

ENDANGERED ARCHIVES PROGRAMME

EAP 569 SURVEY REPORT

SAFEGUARDING NZEMA HISTORY

DOCUMENTS ON NZEMA LAND IN GHANAIAN
NATIONAL AND LOCAL ARCHIVES

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The project team

1. Introduction

1.1. Scope

This report deals with the Endangered Archive Programme 569, *Safeguarding Nzema History. Documents of Nzema Land in Ghanaian National and Local Archives*, that was carried out in the Nzema area (Western Region, Ghana), between September 2012 and June 2013.

The project focused on the archives of Eastern and Western Nzema Traditional Councils, which hold relevant collections on Nzema culture and history. The records kept in these archives provide in fact important information about the local system of land tenure, traditional chiefdoms and customary law, from colonial times to present day. Moreover, the project collected information on the consistence and the actual state of conservation of records related to history and land management in the Nzema area available in the regional branch of PRAAD (Public Records and Archives Administration Department), located in Sekondi.

This project's objectives included:

- a comprehensive assessment of the collections kept in the Archives of Eastern and Western Nzema Traditional Council;
- listing of selected records from PRAAD, Sekondi, chosen for their historical value and for their relevance for an historical overview on the Nzema area;
- the digitisation of the most ancient and endangered series kept in the Archives of Eastern and Western Nzema Traditional Council;
- provision of training for local staff.

1.2 Previous studies

The Archives involved in this pilot project have never been analysed and studied in their entirety, neither from an archival nor historical point of view, due to improper conservation standards and the subsequent unavailability of the collections to the public. However, the Western Nzema Traditional Council Archive was partly re-arranged in a project promoted in 2002 by Professor Mariano Pavanello. The project developed as an emergency intervention, aimed at identifying and salvaging in few weeks the most important records of the collection. For this reason, the project provided only a partial assessment of the archive, sorting out, listing and boxing a half of the actual quantity of materials available at the moment. As for the remainder no list was produced, and shortage of time did not allow the team to complete the arrangement of the archive. The report of the project and the list produced are available in Appendix A.

2. Introduction to the Archives: Institutional Structure and Traditional Areas

It would be hard to explain what has been done in the EAP 569 project without a general historical overview to understand the particular features that the Nzema area presents. To understand words like “*ɔmanhene*” or “stool” and to try to enter the meaning and importance of the Archives in Atuabo and Beyin, it is viable to provide details about the Nzema context and the condition of governance in Ghana.

2.1 The Nzema area

The Nzema area runs along the Gulf of Guinea and it is composed by three Districts, or administrative units: Jomoro District, with its capital being Half Assini (Awiane); Ellembelle District, with its capital being Nkroful; and the Nzema East Municipality, with its capital located in Axim. The Jomoro District’s territory coincides with the Western Nzema Traditional Area, the ancient pre-colonial kingdom of Western Nzema whose traditional capital is at Beyin. In turn, the Ellembelle District coincides with the Eastern Nzema Traditional Area, the ancient pre-colonial kingdom of Eastern Nzema, whose traditional capital is Atuabo. The Nzema East Municipality includes the Nzema-Evaloe territories East of the Ankobra River, and comprises five traditional areas: Upper and Lower Axim, Apateim, Edwira and Nsein. The Evaloes consider themselves part of the Nzema community, though their dialect differs slightly.

2.2 Nzema traditional rule

Traditional rule in the Nzema area follows the basic Akan model. The governance of the territory is based on four levels of hierarchy:

- *ɔmanhene* (plural *amanhene*), a twi word meaning the Paramount Chief of a Traditional Area, made up of two parts: *ɔman*, referring to the Nzema word *maanle*, meaning the political community or the State; and the suffix *-hene* indicating a position of political power. In Nzema, the highest position within the hierarchy is clearly displayed in the words “*Arelemgbunli nu Belemgbunli*”, meaning “First among the Chiefs”. The *ɔmanhene* is the one who holds the *ebia kpole*, the “big stool” of the state (the highest position to be held). The stool (*ebia*, plural *mbia*) represents the allodial title of Chiefs in regards to the jurisdictional area of their towns and is characterized by *anwosesebe*, the spiritual power of the ancestors held within the stool, which goes beyond the existence of any Chief as an individual;

- *belemgbunli kpanyinli* (plural *arelemgbunli amgbanyinli*), meaning the Divisional Chief, who holds a critical position within the Advisory Council of the Paramount Chief;
- *ɔhene* (plural *ahene*), a twi word for a Chief of a town subordinate to a Paramount Chief but who is head of a community. The Nzema word for Chief is *belemgbunli* (plural *arelemgbunli*, suffix *-mgbunli* being the plural of the word *kpunli*, which means the population of a settlement);
- *ɔdikro* (plural *adikro*), a twi word referring to the head of a village (*ɔ* = the one who; *di* = eats; *kro* = the village).

The feminine element of the traditional power is represented by the *ɔbahema*, a twi word to mean “Queen Mother”. Typically the *ɔbahema* is one of the Chief’s sisters, but may also be the Chief’s mother or a sister of the Chief’s mother. She is the official holder of the genealogical recollection of the lineage. Besides the Chief and the *ɔbahema* there is also the *abusua kpanyinli*, a male elder of matrilineal lineage considered as the head of the family.

A variety of dignitaries make up the remainder of the Nzema Chief court. Among them is the *kpɔmavolɛ*, the linguist, who speaks for and runs errands for the Chief. Other administrative positions of the town are primarily of a militaristic origin. For instance, the *tufuhene*, principal advisor to the Chief, was once Captain General of the advance-guard of the army, and presently is the community’s representative to the Chief. Under the *tufuhene* there are *asafohene*, formerly the captains of the *asafo* (military companies), who at present maintain public order, as well as organize festivals and developmental projects.

2.3 Fort Apollonia in history and present of the Nzema

For over two centuries Fort Apollonia has been a place of exclusion, having represented the site solely for the Europeans interests and profits, from which the local population has been mostly left out. Lately, it has become a point of contact between the Nzemas and several scholars coming from abroad; in particular, the scholars of the Italian Ethnological Mission to Ghana used to lodge in the Fort during their fieldwork. In 2010, thanks to a cooperation project involving Italian and Ghanaian stakeholders, an ethnographic and historical museum has been set up within its walls, making of Fort Apollonia an agent of social and cultural development for the whole Nzema area. In accordance with the Mission of the Museum, which is to promote the knowledge and the safeguarding of the cultural heritage of the Nzemas, and with the consent of the Paramount Chiefs of Eastern and Western Nzema, the team decided to set up the digitisation laboratory in the Fort. The laboratory was located on the ground floor of the complex, in two separated rooms approximately 7x4 m and 5x4 m.

3. The Collections

3.1 Eastern Nzema Traditional Council Archive, Atuabo

3.1.1. *Content and scope*

The ENTC collection consists in 188 files and volumes of varying sizes. It was neither possible to find any trace of a pre-existing system of arrangement of the archive, nor to track back its original shape using the old reference number on the folders, since most of them were missing or mixed up with the records. The project provided a new system of arrangement to the materials, which have been sorted out and grouped in four series:

1. Dispatches and Diaries;
2. General Administration;
3. Financial Administration;
4. Judicial Records and Stool Affairs.

The acronym ENTC (standing for Eastern Nzema Traditional Council) has been chosen to identify the collection. The files falling by topic in the created series have been grouped, ordered by covering dates and marked with increasing numbers. The master list of the collection, reporting a brief description for each file or volume, covering dates and a detailed assessment on the physical condition of the records, is available in Appendix C.

The Dispatches and Diaries series (ENTC/1) contains diaries, letters and minutes from different Paramount Chiefs. This is the smallest series of the collection, with only 10 files and volumes. The General Administration series (ENTC/2) is instead the biggest one, including 91 files covering the period from the 50's to the late 90's of last Century. It gathers documents regarding the activities and features of the Traditional Council, such as concessions and land tenure issues, minutes of meetings, dispatches to and from the Regional and National House of Chiefs, local festival's organization, and so on. The Financial Administration series (ENTC/3) is made up of 34 files containing payment vouchers, invoices, and documents concerning projects carried out across the territory of the Eastern Nzema Traditional Area, especially in Atuabo. The Judicial Records and Stool Affairs series (ENTC/4) is definitely the most relevant to the objectives of EAP 569 project, being the one gathering the earliest and the most endangered records related to the history of the area. The series comprises 53 files and volumes, including court cases, stool cases, proceedings and judgements before the native tribunals held in the presence of the Paramount Chiefs and his councillors. It must be noted that the stool affairs generally are grouped together in a series. However, in the case of the ENTC Archive some evidences prove that the Stool Affairs files (being mostly proceedings and judgments in the matter of land and chieftaincy cases) were associated with the Judicial Records, so the team decided not to split the series in two different ones.

3.1.2. *Current location and accessibility of the collection*

The collection is currently located in a room of the Palace of the Omanhene of Eastern Nzema Traditional Council, in Atuabo (Ellembele District, W/R, Ghana), waiting to be properly shelved. After the sorting process, the archival materials were packed in new files and archival boxes as follows:

Box n.	Series	Files
1	ENTC/1	1-10
2	ENTC/2	1-10
3	ENTC/2	11-17
4	ENTC/2	18-37
5	ENTC/2	38-50
6	ENTC/2	51-57/2
7	ENTC/2	58-80
8	ENTC/2	81-91
9	ENTC/3	1-7
10	ENTC/3	8-11
11	ENTC/3	12-20
12	ENTC/3	21-34
13	ENTC/4	1-8
14	ENTC/4	9-14
15	ENTC/4	15-17
16	ENTC/4	18-23
17	ENTC/4	24-37
18	ENTC/4	38-58

Even if the documents have always been kept in the Omanhene's Palace, in Atuabo, which also serves as permanent seat for the Eastern Nzema Traditional Council, there are reasons to believe that the integrity of the collection has been affected over the years. According to the Omanhene, part of the collection got lost in a fire, and some of the records might be spread in the sub-chiefs' archives, due to the mismanagement of the Collection during the reign of the former Paramount Chief, Awulae Blay VIII and the vacancy of leadership that occurred before the enstoolment of the current one.

It's important to emphasize that the collection is still in use by the owner, it is not a 'closed archive'. It should be also noted that normally it is not available to the general public: without the permission or consent of the Paramount Chief no one is allowed to enter the Archive room, whether being a sub-chief or not.

3.1.3. *Physical conditions of the materials*

The records kept in the ENTC Archive were found in extremely critical conditions, due to improper storage facilities, mishandling and threatening environmental factors such as sea breeze,

heat, rodents and insects. Before sorting them out and packing them in new containers, the project team spent some weeks dusting and cleaning gently the records, page by page, using soft natural brushes and cotton dusters.

The quality of the paper of which the documents are made is highly variable. It is not always true that the most recent documents are those in best conditions. Some of them, even if recent, present traces of heavy oxidation and abnormal coloration, due to the presence of acids in paper industrially manufactured. As for the sizes, they are quite uniform: most of the papers are a couple of centimetres longer than an A4 sheet. However, the size of the documents become much variable in the Financial Records and General Administration series, due to the irregular sizes of receipts, invoices, telegrams and postal dispatches.

A particular treatment was reserved to the first volumes of the Judicial Records and Stool Affairs series, being the earliest and the most endangered documents of the entire collection. Most of them are bound volumes, either with or without a rigid cover, containing proceedings and judgments of the native judicial authorities. Where the binding was found weak and covers got lost the project provided extra protection to the records tightening them with cotton strings.

In general, the documents suffer from chemical decomposition, rust due to iron pins and staples, biological infection (fungal disease), mechanical damages and insects attack. In some few cases the ink used to write has faded, in others has spread on the page and corroded the paper, making the back of the pages almost unreadable. The presence of different ink's colours has been noted on several documents; some of them have numbered pages, even handwritten. These records require careful handling, and for a large part of them scanning would not be advisable. On the other hand, their condition is not so poor as to render taking photographs a damaging process.

3.2 Western Nzema Traditional Council Archive, Beyin

3.2.1. Content and scope

The collection comprises 193 files and 1 bound volume, for a total amount of 194 items. Almost all the documents are unbound and typewritten, with presence of photocopies from original documents have been assessed. As for the ENTC Archive, the project provided a comprehensive system of arrangement to the records, taking into consideration the partial re-arrangement made by Professor Mariano Pavanello in 2002 (see Par. 1.2 and Appendix A). A complete survey list of the collection, reporting a brief description for each file or volume, covering dates and a detailed assessment on the physical condition of the records, is available in Appendix D.

After the documents were dusted, they have been sorted out and grouped in 5 series:

1. Stool Affairs;
2. General Administration;
3. Legal Matters;
4. Financial Administration;
5. Concession and Forest Reserve.

The acronym WNTC (standing for Eastern Nzema Traditional Council) has been chosen to identify the collection. The files falling by topic in the created series have been grouped, ordered by covering dates and marked with increasing numbers, with the exception of the Stool Affairs

series, for which an alphabetical system of arrangement of the files (one for each town, or “stool”, under the supreme authority of the Paramount Chief of the Western Nzema Traditional Area) has been adopted instead of the chronological order.

The Stool Affairs series (WNTC/1) comprises 45 files. It probably represents the most valuable series of the entire collection, since it gathers relevant documents about the actual functioning of the traditional rule system (enstoolment and destoolment proceedings, curricula of new chiefs, judicial cases and disputes for the right to rule certain territories within the Western Nzema Traditional Area). Moreover, it provides precious information on how the relationships between the town and the capital of the Traditional Area changed in the years, from the 20’s to the first decade of the 21st Century. The General Administration series (WNTC/2) is the largest of the collection, comprising 89 files sorted by covering dates going from the 50’s to the 90’s of the 20th Century. The series collects relevant documents concerning the Traditional Council (minutes of meetings, commissions, etc.) and its relationships with individuals and institutions. Some records in the General Administration series are copies from originals kept in the Public Record Office, London. The Legal Matters series (WNTC/3) is composed by 18 files, and gathers judicial proceedings and minutes of arbitrations held before the representatives of the traditional rule hierarchy. The Financial Administration series (WNTC/4) comprises 28 files, dating from the late 40’s to the 90’s. It is composed by documents pertaining to the management of economic matters, including salaries, payment vouchers, grants, estimates for the expenses of the Traditional Council and purchase of equipment. Finally, the Concessions and Forest Reserve series (WNTC/5), including 14 files, deals with concessions of land plots to individuals and/or corporate bodies for the development of specific projects. The series spans from the beginning to the end of last Century, and provides technical information, such as the actual extension of required lands, the acquisition terms, nature and purpose of the acquisition, royalties, description of boundaries.

3.2.2. *Current location and accessibility of the collection*

The entire collection is currently shelved in the boardroom of the Omanhene’s private house in Beyin, since the Palace, which does not coincide with the private house of the Paramount Chief in Beyin, cannot provide a safe environment for the materials to be properly stored and preserved. After the sorting process, the archival materials were packed in new files and archival boxes as follows:

Box n.	Series	Files
1	WNTC/1	1-12/1(*)
2	WNTC/1	13-24
3	WNTC/1	25-33
4	WNTC/1	34-45
5	WNTC/2	1-7
6	WNTC/2	8-16
7	WNTC/2	17-23
8	WNTC/2	24-30
9	WNTC/2	31-42

10	WNTC/2	43-55
11	WNTC/2	56-74
12	WNTC/2	75-89
13	WNTC/3	1-14
14	WNTC/3	15-18
15	WNTC/4	1-5
16	WNTC/4	6-28
17	WNTC/5	1-14
(*) WNTC/1/12_2 out of boxes (bound vol.)		

In like the manner of ENTC Archive, also this one is not closed but still in progress. The collection is not available to the public without a personal permission granted by the Paramount Chief of Western Nzema Traditional Area.

