

Training of personnel in the classification and conservation of architectural and architectural and town planning archives.

Enhancing the value of these documentary collections.

## Contents

The training concerns the archives of architecture, urbanism and territory since the period of Cameroon's administration under mandates, then under French trusteeship, whether they are kept in France or in Cameroon, until today.

The problematic will then be extended to the collections relating to the post-independence period.

it was a great experience and we learnt a lot from that week.

We were given attestations at the end of the conference for participation and training.

## CHONOGRAM OF ACTIVITIES

	August 2022				September 2022				October 2022			
	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
cataloging												
Drafting of the project												
Physical and intellectual reorganization of documents												
Inventory design												
Creation and maintenance of the database												
Project validation												
Staff training on the use of the research tool												

## CHAPTER IV: EVALUATION OF THE INTERNSHIP

Our internship at the National Archives was very beneficial to us insofar as we gained a lot of know-how in our field of study. However, despite the many contributions of this internship for us, we encountered some difficulties during our work. We will therefore propose some modest solutions to these problems in the following lines:

### I. CONTRIBUTIONS OF THE INTERNSHIP

Regarding the contributions of our internship at the National Archives, we can list the following points:

- Know how to correctly describe archival documents;
- Deepen our knowledge in the use of Microsoft Excel software;
- Know how to use office equipment (photocopier, scanner, printer);
- °Classify documents;
- °Respect the hierarchy;
- Know how to welcome users as soon as they arrive in the structure and demonstrate Courtesy towards them;
- Ability to integrate into a professional environment;
- Know how to store archival documents on the shelves;
- Ability to write research instruments;
- Become familiar with the counting operation that we were unaware of until now;
- Become aware of the danger of working in a place where archives are kept without the appropriate protective equipment;
- °Respect the confidentiality of the content of the documents
- Know how to use archive digitization software.

## II. ENCOUNTERED DIFFICULTIES

The difficulties we encountered during our internship at the National Archives are:

- Large amounts of dust and dirt in the document storage rooms, and the unbreathable air.
- Lack of space in stores for proper storage of documents,
- Insufficient work equipment for carrying out many tasks.
- Insufficient lighting in stores, which makes documentary research painful.
- The optimal storage temperatures for documents are not respected in the conservation rooms and this can have a great impact on the documents given that we are in an area of the country with high temperatures.
- The presence of rodents and insects

## III. SUGGESTIONS

As solutions to the problems we have identified, we can suggest:

- Promote the regular cleaning of stores in order to reduce too much dust to guarantee the health of staff.
- It is preferable to dust the documents using vacuum cleaners equipped with filters so that the dust particles are no longer released into the air.
- Condition the documents using archive boxes dedicated to permanent storage (neutral pH if possible).
- Regularly supply staff with working materials.
- Sufficiently light the stores to make it easier for staff to find them.
- The staff must organize themselves in order to release a program of the activities of the trainees well before their arrival in the training structure.

- Maintain adequate temperature conditions for the conservation of archival documents in stores (18°C to 22°C)

## CONCLUSION

Coming to an end of our internship report carried out at the National Archives of Cameroon, that 3 months stay allowed us to better know the structure, in particular its geographical location, its history, its missions, its organization and its functioning, as well as its means of action. On top of that, we had the opportunity to combine theory with practice. We saw what the professional world looks like. We carried out some operations of the archival chain, in particular classification, sorting, the creation of a research tool, cataloging, the conservation phase, in short, we saw and experienced what the archival field looks like. However, we regret that we were unable to carry out collection and communication. Through this internship, we were able to highlight the many contributions of our internship in this place, and also the difficulties encountered during our internship not forgetting our suggestions for solutions to these problems.

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## WEBOGRAPHY

<https://www.minculture-cameroun-gov.com/>

<https://www.archivesnationales.cm/>

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ANNEXES







Fiche de catalogage des documents des Archives Nationales	
Titre propre	The Raimbow
: Complément de titre/: Sous titre	
Auteurs principaux (,)	D.H. Lawrence
Auteurs secondaires et Fonctions (:)	
Mention d'édition . -	Penguin Books, 1949 coll. ill.
Ville : Editeur, Année (lieu : imprimeur, et date d'impression) . -	
Vol (Pages) : Illustration ; format+ matériel d'accompagnement . -	
(Collection ; n°) . -	
Notes	1 <sup>ère</sup> publication par Methuen en 1915
ISBN ou Code barre	
Mots clés	Raimbow, Anna Lemsky, Raimbold
Indice Dewey	
Cote	Λ
Nombre d'exemplaire	
Observation	document en bon état





