3.2.3. *Physical conditions of the materials*

At the beginning of the project, two groups of records were found, stored in different rooms of the private house of the Omanhene. The first bunch of records was represented by those sorted and arranged according to topics by Prof. Mariano Pavanello in a previous project. The second group was kept in another room, all mixed up and without any trace of a pre-existing order. While the first records were found in acceptable physical conditions, the remainder was suffering from biological infections, chemical deterioration and insect's damage, due to the humidity and the heat in the room where they were stored. Before sorting them out and packing them in new archival boxes, the project team provided some basic dusting and cleaning to the records, using soft natural brushes and cotton dusters; this resulted in the achievement of a better state of preservation of the entire collection.

In the most ancient records, the ink used to write is gradually fading. The presence of different ink's colours has been noted on several documents. A relevant quantity of records are marked with a symbol (a circle divided in three sectors) drawn in red or blue pencils, which was used by the former registrars of the Traditional Council to enter new records in the archive.

These records, especially those typed on extremely thin paper sheets, require careful handling, and for a large part of them scanning would not be advisable. On the other hand, their condition is not so poor as to render taking photographs a damaging process.

3.3 Risks to the Eastern and Western Nzema Traditional Council Archives

TEMPERATURE AND HUMIDITY

The documents were kept in rooms with high levels of humidity and highly variable temperature, which has resulted in the documents deteriorating very badly. Both the locations of the archives, in Atuabo as well as in Beyin, are along the coastal line, only few meters from the sea shore. The intense breeze coming from the ocean is therefore one of the most important factors threatening the physical integrity of the collections.

FIRE

The documents in the Nzema Archives are endangered by accidental fires. The light bulbs in the repositories are not well protected against short-circuits, and the connections to the electric wiring are sometimes exposed to the moisture coming from the sea. No fire extinguishers are present in the rooms where the archives are located, nor a fire alarm has been installed to draw the attention of people in the surroundings in case of fire outbreak.

MOULD, INSECTS, RODENTS

Traces of mould and fungi pods, caused by humidity and temperature conditions, are widely spread on most of the documents. The tropical environmental conditions are particularly favourable to the proliferation of insects and bookworms. Finally, several mice were found in the containers in which the documents were packed. They caused damages to the documents by nibbling the pages and spoiling the papers with their urines and faeces.

RUST

Rusted staples and pins in the files have heavily affected the documents, causing burns and chemical deterioration on most of them.

3.4 Storage conditions and use of the collections

When the project started, the collections were kept in rooms characterised by poor storage conditions. The records were left directly on the ground without any consideration about preservation standards. The project managed to provide a basic restoration action, by dusting each and every document and preventing mishandling with brand new files and archival boxes. The collections are now properly stored; even if the current repositories have not been equipped yet with hygrometers, thermometers and air conditioning systems, the protection provided by new files and boxes should be sufficient to preserve the records much more than before. Especially in Atuabo, the conditions of temperature and relative humidity of the new repository are definitely better than those found in the previous one.

An audit of the collections was undertaken as part of the EAP pilot project, in order to generate lists able to facilitate the retrieval and the use of the documents. The lists contain the following fields: “Classification Reference”, which includes information regarding the system of arrangement (acronym on the collection/number of the series/ number of the file or volume within the series; ex: ENTC/2/13); “File Description”, being a synthetic text summarizing the content of the file (ex: Western Region House of Chiefs – Minutes); “Physical Condition”, reporting the actual state of conservation of the items within the file (ex: Light fungal infection); “Covering Dates”, to get an idea of the period to which the documents refer to (ex: 1966 – 1991). Within the short time-frame of this pilot project it was only possible to complete these fields, but others are supposed to be filled in to get a sharper description of the collections, such as the number of items per file, number of pages per item, sizes of items, and so on.

3.5 Public Records and Archive Administration Department (PRAAD), Sekondi

3.5.1. *Mission and functions*¹

The mission of the Department is to “preserve Ghana’s collective memory by facilitating and overseeing the efficient management of records of all Ministries, Department and Agencies (MDAs)”.

As an institution, PRAAD is committed:

1. to establish effective records management systems in MDAs throughout the country;
2. to ensure quality services to users through the development of well trained and committed human resources;
3. to ensure quality services to users through the provision of effective support systems.
4. to preserve, conserve, and develop archives and to prepare Finding Aids of records in custody;
5. to enhance PRAAD’s capacity to deliver services in the regions by establishing fully functional regional offices.

In consonance with these objectives, PRAAD has to:

- ensure that public offices, institutions and individuals who create and maintain public records follow good record keeping practices;
- establish and implement procedures for the timely disposal of public records of no continuing value;
- advise on best practices and establish national standards in records keeping in the public services;
- establish and implement procedures for the transfer of public records of permanent value for preservation in the National Archives or other archival repository as may be designated under the Act;
- perform any function conferred on the National Archives under any other existing enactment.

3.5.2. *Record entry and covering dates*

The Western Region Office of PRAAD was established, as the other regional offices, after the independence of Ghana. Records come to it mainly from:

- the Records Centre;
- Ministries / Departments / Agencies (MDAs);
- sometimes, from non-governmental bodies or private individuals.

In terms of government records produced by Ministries or other institutional bodies, records may come from Supreme Court, Colonial Secretary’s Office, Regional and District Administrative Office, Regional Education Office, Ministry of Justice, to name a few. Normally, private collections are not accessible to the public without the consent of the individual and/or institution who deposited them to PRAAD.

Information retrieved from PRAAD, Sekondi, dates back between 1840s and 1860s. The time span required for a document given to PRAAD to become public is 30 years.

¹ Source: <http://www.presidency.gov.gh/our-government/agencies-commissions/praad.html>, browsed on 1st November 2011.

3.5.3. *Storage facilities in the repositories and physical conditions of records*

The records are kept in two repositories (approximately 4 x 6 m) located close to the reading room, which offers a good first level of physical protection. However, mishandling the records may occur on the way from the repositories to the reading room and vice versa, causing physical damage to the documents. The repositories are not equipped with thermometers, hygrometers and air conditioning. Because of insufficient storage capacity on site, about 20% of the archival materials are not available at the main repository but are stored in the boy's quarters of the director's residence. At the main repository the records are mostly boxed and shelved, but few of them are arranged on the floor due to lack of space on the shelves.

Material retrieved from the Regional PRAAD Office, Sekondi are mostly weak and not accessible due to inadequate storage facility. The materials are brittle, acidic with possible biological deterioration. Some of the records are mishandling, due to the way they have been accommodated in the archival boxes. They were bended along the long side of the paper and tightened with cotton strings to fit the boxes, this resulting in difficulties in reading or copying them.

3.5.4. *Proposals for enhancement of records' preservation in PRAAD, Sekondi*

A spacious accommodation to ensure proper custody and safety of records should be provided; preventive measures are critical to good records care, they are sound investment in time and money. Prescriptive preservation, a means of identifying and treating or copying damage records to restore useful access to the information is essential for the entire Archive.

3.5.5. *Survey methodology and outcomes*

With the help of the finding aid/reference index, the project team was able to partially narrow down which group of records will be of importance for the project. In some cases, it was necessary to read from the Gold Coast Chiefs Lists, study the transcript copy of notes in order to familiarize with names and issues concerning the Nzema history during pre-colonial and colonial era. A list of relevant records regarding stool and chieftaincy affairs in the Nzema is available on Appendix E. This list should be regarded as a preliminary attempt of defining the actual consistence of materials relating to the Nzema kept in Regional PRAAD Office. However one crucial aspect has to be stressed, that such a list does not provide a complete overview on the above mentioned materials, since it was not possible for the team to get a comprehensive assessment of the materials concerning the Traditional Areas involved due to the lack of specific information in the lists and indexes. In the court cases series for example, the records are normally listed by names of plaintiffs and defendants, only occasionally stating where they are from. This resulted in the need to go into the details of each and every file to get a sense of the geographical context to which it was connected.

4. Digitisation

4.1. Overview and critiques

As part of the EAP 569 pilot project, the most relevant and endangered series in the collections owned by Eastern and Western Nzema Traditional Council were digitised, in order to preserve the information from the environmental factors that are threatening the physical records. The first 15 bound volumes of the Judicial Records and Stool Affairs series (ENTC/4) in the ENTC Archive, as well as 30 files and 1 bound volume of the Stool Affairs series (WNTC/1) in the WNTC Archive, were copied, generating 5.039 RAW images, that later have been converted in uncompressed TIFF images.

The project intended to acquire the digital copies using a scanner *on situ*, bringing the equipment to the places where the collections are kept. An A3 scanner was then purchased to make such a job, but unfortunately it broke up after few days of usage. Since the repairs would have taken long time, the team decided to use the camera to take pictures of the records. However, there were no funds left to purchase a tripod or a professional copy stand, so a weaving machine used by the artisans at the Fort Apollonia Museum has been modified to fit for the purpose. This required to establish a permanent Digitisation Lab in Fort Apollonia and to move the records there to carry out the digitisation.

Notwithstanding the problems faced by the team during the first days of work in the Digitisation Lab, the procedures have been gradually tuned up and the actual quality of the images obtained is comparable to that of the first copies made with scanner.

4.2. Digitised materials

The project digitised 46 documents, generating 5.039 digital photographs in RAW format which later were exported in TIFF format. The total data generated is 248 GB (76 GB RAW + 172 GB TIFF). No documents were digitised from PRAAD Regional Archive.

The project's primary focus in relation to digitisation was the Eastern Nzema Traditional Council's Archive (ENTC). The following volumes from the Judicial Records and Stool Affairs series (ENTC/4) were digitised, for a total amount of 3.275 digital files:

<i>Classification Reference on shelves</i>	<i>Classification Reference of surrogate materials</i>	<i>N. of digital images / MB</i>	<i>File Description</i>	<i>Covering Dates</i>
ENTC/4/1	EAP569_ENTC_4_1	196 TIFF, 7.190 MB	Omanhin tribunal – Atuabo	5 Oct 1908 - 21 Jun 1909
ENTC/4/2	EAP569_ENTC_4_2	138 TIFF, 6.052 MB	Omanhin tribunal – Atuabo	15 Oct 1911 - 28 Nov 1911

<i>Classification Reference on shelves</i>	<i>Classification Reference of surrogate materials</i>	<i>N. of digital images / MB</i>	<i>File Description</i>	<i>Covering Dates</i>
ENTC/4/3	EAP569_ENTC_4_3	110 TIFF, 4.035 MB	Omanhin tribunal – Atuabo	17 Apr 1913 - 22 Dec 1913
ENTC/4/4	EAP569_ENTC_4_4	202 TIFF, 7.410 MB	Omanhin tribunal – Atuabo	25 Nov 1915 - 7 Mar 1917
ENTC/4/5	EAP569_ENTC_4_5	190 TIFF, 6.970 MB	Omanhin tribunal – Atuabo	14 Jun 1916 - 7 Nov 1917
ENTC/4/6	EAP569_ENTC_4_6	66 TIFF, 2.421 MB	Omanhin tribunal – Atuabo	4 Feb 1918 - 20 Apr 1918
ENTC/4/7	EAP569_ENTC_4_7	154 TIFF, 5.649 MB	Tufuhene tribunal – Atuabo	20 Apr 1918 - 30 Jul 1919
ENTC/4/8	EAP569_ENTC_4_8	25 TIFF, 917 MB	Omanhin tribunal – Atuabo	May - Jun 1920
ENTC/4/9	EAP569_ENTC_4_9	430 TIFF, 15.774 MB	Omanhin tribunal – Atuabo	May 1921 - 11 Apr 1923
ENTC/4/10	EAP569_ENTC_4_10	406 TIFF, 14.893 MB	Omanhin/Tufuhin tribunal – Atuabo	22 May 1922 - 5 Feb 1926
ENTC/4/11	EAP569_ENTC_4_11	193 TIFF, 7.079 MB	Omanhin tribunal – Atuabo	3 Mar 1926 - Sep 1930
ENTC/4/12	EAP569_ENTC_4_12	180 TIFF, 6.603 MB	Atuabo tribunal	21 Sep 1927 - 23 Apr 1928
ENTC/4/13	EAP569_ENTC_4_13	188 TIFF, 6.896 MB	Tribunal Eastern Nzema – Atuabo	27 Oct 1930 - 4 Aug 1932
ENTC/4/14	EAP569_ENTC_4_14	57 TIFF, 2.090 MB	Atuabo tribunal	9 Oct 1937 - 25 Aug 1952
ENTC/4/15	EAP569_ENTC_4_15	740 TIFF, 27.146 MB	Paramount Chief's Tribunal – Atuabo	22 Nov 1938 - 25 May 1944

As for the Western Nzema Traditional Council Archives, 31 documents from the Stool Affairs series (WNTC/1) were digitised, for a total amount of 1.764 digital files. Even if the alphabetical order in which the files are arranged was followed in going through the digitisation process, some files were dropped to prioritize the most important ones. Those which have been left may be digitised in a second phase of the project.

<i>Classification Reference on shelves</i>	<i>Classification Reference of surrogate materials</i>	<i>N. of digital images / MB</i>	<i>File Description</i>	<i>Covering Dates</i>
WNTC/1/1	EAP569_WNTC_1_1	3 TIFF, 110 MB	Aduwazo stool affairs	26 Jun 1988
WNTC/1/2	EAP569_WNTC_1_2	60 TIFF, 2.201 MB	Agyeza stool affairs	9 Nov 1963 - 26 Jun 1988
WNTC/1/3	EAP569_WNTC_1_3	9 TIFF, 314 MB	Ahôbere stool affairs	30 May 1971 - 5th Jan 1985
WNTC/1/5	EAP569_WNTC_1_5	145 TIFF, 5.319 MB	Allowule stool affairs	28 Mar 1956 - 8 Aug 2005
WNTC/1/6	EAP569_WNTC_1_6	10 TIFF, 349 MB	Anlomatuope stool affairs	9 Oct 1971 - 15 Sep 1998
WNTC/1/8	EAP569_WNTC_1_8	30 TIFF, 1.110 MB	Avoleenu (New Town) stool affairs	10 Apr 1956 - 13 Nov 1993
WNTC/1/9	EAP569_WNTC_1_9	68 TIFF, 2.494 MB	Awiane (Half Assini) stool affairs	18 Apr 1918 - 30 Jun 2008
WNTC/1/10	EAP569_WNTC_1_10	21 TIFF, 734 MB	Azuleti stool affairs	1 Dec 1949 - 12 Jan 1991
WNTC/1/11	EAP569_WNTC_1_11	8 TIFF, 279 MB	Bawia stool affairs	5 Dec 1981 - 22 Nov 1990
WNTC/1/12/1	EAP569_WNTC_1_12_1	53 TIFF, 1.944 MB	Beyin stool affairs	3 Nov 1952 - 9 May 1990
WNTC/1/12/2	EAP569_WNTC_1_12_2	547 TIFF, 20.066 MB	Beyin stool affairs (bound volume)	13 Feb 1975 - 12 Dec 2001

<i>Classification Reference on shelves</i>	<i>Classification Reference of surrogate materials</i>	<i>N. of digital images / MB</i>	<i>File Description</i>	<i>Covering Dates</i>
WNTC/1/13	EAP569_WNTC_1_13	67 TIFF, 2.457 MB	Bonyere stool affairs	1 Nov 1940 - 26 Jun 1988
WNTC/1/14	EAP569_WNTC_1_14	19 TIFF, 664 MB	Cocoa Town stool affairs	21 Apr 1989 - 23 May 1990
WNTC/1/16	EAP569_WNTC_1_16	4 TIFF, 146 MB	Edobo stool affairs	1 Sep 1955 - 20 Jun 1990
WNTC/1/17	EAP569_WNTC_1_17	5 TIFF, 174 MB	Effasu stool affairs	15 Jan 1983 - 26 June 1988
WNTC/1/18	EAP569_WNTC_1_18	2 TIFF, 70 MB	Egbazo stool affairs	17 Sep 1971 - 9 Nov 1989
WNTC/1/19	EAP569_WNTC_1_19	1 TIFF, 35 MB	Ehoaka stool affairs	26 Jul 1950
WNTC/1/20	EAP569_WNTC_1_20	6 TIFF, 209 MB	Ekebaku stool affairs	21 Jul 1988
WNTC/1/21	EAP569_WNTC_1_21	28 TIFF, 979 MB	Ekpu stool affairs	11 Jun 1953 - 26 May 2003
WNTC/1/22	EAP569_WNTC_1_22	2 TIFF, 70 MB	Elenda stool affairs	14 Mar 1956 - 3 Apr 1956
WNTC/1/23	EAP569_WNTC_1_23	6 TIFF, 209 MB	Ellonyi stool affairs	24 Apr 1962 - 20 Aug 1980
WNTC/1/24	EAP569_WNTC_1_24	284 TIFF, 10.418 MB	Elubo stool affairs	15 Dec 1950 - 4 Mar 2009
WNTC/1/25	EAP569_WNTC_1_25	15 TIFF, 524 MB	Ezinlibo stool affairs	17 May 1978 - 6 Jun 1984
WNTC/1/26	EAP569_WNTC_1_26	8 TIFF, 279 MB	Ghana Nungua stool affairs	2 May 1977 - 26 Jun 1988

<i>Classification Reference on shelves</i>	<i>Classification Reference of surrogate materials</i>	<i>N. of digital images / MB</i>	<i>File Description</i>	<i>Covering Dates</i>
WNTC/1/27	EAP569_WNTC_1_27	52 TIFF, 1.907 MB	Jaway stool affairs	6 May 1955 - 1 Jan 2005
WNTC/1/28	EAP569_WNTC_1_28	3 TIFF, 110 MB	Kabenlasuazo stool affairs	7 Apr 1979
WNTC/1/29	EAP569_WNTC_1_29	19 TIFF, 664 MB	Kengen stool affairs	12 Apr 1976 - 20 Jan 2003
WNTC/1/31	EAP569_WNTC_1_31	64 TIFF, 2.347 MB	Mpataba stool affairs	15 Apr 1970 - 15 Sep 2010
WNTC/1/32	EAP569_WNTC_1_32	67 TIFF, 2.457 MB	Mpem stool affairs	7 Jun 1966 - 26 Feb 2009
WNTC/1/33	EAP569_WNTC_1_33	80 TIFF, 2.934 MB	Mpeasem stool affairs	31 Jul 1955 - 7 Jan 2003
WNTC/1/34	EAP569_WNTC_1_34	78 TIFF, 2.861 MB	Nawule stool affairs	21 Aug 1973 - 4 Aug 1982

4.3. Equipment and softwares

The following items were purchased to carry out the digitisation of records:

- **Laptop** Toshiba Satellite P755-S5120 (Intel Core i7-2670QM, 2,2 GHZ; Windows 7 Home Premium 64-bit, SP1; 8GB DDR3 1333MHz; 750GB HDD; Intel HD Graphics Memory 64MB - 1696MB shared);
- **Scanner** MUST ScanExpress A3 USB 2400S (2400 dpi max);
- **Camera** Canon EOS Rebel T3 1100D 18-55mm IS II kit (sensor CMOS 12,2 Mpx, Live View) + **Additional Battery** and **SD Memory Card** Sony, 8GB, Class 4;
- **5 HDD** Toshiba Basics HDTB110EK3BA, USB 3.0, 2,5'', 1 TB;
- **Color Checker** Tiffen Q-13, 20 cm, (colours and grey scale).

The following softwares were used during the digitisation process:

- **Canon EOS Utility 3.10.2.** (acquisition of RAW images, remote shooting via laptop);
- **Canon Digital Photo Professional 3.10.2.0** (renaming of files; conversion of RAW in TIFF uncompressed files);
- **Fastsum 1.7** (creation of MD5 manifests and checksum);
- Piriform Defraggler 2.13.270 (defrag of files).

4.4. Conditions in the Digitisation Lab

The Digitisation Lab was set up in two rooms at the ground floor of the Fort Apollonia Museum. The first room, being approximately 7x4 meters, was used to store temporarily the documents to be digitised; the second room, being 5x4, was used to set the equipment needed for the digitisation.

The camera was mounted on a wooden structure serving as a home-made copy stand. The dimensions of the structure are: 160 cm (h) x 137 cm (l) x 69 (w) cm. A couple of wooden bars lying horizontally on top of the structure enabled the camera to be properly placed upon the documents to be digitised, while a black board (110 x 56 cm) sustained by removable thicknesses was placed under them to provide a neutral background and to reach the optimal distance between camera lens and documents (approximately 46 cm).

Photographs were taken using Remote Shooting and Live View features provided by Canon Digital Photo Professional 3.10.2.0, which allowed verifying instantly and easily adjusting the focus before taking the picture. Neither artificial lights nor the camera flash have been used. The team managed to maximize the daylight coming through the window and the door of the room, this resulting in lightning conditions slightly different, depending on the weather conditions and/or the hour of the day in which the photographs were taken. This, however, did not affect the quality of the images, which are sharp and clearly readable. Exposure compensation was set to 0 for volumes ENTC/4/1-6, ENTC/4/10-15 and all the documents digitised from Stool Affair series of the WNTC Archive; it was -2/3 for files ENC/4/7-9. As for the focal length of the camera, all the documents digitised were taken at 23 mm except the volumes ENTC/4/1-6, which were taken at 18 mm.

4.5. Digitisation work-flow and data management

As a matter of fact, the work-flow (see Fig. 1) improved as long as the digitisation went on, this resulting in a more efficient management of time and in a better quality of the last images produced as compared to those generated at the beginning of the process. It should be noted that frequent electricity blackouts occurred over the last three months of the project, and this forced the team to interrupt in few occasions the copying process. However, the problem has been solved buying an additional battery for the camera; two batteries granted in fact a full day of work (about 7 hours).

Photographs were taken in CR2 (RAW) format at the maximum resolution available (12,2 Mpx) and exported via Canon Digital Photo Professional 3.10.2.0 as uncompressed TIFF images (RGB 24 bit, 600 ppi). Each CR2 file is of the order of 14.5 MB, while the exported TIFF images are normally around 35.5 MB. The images generated were stored and renamed on a dedicated partition of the laptop's hard drive. After that they were defragmented and backed up on external drives (1 TB) to be permanently stored and deposited with the following individuals and/or institutions:

1. Endangered Archives Programme, British Library – 96 Euston Road, London NW1 2DB, United Kingdom, being the main funding body for EAP 569;
2. Department of History, Cultures and Religions of Sapienza University of Rome – Piazzale Aldo Moro 5 (Ex Palazzo di Lettere), 00165, Rome, Italy, being co-applicant and co-funding body for EAP 569;
3. Fort Apollonia Museum of Nzema Culture and History – Beyin, Jomoro District, W/R, Ghana,

being the hosting institution of the main applicant and grant holder for EAP 569;

4. Awulae Amihere Kpanyinli III, Paramount Chief of Eastern Nzema Traditional Area and President of Eastern Nzema Traditional Council – Atuabo, Ellembele District, W/R, Ghana (only digital copies of ENTTC Archive’s records);
5. Awulae Annor Adjaye III, Paramount Chief of Western Nzema Traditional Area and President of Western Nzema Traditional Council – Beyin, Jomoro District, W/R, Ghana (only digital copies of WNTC Archive’s records);



Fig. 1. EAP 569. Digitisation work-flow

4.6. Trainings

The project team is composed as follows:

1. Mr. Samuel Nobah, Curator of Fort Apollonia Museum and grant holder;
2. Mrs. Rhoda Otoo, Accountant Officer of Fort Apollonia Museum;
3. Mr. Fredrick Mensah, Education Officer of Fort Apollonia Museum and Junior Researcher in EAP569;
4. Mr. Kojo Bright Botwe, Archivist of PRAAD (Accra) and Junior Researcher in EAP569;
5. Mr. Stefano Maltese, PhD candidate in Historical and Anthropological Studies, University of

Verona (Italy) and member of the Italian Ethnological Mission to Ghana, Junior Researcher in EAP569;

6. Mr. Tommaso Tercovich, student in Archival and Librarian Sciences, Sapienza - University of Rome (Italy) and member of the Italian Ethnological Mission to Ghana, Junior Researcher in EAP569.

Two sessions of training have been organized in the framework of the project, with funds, scientific and technical support provided by the Department of History, Cultures and Religions of Sapienza – University of Rome. The first training took place at the Regional Office of PRAAD on 8th October 2012, in the presence of PRAAD’s employees and a delegation of traditional authorities from the Nzema area. In that occasion the staff of the Fort Apollonia Museum and the project team were trained by Mrs. Mary Yanney, Head of Conservation Unit, PRAAD, Accra, on procedures to handle, protect, restore and properly store endangered records. On the other hand Dr. Musah Adams, Head of Information Studies Department – University of Ghana, Legon, addressed a speech on the identification, processing and recording of archival materials belonging to the traditional authorities. The second training took place at Fort Apollonia, Beyin, on 15th April 2013, with the aim of providing the Museum’s staff with the necessary knowledge and skills to carry out the digitisation of records. The purpose of the trainings was to ensure that, after the end of the Pilot project, the digitisation and listing can be continued with minimal external support.

4.7. Copyright on digitised materials

No copyright issue arose during the project, since the documents digitised have been produced by an institutional body in the exercise of its duties, and therefore no one can claim the authorship or the intellectual property of them but the institution itself, such as the Traditional Council, in the person of its President. Nonetheless, it should be stressed that the archives of the Traditional Councils are commonly recognized as a source of sensitive information, since they gather relevant documents about chieftaincy matters from all the towns and villages under the supreme authority of the Paramount Chief of a certain area.

Being aware that some of the documents kept in the ENTC and WNTC archives may contain sensitive issues, which can easily trigger litigations and conflicts, the project team has worked in partnership with the Paramount Chiefs of ENTC and WNTC to verify the eligibility of the digitised records for publication. It was found that:

- all the digitised records from the ENTC Archive can be made available for research purposes, being them very ancient and relevant from a scientific point of view;
- the same can be done for digitised documents from WNTC Archive, with the exception of those records reporting a date falling in a 5 years range having at its end the intended date for online publication. The folders containing such documents are marked with * in Spreadsheets 2, Column W of the Western Nzema Traditional Council Archive listing template.

In compliance with Sections 39 and 40 of the Terms and Conditions of Awards, two official documents have been issued by the offices of Awulae Amihere Kpaniynli III and Awulae Annor Adjaye III, in order to authorize the use of the digital material by the British Library.

5. Dissemination

The projects outcomes have been disseminated both in Ghana and in Italy. At a preliminary phase, Ghana Museums and Monuments Board (legal custodian of museums and forts in Ghana), as well as the Head Office of PRAAD in Accra and the Regional Office for the Western Region in Sekondi, were made aware of the project's objectives. Regular reports have been submitted, mostly in the form of official speeches in the presence of the traditional authorities of the areas involved, during the Traditional Councils meetings in Beyin and Atuabo. The Western Region House of Chiefs, Sekondi, being the home rule body in charge for the management of chieftaincy matters in the Western Region of Ghana, has also been informed about the outcomes of the action. It should be remarked that the House of Chiefs has shown interest in patronizing a potential Major Project, in order to make Nzema a pilot area in Ghana in the preservation and extended digitisation of records related to chieftaincy. Moreover, the project was one of the key-topics discussed during a Conference held on 22nd October 2012 at Ghana National Museum, Accra, for the official establishment of a Scientific Committee for the Fort Apollonia Museum. The Conference was announced in advance through the national media (newspapers, television and radio networks). After the end of the project, its results were reported by Mr. Samuel Nobah and Mr. Stefano Maltese to the Paramount Chiefs of the seven Nzema Traditional Areas, during an emergency meeting of the Nzema Maanle Council called on purpose. The meeting, held in Essiama (Eastern Nzema Traditional Area) on 28th August 2013, also provided the occasion to get from the Paramount Chiefs and their dignitaries full support to the team for the application for a Major Project.

In Italy, a mid-term report on the project was provided by Mr. Stefano Maltese in a seminar held at Sapienza – University of Rome on 25th March 2013 (title of the speech: *Fort Apollonia. The Museum and the Archive*). The preservation action promoted by the project has also been one of the key-topics of a lecture delivered by Mr. Stefano Maltese in the framework of the didactic activities of the “Digital Heritage. Cultural Communication through Digital Technologies” Master, held at DIGILAB, Sapienza – University of Rome on 7th June 2013 (title of the lecture: *Valorizing Nzema History and the Ethnographic Knowledge of the Italian Ethnological Mission to Ghana. Digitisation Projects in Ghana and Italy*). The methodological implications related to his PhD research in connection with his role as Junior Researcher in the EAP569 were discussed by Mr. Stefano Maltese in a paper delivered in the occasion of a mid-term evaluation seminar held on 20th June 2013 in Canazei (title of the paper: *Written Sources and the Ideas of “Secret” and “Truth”. Methodological Implications of History’s Heritage-Making Process in the Nzema Area*). As part of an extended overview on the IEMG’s commitment in the valorization of Nzema culture and history in the framework of cultural cooperation programs, the outcomes of the project will also be shared with an international audience during the 3rd Congress of the Italian University Network for Development Cooperation (*Imagining cultures of cooperation: universities networking to face the new development challenges*) which will be held in Turin from 19th to 21st September 2013 (title of the paper: *The Italian Ethnological Mission to Ghana and the Cultural Cooperation. Heritage-Making Processes in the Nzema Area, South-West Ghana*). Finally, an extended analysis of the project will be made by Mr. Stefano Maltese in his PhD Thesis, which will be defended in Spring 2015.

6. Conclusions. Towards a Major Project

This award came to provide a timely intervention to save valuable documents which were fast deteriorating due to ignorance of ethical archival keeping. Furthermore, it allowed the project team to get an insight into the background of records' production in the two biggest Traditional Areas of the Nzema territory. Actually, besides the successful preservation action, one of the most important outcomes of the project lies in the awareness that a long-term strategy has to be developed to ensure that the records being created nowadays will not spoil in few years due to incoherent production and storing procedures. To do so it will be necessary to acquire an in-depth knowledge of the actual functioning of the Ghanaian administrative system, as well as keep on taking care of the historical archives. Even if a lot has been done so far, this unfortunately does not mean that the archival materials of the Nzema traditional authorities are now completely safe. The archives of the Nzema-Evaloe traditional areas are still threatened by the critical environmental conditions in which they lie, and the digitisation process started in this pilot must be completed in the ENTC and WNTC archives at least for the series directly linked with land and chieftaincy issues. Furthermore, a comprehensive program of trainings has to be developed in order to provide the individuals in charge for the management of the records with means to actively preserve the records across their lifespan; from the moment they are produced to that in which they enter the historical section of the archive. In our intention, these could represent the core activities of a Major Project, to be developed in a joint effort with the anthropologists and archivists of the Italian Ethnological Mission to Ghana, the professionals of PRAAD and the advanced students of the Information Studies Department of the University of Ghana, Legon.

Appendix A

ARCHIVE OF THE WESTERN NZEMA TRADITIONAL COUNCIL

1. Foreword

The Omanhene and President of the Western Nzema Traditional Council (W.N.T.C.), Awulae Annor Adjaye III, expressed in 2001 the urgent need of preserving the documents of the Archive of his Traditional Area in a letter that was forwarded to various Institutions: University of Pisa (Prof. Mariano Pavanello); Italian Embassy; National Commission on Culture; Ghana Museums and Monuments Board; etc.

Prof. Pavanello, in consideration of the importance of the documents stored in the Archive of the W.N.T.C., after consultations with the Italian Ambassador, Dr. Giancarlo Izzo, and the Chairman of the National Commission on Culture, Prof. George Hagan, prepared an emergency project of assistance to the W.N.T.C. aimed at implementing an automatic system of classification, storage and retrieval of the archival documents. Moreover, given the very bad state of conservation of the major part of the documents, the project was also supposed to create the conditions (physical and organizational) for the most proper conservation of the material.

The project started in August 2002. Two students of the University of Pisa, participating to the program of the Italian Ethnological Mission to Ghana directed by Prof. Mariano Pavanello, were invited to join the Archive project. They were: Mrs. Alice Cirucci, student in History, and Mr. Maurizio Monge, student in Mathematics. They were staying in Beyin, working on the Archive at the Omanhene's residence, during the period 25th August – 18th September 2002. Their travel expenses from Italy to Ghana, and the expenses for living and travelling in Ghana, as well as the expenses for the photocopies and the purchase of wooden containers for documents, and of the bookshelves provided for the storage of the documents, were paid on the funds of the Italian Ethnological Mission to Ghana.

2. Description of the Archive

The Archive contains a lot of material produced by the Western Nzema Traditional Council, and by the Amanhene who have been sitting on the Paramount Stool from the beginning of the 20th Century to present (Annor Adjaye I; Annor Adjaye II, Kwasi Amakyie II, Annor Adjaye III). Moreover, some documents originating from subject Stools, and many documents from different origins are also stored. Among all the documents it is suitable to point out the following:

- Three *Civil Record Books* (containing the proceedings – manuscripts – of the cases discussed and arbitrated by the W.N.T.C. from the late Forties to present);
- Some proceedings of meetings of the Traditional Council;
- Some financial and administrative records; statements of account, etc. from the Fifties to present;
- Chiefs lists in the Fifties and Sixties;
- Letters and other documents pertaining to Stools affairs (from the beginning of the 20th Century to present);
- Some correspondence between the Nzema Traditional Authorities and the Gold Coast/Ghanaian Government, before and after the independence;
- Concessions and contracts;

- Miscellaneous documents (personal letters of the Amanhene, and other documents whose classification is presently uncertain);
- Various documents originating from Ghana National Archive or from the Public Record Office (London), or from other sources.

All this material – despite the existence of large chronological blanks – is of great historical importance. Therefore its preservation is urgent, as well as its organization according to an informatic system of classification, storage, and retrieval for the future users, the Traditional Authorities, and the researchers.

3. *The phases of the project*

The Omanhene selected a large group of documents to be immediately processed. The documents were divided into two sub-groups. The three *Civil Record Books*, and all the documents originating from sources different from the W.N.T.C. Archive itself were photocopied, and the classification of their contents was postponed. All the rest of the material (proceedings of meetings of the Traditional Council; financial and administrative records; Chiefs lists; letters and other documents pertaining to Stools affairs; correspondence between the Traditional Authorities and the Government, before and after the independence; concessions and contracts; miscellaneous) was processed during the presence of the two students. The informatic procedure used is: *Microsoft Access 2000* (licence granted to Mariano Pavanello). The first phase of the project was the creation of a data base containing the documents processed. The data base was created according to a provisional system of classification organized on the following categories:

- File number;
- Serial number;
- Type of document;
- Date;
- Author;
- Receiver;
- Format;
- State of conservation;
- Short synthesis of the content.

The second phase of the project is presently ongoing, and concerns the input of data pertaining to the documents that were photocopied during the first phase (cases recorded in the *Civil Record Books*; documents originating from Ghana National Archive or from the Public Record Office, or from other sources).

The classification system will be definitely improved and completed after completion of the data base itself. This step will be part of the third phase that should take place within 2003 during a future mission of the personnel of the Italian Ethnological Mission to Ghana. During the third phase, the information retrieval system will also be completed, and that will allow the users of the Archive to retrieve and consult quickly and efficiently all the stored documents.

Prof. Mariano Pavanello

Pisa, 5th February 2003

Documents

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
A2	A2.1.1	letter	28/06/1972	Chief and elders of Ahobre	Stephen Anuho secretary WNTC	manuscript	readable	Ahobre stool affairs.
A2	A2.1.2	letter	30/05/1971	Nana Erzuah Ebulley	Awlae Kwesi Amakyi II	typescript	readable	Ahobre stool affairs, letter of abdication.
A2	A2.1.3	letter	20/08/1971	Assuah Buadi Abusua Kpanyinli	Awlae Kwesi Amakyi II	typescript	readable	Ahobre stool affairs, withdrawal of letter of abdication by Nana Erzuah Ebulley, Ahobre.
A2	A2.1.4	letter	21/08/1971	Tufuhene and The inhabitants of Ahobre	Awlae Kwesi Amakyi II	typescript	readable	Ahobre stool affairs. A withdrawing letter by Nana Erzuah Ebulley chief of Ahobre, not accepted.
A2	A2.1.5	letter	25/06/1972	Chief and elders	Omanhene	manuscript	readable	Ahobre stool affairs.
A2	A2.1.6	letter	26/08/1971	Nana Erzuah Ebulley	Awlae Kwesi Amakyi II	typescript	readable	Ahobre stool affairs, withdrawing of letter of abdication.
A2	A2.1.7	enstoolment form	05/01/1985	Nana Kwasi Homiah III	Registrar Western Nzema House of Chiefs	typescript	good	Ahobere stool affairs. Enstoolment form, Nana Erzuah Ebulley II.
A2	A2.2.1	list of laws	06/08/1973	Ekorbor Quarm	State secretary WNTC	typescript	readable	Ahobre town affairs, Communal labour, failure to attend to gong-gong, contribution towards development projects attend to natures calls etc...
A24	A24.1.1	letter	15/07/1955	Awulae Kwesi Amakyi II	Nana Ebanhenle1, senior divisional chief	typescript	good	Half - Assini stool account and suspension of Tufuhene.
A24	A24.1.10	letter	22/06/1922	The Ohene Nana Amihere III	The district Commissioner	photocopy - typescript	good	Informations for the District Commissioner about New Town.
A24	A24.1.11	letter(2 pages)	18/01/1921	Secretary for Native Affairs	Omanhene	photocopy - typescript	good	Half - Assini & New Town.
A24	A24.1.12	letter	29/01/1921	Acting Commissioner Western Province	District Commissioner, Axim	photocopy - typescript	good	Beyin and Half - Assini.
A24	A24.1.13	letter	19/11/1921	District Commissioner	the Ohene Nana Amihere III	photocopy - typescript	not well readable	the Omanhene of Beyin complains of Nana Half - Assini attitude towards him.
A24	A24.1.14	letter (2 pages)	13/11/1920	District Commissioner	Hon. Commissioner Western Province	photocopy - typescript	good	Relationship between the Omanhene of Beyin and the Stool of Half - Assini.
A24	A24.1.15	letter (2 pages)	16/10/1920	Omanhene Awulae Annor Adjaye	Secretary for Native Affairs	photocopy - typescript	readable	complains for Nana Half - Assini attitude.
A24	A24.1.16	table	05/11/1920	Provincial Commissioner	The District Commissioner	photocopy - typescript	readable	Complaint by caretaker and Elders of New Town against the people of Half - Assini.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
A24	A24.1.17	letter	09/12/1920	Commissioner Western Province	The District Commissioner	photocopy - typescript	readable	Complaint against Ohene of Half - Assini.
A24	A24.1.18	letter	21/12/1920	The District Commissioner	Commissioner Western Province	photocopy - typescript	good	Report of a conversation with the Omanhene of Beyin.
A24	A24.1.19	telegram	26/07/1920	Commissioner Axim	O.H.M.S.	photocopy - typescript	readable	Request of charge.
A24	A24.1.2	letter (2 pages)	19/06/1955	Bennett Acquah	Awulae Kwesi Amakyi II	typescript	readable	Half - Assini stool accounts. Agenda 1950 to 1955.
A24	A24.1.20	telegram	30/06/1920	Commissioner, Axim	Omanhene of Beyin	photocopy - typescript	readable	Instalation of the new Odikro.
A24	A24.1.21	letter (5 pages)	16/09/1919	Acting Commissioner Western Province	The district commissioner, Axim	photocopy - typescript	readable	Transmission of a petition addressed to the Governor by the caretakers of Western Appolonia.
A24	A24.1.22	letter (2 pages)	21/05/1919	Omanhene	The District Commissioner, Axim	photocopy - manuscript	readable	Half - Assini - Beyin, lagoon fishing taxes.
A24	A24.1.23	letter (2 pages)	13/05/1919	Ohene Amihere III	District Commissioner, axim	photocopy - manuscript	good	Paramount stool, Andoh caretaker, Beyin.
A24	A24.1.24	letter	01/05/1918	Caretaker of Beyin Stool	District Commissioner, Axim	photocopy - manuscript	good	Half - Assini, Beyin.
A24	A24.1.25	letter	18/04/1918	Provincial Commissioner Western Province	District Commissioner, Axim	photocopy - typescript	good	Half - Assini, Beyin.
A24	A24.1.26	letter	28/05/1918	Acting District Commissioner	Commissioner Western Province	photocopy - typescript	good	Half - Assini, Beyin, acknowledge receipt of letter no.873/112, of 18th April 1918.
A24	A24.1.27	letter	23/11/1974	Awulae Kwesi Amakyi II	D.S.P. Half - Assini	typescript	good	Authorisation to effect collection on twenty pesewas per a basket of fish from fish mongers of Jaway Wharf.
A24	A24.1.3	letter	20/04/1937	R.G.Cooper, asst. District commissioner	The Ohene Half - Assini division	photocopy - typescript	readable	Informations about a meeting between the Omanhene and the Hon.Commissioner.
A24	A24.1.4	letter	18/08/1933	Omanhene Western Nzema	District Commissioner	photocopy - manuscript	not well readable	Election of the chief of New Town.
A24	A24.1.5	letter (4 pages)	18/06/1930	Acting District Commissioner	Hon.Commissioner	photocopy - typescript	not well readable	Abdication of the Ohene of Half - Assini.
A24	A24.1.6	report	12/05/1930	Ag. District Commissioner	Hon. Commissioner western Province	photocopy - typescript	readable	Reported abdication of the Ohene of Half - Assini.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
A24	A24.1.7	letter	22/05/1930	Acting Commissioner Western Province	The acting district commissioner	photocopy - typescript	good	Ohene of Half - Assini - reported abdication.
A24	A24.1.8	letter (2 pages)	26/01/1923	The Ohene Nana Amihere III	The District Commissioner	photocopy - manuscript	good	
A24	A24.1.9	letter	09/09/1922	Ag. District Commissioner	Hon. Commissioner Western Province	photocopy - typescript	good	Ohene of Half - Assini Versus Omanhene of Beyin.
A24	A24.2.1	letter (3 pages)	16/07/1919	Daye Quarm X	District Commissioner, Axim	photocopy - manuscript	readable	Half Assini, Beyin, Jawey.
A24	A24.3.1	letter	23/01/1923	Ohene Nana Amihere III	Omanhene Annor Adjaye	photocopy - manuscript	good	Half Assini, Beyin, New Town, dispute, lagoon.
A24	A24.3.2	letter	04/02/1921	District Commissioner, Axim	Ohene Amihere III, Half - Assini	photocopy - typescript	good	Answer to request of separation from Beyin Paramount Stool.
A24	A24.3.3	letter	10/08/1920	Ohene Amihere III	District Commissioner, Axim	photocopy - manuscript	good	Half Assini against the Stool of Beyin.
A24	A24.3.4	letter (6 pages)	10/08/1920	Ohene Amihere III	District Commissioner, Axim	photocopy - manuscript	good	Final intentions to separate the Stool of Half - Assini from the Stool of the Omanhene of Beyin and to become independant.
A24	A24.4.1	letter	07/07/1962	Mr. Kusan Blewe	District Commissioner, Half - Assini	photocopy - typescript	good	Information about the installation of a new chief for Half - Assini.
A26	A26.1.1	list				typescript	good	The chief and Elders of Kabenla Suazo.
A29	A29.1.1	curriculum vitae (2 copies)				typescript	good	curriculum vitae of Nana Alu Alimah Mpataba (Alohoba).
A3	A3.1.1	curriculum vitae (14 copies)		Registrar of the W.N.T.C.		manuscript	good	Curriculum vitae of Nana Armo Seme (Abusua Kpanyinli).
A3	A3.1.2	enstoolment form (4 copies)	23/10/1980	Awulae Kwesie Amakyi II	registrar W. Reg. H. of chiefs, Sekondi	manuscript	good	Enstoolment form of Nana Armo Seme.
A3	A3.1.2	proceedings				typescript	good	Ajeza stool affairs, claims about royal stool, Augustine Awiah of Takinta.
A3	A3.1.3	enstoolment form (5 copies)	1981	Nana Kwesie Homiah III Ag. President	registrar of Western regional house of chiefs	typescript	good	Report under section 51(1) of the chieftaincy. Erzua Nyamikey Erzonle. Tu
A3	A3.1.4	curriculum vitae (4 copies)	1981			typescript	good	curriculum vitae of Nana Erzua Nyamikey Erzonle, Adjeza.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
A3	A3.1.5	proceedings (16 pages)	14/05/1984	Solomon Ackah, Registrar		typescript	good	Ajezeza stool affairs, Augustine Awiah VRS. Amo Serme of Ajezeza.
A3	A3.1.6	letter	10/12/1984	Gaisie Zwennes Hughes & Co.	The Registrar, Western Region House of Chiefs, Sekondi	typescript	good	Ajezeza stool affairs, Irregular installation of a chief at Ajezeza, Amo Serme VRS. Augustine Awiah.
A3	A3.1.7	proceedings	13/07/1984			manuscript	good	Ajezeza stool affairs, Meeting with the Ajezeza family stool, Erzonle Nyamekeh, Nana Blay II, Nana Kesse II, Nana Arza Kpanyinli.
A3	A3.2.1	notice of appeal (2 pages)	25/07/1984	Gaisie Zwennes Hughes & Co., solicitors for appellant.	Judicial Tribunal of the Western Regional House of Chiefs	typescript	readable	Ajezeza stool affairs, notice of appeal, Amo Sermeh.
A3	A3.2.2	proceedings (5 pages)	14/05/1984	Solomon Ackah	Registrar of the WNTC.	typescript	good	Ajezeza stool affairs, Amo Sermeh, Mochia Sobo, Erzoah Nyamekeh Erzonle tufuhene Ajezeza.
A31	A31.1.1	* (17 pages)		Kwawo Mensah		manuscript	good	Mpem stool affairs.
A31	A31.1.2	petition	11/11/1955	Etingbo Yanzu		typescript	good	Mpem stool affairs. Petition.
A31	A31.1.3	letter (2 pages)	30/05/1994	Benjamin Assua Ackah	Awulae Annor Adjaye III	typescript	good	Mpem stool affairs, letter of no confidence in Mpem Abusuapanyin Ehornia Nwea Ackah.
A31	A31.1.4	letter	19/04/1992	Abusuakpanyinli Ehonea Nwea Ackah	Awulae Annor Adjaye III	typescript	readable	Mpem stool affairs, notice of abdication to the stool of Mpem.
A31	A31.1.5	list				manuscript	good	Mpem stool affairs, list of the chief, abusuakpanyinli, queen mother, tufuhene, safohene, elders, linguists, women's chief, women safohene, women linguists, elders of Mpem.
A31	A31.1.6	proceeding (24pages)	August - September 1975	Registrar F.E.Nuamah		typescript	damaged	Mpem stool affairs.
A31	A31.1.7	notice of appeal (2 copies)	15/03/1976	Nana Adae Blay	Tufuhene of Mpem, Amihere Ackah of Allewule, Aboagye Korkor	typescript	damaged	Mpem stool affairs, notice of appeal.
A31	A31.1.8	list				typescript	damaged	Mpem stool affairs, tufuhene Ahwi Arizie Vrs. Nana Adae Blay II.
A31	A31.1.9	letter (2 copies)	08/11/1994	Nana Kodwo Ahale III	The registrar, Judicial Committee WNTC.	manuscript	good	Mpem stool affairs, Request to allowance to withdraw the case....
A41	A41.2.1	letter	10/08/1971	Stephen Anvoh, State Secretary WNTC	The tufuhene	typescript	good	Takinta town affairs. Change in the date of the visit to Beyin.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
A5	A5.1.1	letter	04/08/1964	Awulae Kwasi Amakyi II	The district commissioner, Half Assini	typescript	readable	Allowle stool affairs. Nana Nyoah Asani II, Ohene of Allowle.
A5	A5.1.2	proceeding	23/05/1977	Registrar WNTC		typescript	readable	Allowle stool affairs. Mr. S. A. Quarshie VRS. Nana Akiley Abizi II, ex chief of Allowle.
A5	A5.1.3	proceeding	17/08/1976	Registrar WNTC		typescript	good	Allowle stool affairs. Adjevi Minla VRS. Madam Nsoe.
A5	A5.1.4	letter (4 copies)	16/08/1971	Omanhene Kwasi Amakyie II	Tufuhene Ammoo Ackah of Allowle	typescript	good	Allowle stool affairs. Withdrawal of suspension of Nana Agyevi Minlah chief of Allowle.
A5	A5.1.5	letter	30/04/1975	District chief executive Owusu - Afriyie	The deputy supt. of police, Ghana police force, Half Assini.	typescript	damaged	Allowle stool affairs - handing over of stool properties.
A5	A5.1.6	curriculum vitae			W.N.T.C.	manuscript	readable	curriculum vitae of Nwia Azane IV.
B1	B1.1.1	4 tables	30/11/1986	National House of Chiefs, Kumasi	registrar W.N.T.C.	typescript	good	registration of chiefs, principal stools and traditional areas.
B1	B1.1.2	letter	30/11/1986	A. Kojo Amoah Aturu, Registrar National H of Chiefs	All presidents Snr/reg. registrars reg. H.of chief	typescript	good	registration of chiefs - performance as at 30th November.
B1	B1.1.3	letter + 1 table	23/02/1988	S.K. Mireku, Registrar National House of Chiefs	All senior/regional registrars reg. H. of Chiefs	typescript	good	publications of lists of principal stools/skins.
B1	B1.1.4	letter + 2 tables	25/02/1988	T. Owusu-Ansah, Registrar National House of Chiefs	All Senior/regional registrars houses of chiefs	typescript	good	publications of lists of principal stools/skins.
B2	B2.1.1	report	06/09/1979	Judicial committee of WNTC		typescript	readable	Kwame Ackah, abusupanyinli of Mpataba stool.
C1	C1.1.1	letter	13/03/1986	Willy Baidoe - Ansah, registrar	D. Snr. T/C registrar W/Nzema T/Council, Beyin	typescript	good	Compilation of social security contribution.
C1	C1.1.2	table	30/04/1973	Asst. Accountant		typescript	readable	Stool Lands Revenue, Bonyere.
C1	C1.1.3	table	10/11/1972	the state secretary WNTC Beyin		typescript	readable	Jomoro local councils return of the Stool Lands revenue.
C1	C1.1.3	table	xx/08/1980	W.N.T.C.	Commissionare of incom tax.	manuscript	good	tax allowance certificate.
C1	C1.1.4	letter	09/05/1985	F. A. Tawiah, Kumasi	all Snr. Registrars regional house of chiefs	typescript	good	Payment of new minimum daily wage of cedis 70.00.
C1	C1.1.5	table	30/03/1984	W.N.T.C.		manuscript	good	Advice of payment of contributions.

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C1	C1.1.6	table	xx/08/1984	W.N.T.C.		manuscript	good	return of tax deductions for the month of July 1984.
C1	C1.1.7	table	xx/10/1984	W.N.T.C.		manuscript	good	return of tax deductions for the month of September.
C1	C1.1.8	table	xx/12/1984	W.N.T.C.		manuscript	good	return of tax deductions for the month of November.
C1	C1.2.1	form	1977	WNTC	Social security fund	typescript	damaged	Advice of payment of contribution from January.
C1	C1.2.10	form	19/10/1972	Administrator of Stool Lands	WNTC	typescript	damaged but readable	payment voucher western region Stool Lands account.
C1	C1.2.11	letter	1972	Regional Lands Officer		typescript	good	administration of lands act. 1961 share of net revenue.
C1	C1.2.2	from	22/10/1971	Administrator of Stool Lands	State secretary W.N.T.C.	typescript	good	Payment voucher.
C1	C1.2.3	form	26/04/1973	Administrator of Stool Lands	WNTC	typescript	damaged but readable	payment voucher western region Stool Lands account.
C1	C1.2.4	receipt	28/10/1976	Kweku Afatsuo carpenter, Beyin.		manuscript	readable	receipt from Omanhene Awulae Kwesi Amakyi of Beyin.
C1	C1.2.5	account book	1974 - 1977	WNTC		typescript/manuscript	damaged	account book.
C1	C1.2.6	form	16/02/66	the clerk of council Western Trad. Area	Office of the commissionare of income tax [...]	typescript	damaged but readable	return to be made by an employer, income tax.
C1	C1.2.7	receipt	11/10/1976	Asili Paper		manuscript	good	receipt of payment.
C1	C1.2.8	receipt	26/10/1976			manuscript	readable	received from Awulai Kwasi Amakyi II.
C1	C1.2.9	receipt	29/04/1977	Amanc Agencies Limited	R. A. A. Kofi	manuscript	damaged but readable	typenraing papers f/s ba**.
C2	C2.1.1	receipt (2 copies)	23/11/1967	Administrator of Stool Lands	W.N.T.C.	typescript	good	To share of net revenue due to W.N.T.C. at 30/09/1.
C2	C2.1.2	receipt	06/02/1967	Administrator of Stool Lands	W.N.T.C.	typescript	readable	To share of net revenue due to W.N.T.C. at 31/12/1.
C2	C2.1.3	letter	05/05/1972	Regional lands officer	The secretary W.N.T.C.	typescript	good	covering letter.
C2	C2.1.4	forms + letters	1974 - 1977	WNTC		manuscript/typescript	readable	invoices and covering letters.
C2	C2.1.5	letter	26/10/1971	Regional lands officer	the secretary WNTC Beyin	typescript	good	covering letter.
C2	C2.1.6	table	10/03/1973	Asst. Accountant		typescript	readable	Stool lands revenue, Western Nzema Adusuaso.

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C2	C2.1.7	letter	11/11/1971	Regional lands officer (F.A.Haizel)	the secretary WNTC Beyin	typescript	good	dunning letter.
C2	C2.2.1	form	02/05/1972	Administrator of Stool Lands	WNTC	typescript	good	payment voucher.
C2	C2.2.10	table	1977	WNTC		manuscript/ typescript	damaged	Monthly contribution report for social security.
C2	C2.2.2	form	1972	Chieftancy (National and Regional Houses of Chiefs		typescript	readable	procedure rules, 1972.
C2	C2.2.3	form	*1952-1953*	Chairman, finance committee	4B. Police - other charges.	typescript	readable	Application for supplementary provision.
C2	C2.2.4	form	*1952-1953*	Chairman, finance committee		typescript	readable	application for supplement provision. 1- Extraord
C2	C2.2.5	form	*1952-1953*	Chairman, finance committee		typescript	readable	Application for supplementary provision. 1- Educa
C2	C2.2.6	form	*1952-1953*	Chairman, finance committee		typescript	good	Application for supplementary provision. 1- Other
C2	C2.2.7		12/05/1972	Asst. Accountant F.A. Haizel.	The secretary WNTC, Beyin.	typescript	readable	Return of Stool Lands revenue collected.
C2	C2.2.8	letter	14/10/1975	WNTC, Beyin.	The district manager, social security & [...]	typescript	damaged but readable	Monthly contribution report for social security.
C2	C2.2.9	form	10/04/1967	The secretary to the Regional Commissioner, WR	the treasurer,jomoro local *council*	manuscript	good	congratulations letter.
F1	F1.1.1	table (2 copies)	04/09/1952			typescript	damaged, not well readable	Apolonia Oil Concession 17/02/1939 - 09/12/1941.
F1	F1.1.2	table	04/09/1952			typescript	readable	Apolonia Oil Concession 17/01/1942 - 02/06/1945.
F1	F1.1.3	table (2 copies)	04/09/1952			typescript	readable	Apolonia Oil Concession 30/07/1945 - 26/05/1947.
F1	F1.1.4	table	04/09/1952			typescript	readable	Apolonia Oil Concession 02/02/1948 - 06/08/1949.
F1	F1.1.6		21/12/1938	R.E. Tachie - Menson, registrar		typescript	damaged	Concession.
F1	F1.10.1	letter	30/3/1972	F.N.Mensah purchasing manager	Some of the chiefs of Beyin traditional area	typescript	good	Special appeal for copra output Franza Oil Factory.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
F1	F1.11.1	letter	06/04/1972	Gaisie, Scheck & Company	Awulae Kwesi Amakyi II	typescript	good	Timber lands concession. Letter to renew the agreement about the concession.
F1	F1.12.1	letter	21/02/1972	Jim Quarshie, business promoter	Awulae Kwesi Amakyi II	typescript	readable	proposal to send a delegation in Beyin to discuss with the Omanhene about a concession.
F1	F1.2.1	letter	29/10/1940	Judge JM Carthey	Marlu gold mining areas limited	typescript	readable	Concession.
F1	F1.2.2	table	04/09/1952			typescript	damaged but readable	Western Nzema concession rents, Nauli concession 08/05/1943 - 20/02/1945.
F1	F1.2.3	table	04/09/1952			typescript	damaged but readable	Western Nzema concession rents, Nauli concession 14/03/1945 - 19/11/1946.
F1	F1.2.4	table	04/09/1952			typescript	damaged but well readable	Western Nzema concession rents, Nauli concession 24/01/1947 - 19/12/1949.
F1	F1.2.5	letter	20/01/1944	Asst. District Commissioner	Omanhene W.N. Beyin	typescript	damaged, not well readable	Nauli concession, extension of one year under section nine of the concessions ordinance.
F1	F1.2.6	certificate of validity		Concessions division, Sekondi.		typescript	readable	Nauli concession, subject as below the concession of Annor Adjaye II.
F1	F1.2.7	certificate of validity (3 pages)	22/01/1943	P.F. Gordman, Registrar of Deeds.		typescript	readable	Nauli concession, how concession shall be. Limitations, modifications and conditions imposed by the court.
F1	F1.3.1	certificate of validity (2 pages)	19/12/1938	R. E. Tachie - Menson, Commissioner for Oaths		typescript	good	Allaganzuli concession, concession enquiry number 832 (AXIM).
F1	F1.4.1	map		Director of surveys, Gold Coast survey dept.		photocopy	damaged	Anwia futu timber concession. Property of Messrs George Grant & Co. LTD.
F1	F1.4.2	map		not readable		photocopy	good	Plan of Western Limestone products concession Herein referred. Property of Multiwall paper sacks LTD.
F1	F1.5.1	letter	15/07/1955	Solicitor for Kwesi Amekyi	Messers Giles Hunt & Co	typescript	good	Petroleum Oil concession, draft - lease between Awulai Kwasi Amekyi II and The government of the Goald Coast.
F1	F1.5.2	letter	15/07/1955	F. Awoonor Williams	Omanhene Awulai Kwesie Amekyi II	typescript	good	Petroleum Oil concession, confirm of the conversation in matter of Petroleum Oil concession Werstem Nzima.
F1	F1.5.3	letter	06/09/1952	Registrar divisional Court, Sekondi		typescript	good	Judgement between Nana Annor Adjaye II and H. O. Horsfall.
F1	F1.6.1	letter	01/08/1944	district manager	Omanhene of Beyin	typescript	damaged but readable	Complains about the occupation of the property of the United Africa Company.
F1	F1.7.1		21/12/1938	R.E. Tachie - Menson, registrar		typescript	damaged, not well readable	dispositions on how to pay incomes.

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F1	F1.8.1	letter (2 copies)	27/04/1972	J.E.Ackah	The state secretary WNTC	typescript	readable	details of information of concessions.
F1	F1.9.1	letter		Jim Quarshie, managing promoter	Ghana Manufacturers Association	typescript	good	proposal to mount export sales programmes to neighbouring West Africa Countries.
M1	M1.1.4	curriculum vitae (empty)				typescript	good	
M1	M1.1.5	enstoolment form (2 copies)				typescript	good	empty.
M1	M1.2.1	selling of a car	17/08/1956	secretary		typescript	good	Sale of Buick.
M1	M1.2.2	bulletin	Friday, 2nd October 1987	Authority		typescript	readable	Ghana Local Government bulletin. Handwritten:Nana
M1	M1.2.3	bulletin	Friday, 13th November 1987	Authority		typescript	readable	Ghana local government bulletin. (one page only)
M1	M1.2.4	bulletin	Friday, 27th November 1987	Authority		typescript	readable	Ghana local government (two pages only)
M1	M1.2.5	local government bulletin	25/09/1987	Authority		typescript	readable	Ghana local government bulletin.
M1	M1.2.6	list		State secretary		typescript	readable	List of Odikro, Tufuhene and Ohene.
M1	M1.4.1	letter	12/08/1947	J.B. Danquar	Nana Annor Adjaye II	typescript	damaged	objections to policy of Nana.
M1	M1.4.10	declaration	29/05/1961	state secretary	district commissioner, Half Assini	typescript	readable	declaration of state council membership.
M1	M1.4.11	declaration	12/05/1961	regional office Sekondi	all district commissioner's W.R.	typescript	readable	declaration of membership of state councils.
M1	M1.4.2	pamphlet of 9 pages				typescript	damaged but readable	Importation of goods from GB. Past performance A
M1	M1.4.3	rough draft	13/06/1947	public relation department- Accra		typescript	damaged but readable	minutes of the press conference.
M1	M1.4.4	rough draft		public relation department. Accra		typescript	Damaged, not well readable	minute of the press conference.
M1	M1.4.5	report				typescript	readable	list of members of the W.N. State Council.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
M1	M1.4.6	report				typescript	readable	list of members of the Western Nzima State Council.
M1	M1.4.7	report (2 pages)	11/10/1960	state secretary		typescript-manuscript	readable	list of members.
M1	M1.4.8	report (2 pages)	11/10/1960	state secretary		typescript-manuscript	readable	list of members.
M1	M1.4.9	letter	12/09/1969	chieftancy secretariat office of the NLC	all secretaries regional houses of chiefs	typescript	damaged	necessity to enact a new chieftancy act.
M2	M2.1.1	letter	16/01/1976	K. Ntiri - Berko, registrar	W.N.T.C. - E.N.T.C.	typescript	readable	Stephen Alfred Quarshie & OR VRS. Eduro Kojo.
M2	M2.1.1	letter (3 copies)	25/01/1987	The regional secretary, registrar	Nana Okomfo Blay Kofie and all chiefs of W. Nzema	typescript	good	Letter of confidence in Nana Okomfo Blay Kofie.
M2	M2.1.2	letter	02/03/1971	Aboagye Tayee head of Adahunle family	The secretary W.N.T.C.	typescript	readable	Aboagye Tayee vrs Amihere Agyiliha.
M2	M2.1.3	letter	19/01/1976	K. Ntiri - Berko, registrar	W.N.T.C. - E.N.T.C	typescript	readable	Tufuhene J.K. Ampah VRS. Nana Penni Ackah III.
M2	M2.2.1	database (2 copies)	15/07/1954	Awulae Kwesie Amakyi II		typescript	readable	database of prests, linguists and tufuhenes. (in
M2	M2.3..10	letter	27/07/1956	J.A. Whittinghan, assistant auditor	the chairman joint prov. Council, Cape Coast	typescript	good	audit inspection report for the period the 1st April.
M2	M2.3.1	booklet (18 pages)	1948	Governor		typescript	readable	CRCE to review legislation.
M2	M2.3.11	letter	27/03/1956	permanent secretary	JPC of Cape Coast	typescript	readable	school holidays.
M2	M2.3.12	recommendations (8 pages)	05/1955	JPC, Cape Coast		typescript	readable	recommendations of the standing committee.
M2	M2.3.13	letter	1/02/1955	A.C. Russel, secretary to the governor	secretary of JPC, Cape Coast	typescript	readable	the secretary of state has observed that in the Provincial Council.
M2	M2.3.14	letter	17/12/1954	N.G. Gilbert for secretary to the prime minister	secretary of JPC, Cape Coast	typescript	readable	JPC 19th annual session.
M2	M2.3.15	letter	13/12/1954	secretary to the governor A.C. Russel	the secretary of JPC, Cape Coast	typescript	readable	correspondence.
M2	M2.3.16	agenda	1955	secretary of JPC		typescript	readable	agenda of the session of the JPC on the 10th March.

File No	Serial Number	Type of document	Date	Author	Receiver	Format	State of conservation	Short synthesis
M2	M2.3.17	memorandum (5 pages)	02/1956			typescript	good	memorandum of the JPC on the constitutional questions.
M2	M2.3.18	letter	30/04/1956	A.F. Greenwood	J. Magnus Sampson, secretary of JPC, Cape Coast	typescript	readable	maintenance of paramount chiefs.
M2	M2.3.2	letter	16/03/1956	R.K. Gardiner, permanent secretary	the secretary JPC of Cape Coast	typescript	readable	Gold coast land and foreign investors.
M2	M2.3.20	transcription of a dialogue (7pages)				typescript	readable	Nana Frempong Manso II, mr Ollenu.
M2	M2.3.21	letter	07/03/1944	Asst. District commissioner	The Omanhene WN Beyn	typescript	readable	questions concerning the change in the stool of Mpataba.
M2	M2.3.22	letter	31/08/1956	Permanent Secretary	the secretary joint provincial council, Cape Coast	typescript	readable	management of Stool Lands.
M2	M2.3.3	agenda	1956			typescript	readable	september session of the joint provincial council.
M2	M2.3.4	letter	02/07/1957	Secretary	Nananom	typescript	damaged but readable	regional constitutional commission.
M2	M2.3.5	agenda	18/08/1956	Secretary of Joint Provincial Council		typescript	readable	convocation of the session of 6th sept 1956.
M2	M2.3.6	report	15/08/1956	Treasurer Joint Provincial Council		typescript	Readable	report of the treasurer for the financial year.
M2	M2.3.7	letter (9 pages)	11/07/1956	H.Millar-Craig, Permanent Secretary	J.P.C. Offices, Cape Coast	typescript	Good	loans-cocoa purchasing company.
M2	M2.3.8	report	25/10/1956	Standing committee of the JPC of Cape Coast		typescript	readable but damaged	views of the standing committee of the JPC.
M2	M2.3.9	agenda	1956	Secretary of JPC		typescript	Readable	agenda.
M3	M3.1.1	personal documents	1979 - 1988					

Files

Label	Number	Kind
Administration (Expenditures, social security)	C2	folder
Administration (Incomes, estimates, balance statements)	C1	folder
Adusuazo stool and town affairs.	A1	folder
Ahobere stool and town affairs.	A2	folder
Ajyeza stool and town affairs.	A3	folder
Allowle stool and town affairs	A5	folder
Anlomatuope stool and town affairs	A6	folder
Awulae Annor Adjaye III affairs	E1	folder
Azuleti stool and town affairs	A8	folder
Bawia stool and town affairs	A9	folder
Beyin Paramount stool affairs	D2	folder
Beyin town affairs	D1	folder
Bonyere stool and town affairs.	A10	folder
Chieftaincy Affairs General	G2	folder
Civil Record Book 2	I2	book
Concessions	F1	folder
Concluding report of the committee of enquiry.	J6	folder
Development Projects.	J9	folder
Eastern Nzema Omanhene Correspondance	G1	folder
Edobo stool and town affairs.	A13	folder
Effasu stool and town affairs.	A14	folder
Egbazo stool and town affairs.	A15	folder
Ehoaka stool and town affairs.	A16	folder

Label	Number	Kind
Ekpu stool and town affairs.	A18	folder
Ellonyi stool and town affairs.	A20	folder
Ellubo stool and town affairs.	A21	folder
Gold Coast geological survey, Reports on the Bibiani Goldfield.	J8	folder
Half Assini stool and town affairs.	A24	folder
Jawey stool and town affairs.	A25	folder
Jomoro General	G4	folder
Kabenlasuazo stool and town affairs.	A26	folder
Kundum	K1	folder
Local Governement Bulletin.	J5	folder
Minutes of the finance and staff committe (1955 - 1956).	J1	folder
Miscellaneous No. 1	M1	folder
Miscellaneous No. 2	M2	folder
Miscellaneous No. 3	M3	folder
Mpataba stool and town affairs.	A29	folder
Mpeasem stool and town affairs.	A30	folder
Mpem stool and town affairs.	A31	folder
Nawle stool and town affairs.	A32	folder
New Town (Avoleenu) stool and town affairs.	A34	folder
Ngelekazo stool and town affairs.	A35	folder
Nini - Suhien - Ankasa National Park Reserve Western Nzema	H1	folder
Nuba stool and town affairs.	A36	folder
Nvellenu stool and town affairs.	A37	folder
Nzema Manle Council	G3	folder

Label	Number	Kind
Nzulezo stool and town affairs.	A39	folder
Personal documents of Intsiful, Registrar.	J7	folder
Printed materials and Bibliographies.	J4	folder
Samenyie stool and town affairs.	A40	folder
Stool Lands.	J3	folder
Stools	J2	folder
Takinta stool and town affairs.	A41	folder
Tikobo no 1 stool and town affairs	A42	folder
Tikobo no 2 stool and town affairs	A43	folder
Twenene stool and town affairs	A44	folder
Western Nzema Native Affairs	G6	folder
Western Nzema State Affairs	G5	folder
Western Nzema Traditional Council (Judicial Committes)	B2	folder
Western Nzema Traditional Council (General)	B1	folder
Western Nzema Traditional Council (Meetings)	B3	folder
Western Nzema Traditional Council (Omanhene)	B4	folder

Stool Affairs

Stool	Classification	Is it here?
Adusuazo	A1	1
Ahobere	A2	1
Ajezeza	A3	1
Alengenzule	A4	
Allowle	A5	1
Anlomatuope	A6	
Atwebanso	A7	
Azuleti	A8	1
Bawia	A9	1
Bonyere	A10	1
Cocotown	A11	
Ebonloa	A12	
Edobo	A13	1
Effasu	A14	1
Egbazo	A15	1
Ehoaka	A16	1
Ekebaku	A17	1
Ekpu	A18	1
Elenda	A19	1
Ellonyi	A20	1
Ellubo	A21	1
Ezinlibo	A22	1
Ghana Nugua	A23	1

Stool	Classification	Is it here?
Half Assini (Awiane)	A24	1
Jaway	A25	1
Kabenlasuazo	A26	1
Kengen	A27	1
Mangyia	A28	
Mpataba	A29	1
Mpeasem	A30	1
Mpem	A31	1
Nawle	A32	1
Ndumsuazo	A33	
New Town (Avoleenu)	A34	1
Ngelekazo	A35	1
Nuba	A36	1
Nvelenu	A37	1
Nzimitianu	A38	1
Nzulezo	A39	1
Samenie	A40	1
Takinta	A41	1
Tikobo 1	A42	1
Tikobo 2	A43	1
Twenene	A44	1

Subfiles

Label	Period	Page No.	Classification
Joint Provincial Council	1954 - 1957		M3.1
Fort Appolonia day book	*	0	M3.1
Modification of customary laws	1973	0	M3.1
List of Western Nzima chiefs (1969)	*	0	M3.1
Petion by nana Brentum III	1969	0	M3.1
Suaman traditional authority	1972	0	M3.1
W.N.T.C General	*	0	B1.1
W.N.T.C Judicial Committees	*	0	B2.1
W.N.T.C Meetings	*	0	B3.1
W.N.T.C Omanhene	*	0	B4.1
Minutes	1947	0	M1.1
Lists of member	1960	0	M1.1
Chieftaincy secretariat	1969	0	M1.1
Gold Coast	**	0	M1.1
Concluding report	*	0	M1.2
Bile(Blay) Mieza(Ackah Nyanzu II - Gyasehene of Beyin)	*	0	M3.1
Mpem town affairs	*	0	A31.2
United Africa Company Limited	1944	1	F1.6
Dispositions	1938	1	F1.7
Sahara Export Promotion Co.	*	1	F1.9
Ghana Industrial Holding Corporation	1972	1	F1.10
Timber Lands Concession	1972	1	F1.11
Aboagye Tayee	1971	1	M1.2

Label	Period	Page No.	Classification
Maps of concessions	*	2	F1.4
Concession	1972	2	F1.8
Timber Industry	1972	2	F1.12
Western Region House of Chiefs	1976	2	M1.2
Allaganzuli Concession	1938	2	F1.3
Petroleum Oil concession	1952 - 1955	3	F1.5
Letter of confidence in Nana Kengen	1987	3	M3.2
Jawey / Half - Assini dispute	1919	3	A24.2
Publications	1988	5	M2.1
Registrations	1986	5	M2.1
Apolonia Oil Concessions	1939 - 1949	6	F1.1
Social security	1980 - 1986	7	M2.1
Ajyeza town affairs	1984	7	A3.2
Allowle stool affairs	1964 - 1977	8	A5.1
Paramount stool / Half - Assini dispute and related issues	1920 - 1923	9	A24.3
Nauli Concessions	1940 - 1949	9	F1.2
Ghana Local Governement Bulletin	1987	21	M3.2
Ajyeza stool affairs	1984 ca.	27	A3.1
Half - Assini stool affairs (Alonwoba / Twea dispute)	1930 - 1962	31	A24.4
Paramount stool/ Half - Assini dispute	1918 - 1974	40	A24.1
Mpem stool affairs	1955 - 1994	50	A31.1

Appendix B

LIST OF TOWNS AND VILLAGES OF EASTERN AND WESTERN NZEMA TRADITIONAL AREAS

Eastern Nzema Traditional Area

1. A. B. Bokazo
2. Adubrim
3. Aiyinasee
4. Akoto
5. Alabokazo
6. Aloakpoke
7. Aluku
8. Ampainu
9. Anokye
10. Anwia
11. Asanta
12. Asem Ndasuazo
13. Atuabo
14. Awiazo
15. Awiebo
16. Azulenloanu
17. Bakanta
18. Baku
19. Basake
20. Edweakpole
21. Eikwe
22. Esiana
23. Kikam
24. Krisan
25. Menzezor
26. Ngalekyi
27. Ngalekpoe
28. Nkroful
29. Nzema Akropong
30. Salaman
31. Sanzuley
32. Telekubokazo

Western Nzema Traditional Area

1. Adusuazo
2. Agyeza
3. Ahôbere
4. Allenrenzule
5. Allowule
6. Anlomatuope
7. Atweabanso
8. Avoleenu
9. Awiane
10. Azuleti
11. Bawia
12. Beyin
13. Bonyere
14. Coco Town
15. Ebonloa
16. Edofo
17. Efaso
18. Egbazo
19. Ehoaka
20. Ekebaku
21. Ekpu
22. Elenda
23. Ellonyi
24. Elubo
25. Ezinlibo
26. Ghana Nungua
27. Jawey
28. Kabenlasuazo
29. Kengen
30. Mangyea
31. Mpataba
32. Mpem
33. Mpeasem
34. Nawule
35. Ndumsuazo
36. Ngelekazo
37. Nuba
38. Nvelenu
39. Nzimitianu
40. Nzulezo
41. Samenye
42. Takinta
43. Tikobo 1
44. Tikobo 2
45. Twenene

Appendix C

EAP 569 SURVEY LIST EASTERN NZEMA TRADITIONAL COUNCIL ARCHIVE Atuabo

Collection: Eastern Nzema Traditional Council [ENTC]

ENTC/1 – Dispatches and diaries

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/1/1	Letter Book – Omanhin’s Office (Atuabo)	Light rust.	1911 – 1918
ENTC/1/2	Letter Book – Omanhin’s Office (Atuabo)	Oxidation and traces of burns.	1912 – 1913
ENTC/1/3	Letter Book – Omanhin’s Office (Atuabo)	Mechanical damage.	1913 – 1915
ENTC/1/4	Cash and letter book, List of towns and villages – Omanhin’s Office (Atuabo)	Mishandling and traces of rust.	1918 – 1921
ENTC/1/5	State Council sittings – Atuabo	Rust and insect damage.	1936 – 1940
ENTC/1/6	District record Book – Atuabo	Severe insect damage.	1940 – 1952
ENTC/1/7	Confidential Diary – Awulae Blay VII	Biological infection.	1950
ENTC/1/8	Confidential Diary – Awulae Blay VII	Biological infection and rust.	1955
ENTC/1/9	Confidential Diary – Awulae Blay VII	Rust damage and oxidation.	1958
ENTC/1/10	Confidential Diary – Awulae Blay VII	Mechanical damage and physical corruption.	1973

ENTC/2 – General Administration

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/1	Indentures, plans and concessions	Mishandling.	1952 – 1999

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/2	Chieftaincy affairs – Instruction (enstoolments and destoolments), reports	Rust damage.	1954 – 1976
ENTC/2/3	Finance and Staff Committee meeting reports – ENTC	Severe rust damage.	1955 – 1963
ENTC/2/4	Awulae miscellaneous	Usable, traces of burns.	1960 – 1989
ENTC/2/5	Western Region House of Chiefs – Agenda	Usable, with traces of insect damage.	1961 – 1965
ENTC/2/6	Addresses, petitions and complaints	Usable, mechanical damage.	1962 – 1973
ENTC/2/7	Education and Cultural Heritage	Usable, traces of burns.	1964
ENTC/2/8	Council properties: Police Station building, Court House etc.	Usable, traces of rust.	1964 – 1973
ENTC/2/9	Mails Jacket	Usable.	1964 – 1979
ENTC/2/10	Meetings and memo of agreement	Mechanical damage.	1964 – 1989
ENTC/2/11	Literature and culture	Mechanical damage, mishandling.	1965 – 1976
ENTC/2/12	Instructions and polices for the Traditional Area	Light fungal infection.	1966 – 1980
ENTC/2/13	Western Region House of Chiefs – Minutes	Light fungal infection.	1966 – 1991
ENTC/2/14	Handing Over file	Traces of rust.	1967 – 1970
ENTC/2/15	Kundum festival	Mechanical damage, traces of rust.	1967 – 1986
ENTC/2/16	Eastern Nzema Traditional Council meetings	Mechanical damage, traces of rust.	1967 – 1986
ENTC/2/17	Awulae personal correspondence	Traces of oxidation.	1968 – 1984
ENTC/2/18	Atuabo Information Centre	Rust damage and oxidation.	1968 – 1972
ENTC/2/19	ENTC School Committee	Rust damage.	1969 – 1973
ENTC/2/20	Ministry of Education – School reports and letters of Kwaws	Biological corruption and mishandling.	1969 – 1981
ENTC/2/21	Electoral	Burns and rust.	1969 – 1984
ENTC/2/22	Western Region House of Chiefs	Fragile.	1970 – 1972
ENTC/2/23	Welcome addresses	Light insect damage.	1970 – 1995

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/24	Development Committee: coconut plantations in Nzemaland	Mechanical damage and burns.	1970 – 1990
ENTC/2/25	Regional Office Instructions	Usable, traces of burns.	1971 – 1972
ENTC/2/26	Births and deaths	Good condition.	1971 – 1976
ENTC/2/27	Eastern Nzema – General	Good condition.	1971 – 1974
ENTC/2/28	Judicial matters	Mechanical damage.	1971 – 1983
ENTC/2/29	Associations, Holy Chambers and Spiritual Churches	Light insect damage.	1972
ENTC/2/30	Dr. Kwame Nkrumah burial arrangement	Burns and rust.	1972
ENTC/2/31	Agriculture	Usable.	1972 – 1977
ENTC/2/32	Post Office matters	Traces of rust.	1972 – 1978
ENTC/2/33	Festivals	Traces of rust, oxidation.	1972 – 1978
ENTC/2/34	Miscellaneous	Oxidation.	1972 – 1979
ENTC/2/35	Revenue Basic Rate	Traces of rust.	1972 – 1979
ENTC/2/36	Committee Matters of the Western Region House of Chiefs – Inauguration	Mishandling and mechanical damage.	1973
ENTC/2/37	Communication works (roads)	Mechanical damage.	1973 – 1974
ENTC/2/38	Means of transport	Light fungal infection.	1973 – 1976
ENTC/2/39	Monthly reports	Burns and little holes.	1973 – 1976
ENTC/2/40	Social welfare	Usable.	1973 – 1976
ENTC/2/41	District Information Committees	Biological corruption and traces of insect.	1973 – 1978
ENTC/2/42	Appeal and trust funds	Traces of rust.	1973 – 1980
ENTC/2/43	Judicial committees	Light oxidation on last pages.	1973 – 1980
ENTC/2/44	Chieftaincy – Secretariat Office of the SMC	Light insect damage and rust.	1973 – 1981
ENTC/2/45	Handing Over notes	Fragile, trace of rust.	1973 – 1981

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/46	Traditional administration – General	Rust damage	1973 – 1982
ENTC/2/47	Regional administration	Biological corruption and mishandling.	1973 – 1984
ENTC/2/48	Trekking/Visits	Mechanical damage.	1973 – 1984
ENTC/2/49	Chieftaincy – National House of Chiefs	Usable.	1973 – 1985
ENTC/2/50	Private letters	Biological corruption.	1974
ENTC/2/51	Confidential staff	Severe rust damage.	1974 – 1975
ENTC/2/52	Chieftaincy affairs – Enstoolment, destoolment, abdication (Vol. 2)	Burns damage on last pages.	1974 – 1977
ENTC/2/53	Ministry of Industries	Fragile, insect damage.	1974 – 1978
ENTC/2/54	Meetings of registrars	Fragile, trace of burns.	1974 – 1980
ENTC/2/55	Eastern Nzema Association	Insect damage.	1974 – 1992
ENTC/2/56/1	President – Western Region House of Chiefs (Vol. 1)	Fragile.	1975 – 1977
ENTC/2/56/2	President – Western Region House of Chiefs (Vol. 2)	Fungal infection, light oxidation.	1979 – 1993
ENTC/2/57/1	Oman Ghana Trust Holdings Ltd. (Vol. 1)	Mechanical damage.	1975 – 1978
ENTC/2/57/2	Oman Ghana Trust Holdings Ltd. (Vol. 2)	Biological corruption and mishandling.	1978
ENTC/2/58	Staff matters	Mechanical damage, traces of rust.	1975 – 1978
ENTC/2/59	Chieftaincy Research Project. Customary laws and letters from National and Regional House of Chiefs	Usable.	1975 – 1979
ENTC/2/60	Research Committee	Biological corruption.	1975 – 1979
ENTC/2/61	Traditional Council Meetings	Mishandling.	1975 – 1982
ENTC/2/62	In-Service training courses	Oxidation and rust.	1975 – 1983
ENTC/2/63	National Youth Organization	Light insect damage.	1975 – 1984
ENTC/2/64	Programme	Light insect damage and rust.	1976 – 1978
ENTC/2/65	SMC (Chieftaincy Division)	Usable.	1976 – 1978

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/66	Police – General	Good condition.	1976 – 1984
ENTC/2/67	Mpataba, Nkroful, and Basake stool affairs	Rust damage.	1976 – 1989
ENTC/2/68	Telegrams	Good condition.	1977
ENTC/2/69	Invitation	Severe insect damage.	1977 – 1978
ENTC/2/70	Regional Charter Committee	Light insect damage and rust.	1977 – 1978
ENTC/2/71	National House of Chiefs - Minutes	Light insect damage and rust.	1977 – 1979
ENTC/2/72	Circular	Fragile, traces of rust.	1977 – 1982
ENTC/2/73	Training and Establishment Unit (Chieftaincy Division)	Mishandling.	1977 – 1982
ENTC/2/74	Resolution	Fragile.	1977 – 1983
ENTC/2/75	Agricultural Unit (Chieftaincy Division)	Mechanical damage.	1978
ENTC/2/76	Ghana News Agency	Rust.	1978 – 1979
ENTC/2/77	Richard Asiedu Mensah – Scholarship	Insect damage, rust, little holes and burns.	1978 – 1981
ENTC/2/78	National Population Census	Biological corruption.	1978 – 1984
ENTC/2/79	Awulae Blay VII – General Meeting, agenda, and minutes	Light oxidation.	1980
ENTC/2/80	Eastern Nzema Traditional Council affairs	Mechanical damage and mishandling.	1980 – 1984
ENTC/2/81	National House of Chiefs sessions	Mishandling.	1980 – 1985
ENTC/2/82	P.D.C. – Peoples Defence Committee for ENTA	Traces of burns, rust.	1982
ENTC/2/83	Egyam stool affairs	Usable.	1982 – 1983
ENTC/2/84	Revenue Committee	Good condition.	1983
ENTC/2/85	House of Chiefs – Brong Ahafo Nsawkaw Chieftaincy Affairs	Little holes on last pages.	1985
ENTC/2/86	Minutes of the ENTC general meetings	Usable, with little holes on first pages.	1981 – 1996
ENTC/2/87	Ghana Federation of Agriculture Co-ops (Axim Districts)	Usable, traces of burns.	1986 – 1987
ENTC/2/88	Eastern Nzema Traditional Council affairs	Usable.	1990 – 1992

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/2/89	Bomoapoley case	Usable, traces of rust.	1992
ENTC/2/90	Western Regional House of Chiefs – Minutes and agenda	Usable.	1994 – 1999
ENTC/2/91	Eastern Nzema Traditional Council administration	Usable.	1995 – 1999

ENTC/3 – Financial Administration

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/3/1	Eastern Nzema Traditional Council revenue and expenditure	Usable, light rust.	1960 – 1965
ENTC/3/2	Eastern Nzema Traditional Council estimate	Usable.	1961 – 1964
ENTC/3/3	Eastern Nzema Traditional Council estimates of revenue and expenditure	Usable, little holes on the first pages.	1962 – 1964
ENTC/3/4	Eastern Nzema Traditional Council supplementary estimates	Usable, traces of rust.	1962 – 1964
ENTC/3/5	Eastern Nzema Traditional Council estimates	Usable, traces of rust and slightly mishandling.	1963 – 1973
ENTC/3/6	Audit report – Inspection	Usable, slightly mishandling.	1965 – 1983
ENTC/3/7	Payment vouchers	Usable, mishandling.	1965 – 1967
ENTC/3/8	Payment vouchers	Mishandling, traces of rust and little holes on the first pages.	1968 – 1969
ENTC/3/9	Payment vouchers	Mishandling, mechanical damage.	1970 – 1971
ENTC/3/10	Payment vouchers	Mishandling, mechanical damage.	1972 – 1973
ENTC/3/11	Payment vouchers	Mishandling, mechanical damage.	1973 – 1975
ENTC/3/12	Payment vouchers	Usable, slightly mishandling.	1976 – 1979
ENTC/3/13	Payment vouchers	Mishandling, traces of oxidation.	1981 – 1987
ENTC/3/14	Payment vouchers	Usable.	1987 – 1994
ENTC/3/15	Mails jacket	Usable.	1966 – 1972
ENTC/3/16	Stationery publications	Usable, traces of oxidation.	1966 – 1976
ENTC/3/17	Stool revenue and accounts	Usable, slightly mishandling.	1968 – 1972

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/3/18	Stool land revenue	Chemical corruption, traces of rust.	1968 – 1981
ENTC/3/19	Office equipment	Usable.	1972 – 1978
ENTC/3/20	Maintenance of buildings	Usable, traces of rust.	1972 – 1979
ENTC/3/21	Government grant to meet clerical expenses	Usable, slightly mishandling.	1973 – 1976
ENTC/3/22	Income tax dedication	Mishandling.	1973 – 1981
ENTC/3/23	Payment of maintenance grant to traditional authorities	Usable.	1974
ENTC/3/24	Trial balance	Usable.	1974 – 1991
ENTC/3/25	Public Servants Housing – Loan scheme	Usable.	1975
ENTC/3/26	Staff Social Security Fund	Usable.	1975 – 1979
ENTC/3/27	Essential commodities	Usable.	1975 – 1983
ENTC/3/28	Eastern Nzema Traditional Council estimates	Usable.	1975 – 1983
ENTC/3/29	Atuabo/Ahonlizo Bakers Cooperative Society	Usable.	1977
ENTC/3/30	Financial encumbrances	Usable.	1977 – 1983
ENTC/3/31	Ellembele Rural Bank Ltd.	Usable.	1982 – 1983
ENTC/3/32	Staff	Slightly mishandling.	1984 – 1991
ENTC/3/33	CDR – Committee for the Defence of the Revolution	Usable.	1986 – 1989
ENTC/3/34	Bank statements	Usable, slightly mishandling.	1987 – 1993

ENTC/4 – Judicial Records and Stool Affairs

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/4/1	Omanhin tribunal – Atuabo	Insect damage, burns and acid decomposition.	1908 – 1909
ENTC/4/2	Omanhin tribunal – Atuabo	Rust, insect damage and slight fungal infection. weak binding.	1911

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/4/3	Omanhin tribunal – Atuabo	Chemical decomposition with brittle pages, insect infection, rust and mechanical damage.	1913
ENTC/4/4	Omanhin tribunal – Atuabo	Severe insect damage, chemical decomposition.	1915 – 1917
ENTC/4/5	Omanhin tribunal – Atuabo	Insect damage, rust, slight chemical decomposition, weak binding.	1916 – 1917
ENTC/4/6	Omanhin tribunal – Atuabo	Mechanical damage, weak binding.	1918
ENTC/4/7	Tufuhene tribunal – Atuabo	Mechanical damage, slight biological infection, insect damage and rust, weak binding,	1918 – 1919
ENTC/4/8	Omanhin tribunal – Atuabo	Severe chemical decomposition with brittle pages.	1920
ENTC/4/9	Omanhin tribunal – Atuabo	Chemical decomposition.	1921 – 1923
ENTC/4/10	Omanhin/Tufuhin tribunal – Atuabo	Insect damage, severe chemical decomposition with brittle pages.	1922 – 1926
ENTC/4/11	Omanhin tribunal – Atuabo	Insect damage on the last pages.	1926 – 1930
ENTC/4/12	Atuabo tribunal	Chemical decomposition and light insect damage.	1927 – 1928
ENTC/4/13	Tribunal Eastern Nzema – Atuabo	Chemical decomposition, insect damage and traces of rust.	1930 – 1932
ENTC/4/14	Atuabo tribunal	Mechanical damage and rust, weak binding and missing pages.	1937 – 1952
ENTC/4/15	Paramount Chief’s Tribunal – Atuabo	Chemical decomposition, insect damage and traces of rust.	1938 – 1944
ENTC/4/16	Tribunal Eastern Nzema – Atuabo	Oxidation, rust and chemical damage.	1939 – 1940
ENTC/4/17	Tribunal Eastern Nzema – Atuabo	Light oxidation, rust and burns.	1941 – 1944
ENTC/4/18	Paramount Chief/Tufuhin Tribunal – Atuabo	Mechanical damage, mishandling and rust.	1942
ENTC/4/19	Native Court – Atuabo	Biological decomposition and traces of fungal infection.	1943 – 1946
ENTC/4/20	Native Court “B” Eastern Nzema – Atuabo	Severe rust damage and burns.	1946 – 1947
ENTC/4/21	Ellembele Native Court “D” and “C” – Eastern Nzema State	Insect damage.	1947 – 1950
ENTC/4/22	Awiebo Stool: Native Court “C” A beadzi State Council cases	Light insect damage, little holes on first pages.	1955 – 1959
ENTC/4/23	Native Court “B” Judicial Committee sittings	Usable.	1957 – 1976
ENTC/4/24	Krisan stool affairs	Usable, traces of rust on first pages.	1966 – 2006

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/4/25	District Court Grade II – Atuabo	Chemical damage, burns and oxidation.	1967 – 1969
ENTC/4/26	Directive from Chief Justice (Supreme Court and Appeal Court Review)	Biological decomposition and traces of fungal infection and rust.	1970
ENTC/4/27	Aiyinase stool affairs. Destoolment case between Ama Faduah – Queen Mother and 11 others, and Nana Ertwi Kpanyinli V, Ohene of Aiyinase	Severe rust damage.	1967 – 1976
ENTC/4/28	Magistrate’s Court: Atuabo Omanhene of Eastern Nzema Traditional Council etc. (Plaintiff) vrs. Ezunh Blay (Defendant)	Usable.	1970
ENTC/4/29	Settlement of land dispute between K.A. Baidoe of Eikwe and Aiyinase/Basake stools	Traces of rust and burns, weak binding.	1971
ENTC/4/30	Judicial service	Traces of rust.	1972 – 1977
ENTC/4/31	Report of the Law Reform Commission on proposals for the reform of land law	Mechanical damage, mishandling and rust.	1973
ENTC/4/32	Anwia stool affairs. Destoolment case between Mensah Yaw – Safuhene and 11 others, and Nana Sumaleh Kpanyinli III – Odikro of Anwia (Voll. A & B)	Usable with light biological decomposition.	1973 – 1974
ENTC/4/33	Estate of R. J. B. Acquaye (deceased)	Mechanical damage.	1973 – 1974
ENTC/4/34	Appeals and records	Usable.	1973 – 1976
ENTC/4/35	Awiebo stool affairs. Destoolment case between J. K. Anaman – Tufuhene and 2 others and Nana Erhuma Kpanyinli V – Ohene of Awiebo	Oxidation damage, rust and mechanical damage.	1974
ENTC/4/36	Judgment copy request of Chieftaincy matters	Oxidation and chemical damage.	1974 – 1976
ENTC/4/37	Monthly returns list of cases	Light oxidation and rust.	1974 – 1979
ENTC/4/38	Appeal cases	Traces of burns and insect damages.	1975 – 1976
ENTC/4/39	Stool family of Azulenloanu. Meah Kwaw - Abusuapanyin of Stool family of Azulenluanu and 3 others vrs. Nana Ado Ngeda IV – Ohene of Azulenluanu	Severe insect damage, chemical decomposition.	1976

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
ENTC/4/40	Judicial Committee of ENTC. Kwame Mensah Kwasi and 3 others vrs. Nana Kaku Buah II, Ohene of Teleku-Bokazo	Usable.	1976
ENTC/4/41	Chieftaincy tribunal	Fragile, chemical and biological damage.	1977 – 1986
ENTC/4/42	Eastern Nzema Traditional Area – Divisional Stools – Chieftaincy Questionnaire	Brownish ink, severe biological damage.	1986 – 1994
ENTC/4/43	Anwia stool Affairs. Anwia – Akropong boundary at the District Court, Axim	Usable, traces of rust on last pages.	1987
ENTC/4/44	Arbitration Committee of Awulae Blay VII – Chieftaincy disputes	Rust, burns and traces of oxidation.	1988
ENTC/4/45	Stool land boundaries settlement commission on Eastern Nzema town/villages	Rust, burns and traces of oxidation.	1989 – 1997
ENTC/4/46	Abusuapanyin Kabinlah of Kikam and 2 others vrs. Nana Kermah Kofi II of Edwakpoley	Usable with light oxidation.	1990
ENTC/4/47	Nana Kermah Kofi II – Chief of Edwakpoley vrs. Nana Wharjah – Tufuhene of Edwakpoley and another.	Usable, light fungal infection.	1990
ENTC/4/48	Arbitration Committee of ENTC – Atuabo	Traces of rust.	1990 – 1991
ENTC/4/49	Opanin Eduku Ekpole Gyene of Awiebo vrs. Abusuapanyin Erzuah of Awiebo	Traces of rust.	1991
ENTC/4/50	Arbitration Committee note	Traces of rust.	1992 – 1993
ENTC/4/51	Stephen Kofi Gyam – Abusuapanyin and Nana Avola Kpanyinli II – Queen Mother vrs. Nana Erhuma Kpanyinli VI – Chief of Awiebo	Insect damage and rust.	1994 – 1995
ENTC/4/52	Akropong stool affairs. Nana Kwesi II, Tufuhene and others vrs. Nana Kwaw Fabil III, Chief of Akropong.	Light insect damage.	1967 – 1985
ENTC/4/53	Exhibits Menzisor stool affairs	Usable, traces of rust.	1968

Appendix D

EAP 569 SURVEY LIST WESTERN NZEMA TRADITIONAL COUNCIL ARCHIVE Beyin

Collection: Western Nzema Traditional Council [WNTC]

WNTC/1 – Stool Affairs

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/1/1	Adusuazo stool affairs	Physical corruption and traces of rust.	1988
WNTC/1/2	Agyeza stool affairs	Infection by insect and fungus, rust and mishandling.	1963 – 1988
WNTC/1/3	Ahôbere stool affairs	Rust, physical corruption and mishandling.	1971 – 1985
WNTC/1/4	Allenrenzule stool affairs	Rust and traces of burns.	1990 – 1995
WNTC/1/5	Allowule stool affairs	Severe biological infection and corruption. Traces of rust and burns.	1956 – 2005
WNTC/1/6	Anlomatuope stool affairs	Burns, rust and decomposition.	1971 – 1998
WNTC/1/7	Atweabanso stool affairs	Mishandling, fragility of paper.	1974 – 1992
WNTC/1/8	Avoleenu (New Town) stool affairs	Rust damage and biological decomposition.	1956 – 1993
WNTC/1/9	Awiane (Half Assini) stool affairs	Burns, traces of rust (oxidation) and physical corruption.	1918 – 2008
WNTC/1/10	Azuleti stool affairs	Severe burns, rust and physical corruption.	1949 – 1991
WNTC/1/11	Bawia stool affairs	Rust and traces of burns.	1981 – 1990
WNTC/1/12/1	Beyin stool affairs	Rust, burns and physical corruption.	1952 – 1990
WNTC/1/12/2	Beyin stool affairs (bound volume)	Usable, light oxidation.	1975 – 2001
WNTC/1/13	Bonyere stool affairs	Burns, rust, biological decomposition	1940 – 1988
WNTC/1/14	Cocoa Town stool affairs	Traces of rust.	1989 – 1990

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/1/15	Ebonloa stool affairs	Usable.	1987 – 1996
WNTC/1/16	Edobo stool affairs	Biological and chemical corruption.	1955 – 1990
WNTC/1/17	Effasu stool affairs	Traces of rust (oxidation) and biological decomposition.	1983 – 1988
WNTC/1/18	Egbazo stool affairs	Rust and burns.	1971 – 1989
WNTC/1/19	Ehoaka stool affairs	Biological decomposition, missing pages.	1950
WNTC/1/20	Ekebaku stool affairs	Traces of burns and rust.	1988
WNTC/1/21	Ekpu stool affairs	Usable.	1953 – 2003
WNTC/1/22	Elenda stool affairs	Biological and physical decomposition.	1956
WNTC/1/23	Ellonyi stool affairs	Traces of rust, burns and biological decomposition.	1962 – 1980
WNTC/1/24	Elubo stool affairs	Fungi infection, burns, rust (oxidation) and mishandling.	1950 – 2009
WNTC/1/25	Ezinlibo stool affairs	Infection by insects and fungi, rust and mishandling.	1978 – 1984
WNTC/1/26	Ghana Nungua stool affairs	Usable.	1977 – 1988
WNTC/1/27	Jaway stool affairs	Physical corruption.	1955 – 2005
WNTC/1/28	Kabenlasuazo stool affairs	Rust and burns damages.	1979
WNTC/1/29	Kengen stool affairs	Traces of burns and oxidation.	1976 – 2003
WNTC/1/30	Mangyea stool affairs	Good, slightly mishandling.	1988 – 1996
WNTC/1/31	Mpataba stool affairs	Biological corruption and mishandling.	1970 – 2010
WNTC/1/32	Mpem stool affairs	Usable, with traces of rust, burns and oxidation.	1966 – 2009
WNTC/1/33	Mpeasem stool affairs	Usable, with slight biological decomposition.	1955 – 2003
WNTC/1/34	Nawule stool affairs	Biological decomposition, rodent traces and mishandling.	1973 – 1982
WNTC/1/35	Ndumsuazo stool affairs	Chemical damage, paper decomposition.	1957 – 1994
WNTC/1/36	Ngelekazo stool affairs	Chemical damages.	1968 – 1991
WNTC/1/37	Nuba stool affairs	Physical corruption, traces of rust.	1951 – 2007

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/1/38	Nvelenu stool affairs	Traces of oxidation.	1979 – 2002
WNTC/1/39	Nzimitianu stool affairs	Severe biological infection.	1961 – 1988
WNTC/1/40	Nzulezo stool affairs	Burns and oxidation.	1981 – 1997
WNTC/1/41	Samenye stool affairs	Usable, with slight biological corruption on top.	1953 – 1980
WNTC/1/42	Takinta stool affairs	Rodent damages on last pages.	1962 – 1972
WNTC/1/43	Tikobo n. 1 stool affairs	Insect damage and oxidation.	1990
WNTC/1/44	Tikobo n. 2 stool affairs	Brownish and slight insect damage.	1955 – 1956
WNTC/1/45	Twenene stool affairs	Usable with traces of rust.	1961 – 1988

WNTC/2 – General Administration

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/2/1	Fort Apollonia Day Book (Public Records Office, London)	Mishandling and traces of oxidation and rust.	1765 – 1818
WNTC/2/2	Western Nzema State affairs	Mishandling and traces of oxidation and rust.	1944 – 1959
WNTC/2/3	Kundum Festival celebration	Usable, traces of burns.	1945 – 1998
WNTC/2/4	State Council address	Usable, traces of burns and rust.	1946
WNTC/2/5	Reports of the Committee of Enquiry to review Legislation for the treatment of the swollen shoot disease of cocoa	Slight brownish and physical corruption, traces of biological infection.	1948
WNTC/2/6	Ghana Education Service	Biological corruption.	1949 – 1991
WNTC/2/7	Western Nzema State Affairs	Legible but fragile on last pages.	1950 – 1988
WNTC/2/8	State Council Sittings book	Severe rust and burns.	1952 – 1962
WNTC/2/9	Meetings – General	Legible, slightly damaged by insects.	1952 – 1990
WNTC/2/10	Joint Provincial Council, Gold Coast Colony sessions	Traces of oxidation.	1953 – 1956
WNTC/2/11	Awulae Kwesi Amakye II correspondence	Mishandling and traces of rust.	1953 – 1980

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/2/12	Bye-laws	Rust damage and insect attacks traces.	1953 – 1991
WNTC/2/13	Emergency meetings	Mishandling and oxidation traces on last pages.	1954 – 1956
WNTC/2/14	Nzima farmers	Usable.	1954 – 1968
WNTC/2/15	Western Nzema State Council sessions	Usable, traces of burns.	1954 – 1970
WNTC/2/16	Addresses and speeches	Usable.	1954 – 1994
WNTC/2/17	Nzima Youth Association	Severe biological corruption.	1955 – 1976
WNTC/2/18	Special, emergency, ordinary and extraordinary meetings and minutes of the Standing Committee of TC	Physical corruption and cuts.	1955 – 1999
WNTC/2/19	General Documents for WNTC	Cuts and traces of burns.	1957 – 1994
WNTC/2/20	Petitions and resolutions	Legible but fragile on first pages.	1957 – 1996
WNTC/2/21	Handing Over notes	Oxidation and insect damages.	1957 – 1997
WNTC/2/22	Police WNTC	Rust damage and biological decomposition.	1958 – 1972
WNTC/2/23	Handing Over – General	Infection by insect and fungus, rust and mishandling.	1958 – 1991
WNTC/2/24	Town development projects	Fragile with burns.	1958 – 1992
WNTC/2/25	Welcome addresses	Brownish ink and cuts.	1959 – 1991
WNTC/2/26	Nzema Literature and Culture Associations	Insect damage, oxidation on last pages.	1960 – 1976
WNTC/2/27	WNTC affairs	Usable and legible.	1960 – 1988
WNTC/2/28	Associations and Societies	Usable and legible.	1961 – 1976
WNTC/2/29	Applications	Traces of burns and rust, extremely fragile.	1962 – 1986
WNTC/2/30	Traditional affairs	Biological infection and rust damage.	1963 – 1995
WNTC/2/31	Letters and correspondence	Biological infection.	1963 – 2003
WNTC/2/32	District Administrative Office – Axim	Fungi infection.	1964 – 1974
WNTC/2/33	Office of National Liberation Council	Legible.	1966 – 1969

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/2/34	WNTC Judicial Committee sittings	Brownish ink and rust.	1966 – 1972
WNTC/2/35	Regional Administrative Office – Sekondi	Slight oxidation.	1966 – 1987
WNTC/2/36	Museums and Monuments Board – Fort Apollonia	Usable, with slight insect damage.	1967 – 1978
WNTC/2/37	Diamond industry, Limestone deposit	Good condition.	1967 – 1980
WNTC/2/38	Football matches played at Beyin	Biological decomposition and traces of burns	1968
WNTC/2/39	Ministry of Defense – Local festivals	Good condition.	1968
WNTC/2/40	United Nations and ECOWAS Programme on agro-industrial production	Fair condition.	1968 – 1982
WNTC/2/41	Visits	Biological infection and rust damage.	1968 – 1994
WNTC/2/42	Western Region House of Chiefs – General	Insect damage and cuts.	1969 – 2002
WNTC/2/43	District elections and electoral districts	Traces of rust and burns.	1971 – 1988
WNTC/2/44	Chieftaincy affairs – General	Rust damage and biological decomposition.	1972
WNTC/2/45	National Redemption Council	Rust and traces of burns.	1972 – 1973
WNTC/2/46	Ghana Timber Association	Usable.	1974
WNTC/2/47	Western Region Registrars Association – Draft Constitution	Rust and mishandling.	1974 – 1975
WNTC/2/48	WNTC monthly reports	Oxidation and slight insect damages.	1974 – 1976
WNTC/2/49	Office of the District Chief Executive – Axim	Biological decomposition and traces of burns.	1974 – 1978
WNTC/2/50	F. E. Nuamah, Registrar of WNTC – Personal file	Rust damage and biological decomposition.	1975
WNTC/2/51	Oman Ghana Trust Fund	Traces of burns.	1975 – 1978
WNTC/2/52	J. A. Intsiful, Registrar of WNTC – Personal file	Usable, with traces of oxidation.	1975 – 1988
WNTC/2/53	Omanhold Fruit Complex Ltd.	Rust damage.	1978
WNTC/2/54	Wireless messages	Biological corruption.	1978 – 1997
WNTC/2/55	Stool lands	Cuts and burns.	1981 – 1997

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/2/56	Awulae Annor Adjaje III	Biological and chemical decomposition.	1982 – 2002
WNTC/2/57	Nana Ackah Nyanzu II, gyasehene of Beyin	Insect damage.	1983
WNTC/2/58	Minutes of the meetings between GEPC and copra producers held at Awiebo	Biological infection.	1987
WNTC/2/59	Fact Finding Committee contribution	Severe rust damage.	1987 – 1990
WNTC/2/60	Nzema Maanle Council affairs	Traces of rust and burns.	1988 – 1989
WNTC/2/61	Jomoro District Council	Biological and chemical decomposition.	1988 – 1990
WNTC/2/62	Chieftaincy affairs	Fair condition, fragility of first pages	1988 – 1990
WNTC/2/63	Awulae Annor Adjaye II	Usable, with traces of rust.	1988 – 1990
WNTC/2/64	Staff personnel	Good condition, brownish ink.	1988 – 1996
WNTC/2/65	Annual leave	Usable, with traces of rust.	1989
WNTC/2/66	British T'ai Chi Association	Biological corruption and fungi infection.	1989
WNTC/2/67	Queen Mothers of the Western Nzema Traditional Area	Fragile.	1989 – 1990
WNTC/2/68	Meetings, emergency and general, of WNTC	Insect damage and rust.	1989 – 1991
WNTC/2/69	Admission of Queen Mothers to Traditional Council	Usable, with traces of burns.	1990
WNTC/2/70	Standing Committee meetings	Legible, traces of oxidation.	1990 – 1991
WNTC/2/71	Funerals	Good condition.	1990 – 1993
WNTC/2/72	Chiefs lists	Good condition.	1991 – 1994
WNTC/2/73	Rehabilitation and renovation of Omanhene's Palace	Good condition, slight burns.	1991 – 1994
WNTC/2/74	Jomoro District Assembly	Good condition.	1991 – 1995
WNTC/2/75	Traditional Council registrars and meetings	Good condition.	1991 – 1995
WNTC/2/76	Condolence	Good condition.	1991 – 1997
WNTC/2/77	Humanitarian and voluntary organs	Good condition.	1991 – 1997

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/2/78	Lands under traditional and customary ownership	Good condition.	1991 – 1997
WNTC/2/79	Development Projects – Beyin	Good condition, traces of rust.	1991 – 2001
WNTC/2/80	Chieftaincy staff – Meetings, courses and exams	Good condition.	1992 – 1995
WNTC/2/81	Standing Committee of WNTC	Good condition.	1992 – 1996
WNTC/2/82	WNTC Royal Family	Good condition.	1992 – 1996
WNTC/2/83	Public meetings	Good condition.	1992 – 1997
WNTC/2/84	Beyin Project Committee	Good condition.	1992 – 1999
WNTC/2/85	Nana Kwesie Homiah III	Good condition, some cuts on first pages.	1993
WNTC/2/86	National House of Chiefs – Chieftaincy Research Project	Good condition, some cuts on last pages.	1993 – 1994
WNTC/2/87	Publications: diaries, periodicals, etc.	Good condition.	1993 – 1996
WNTC/2/88	Messages	Good condition.	1995 – 1996
WNTC/2/89	Anochie Improvement Association	Good condition.	2009

WNTC/3 – Legal Matters

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/3/1	Extract copy of proceedings of the Supreme Court of the Gold Coast Colony cases	Copies of original documents, traces of rust. Bound volume.	1894 – 1920
WNTC/3/2	Judicial Committee and District Court docket	Biological decomposition and traces of burns.	1950 – 1990
WNTC/3/3	Cases from the Western Region House of Chiefs.	Brownish ink and cuts.	1965 – 1989
WNTC/3/4	High Court of Cape Coast	Mishandling, rust and insect damage.	1968
WNTC/3/5	Judicial cases file	Legible with severe insect damage.	1969
WNTC/3/6	Judicial cases file	Legible with severe insect damage.	1970
WNTC/3/7	Judicial cases file	Legible with severe insect damage.	1970 – 1973

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/3/8	Nana Kuntumuah III vs. Nana Bassiwa	Legible with traces of burns.	1972 – 1974
WNTC/3/9	Customary Law	Usable, traces of rust.	1973
WNTC/3/10	Judicial cases file	Usable, traces of rust.	1975 – 1983
WNTC/3/11	National House of Chiefs, Kumasi Judgment	Traces of oxidation.	1975
WNTC/3/12	Judicial cases file	Physical decomposition, rust and little burns.	1978
WNTC/3/13	Judicial cases file	Very weak, fading ink and crumbling paper.	1979
WNTC/3/14	National House of Chiefs laws and annual reports	Copies of original documents, traces of rust.	1986 – 1989
WNTC/3/15	Arbitrations	Biological decomposition and traces of burns.	1990 – 1998
WNTC/3/16	Outstation writs	Copies of original documents, usable.	1991 – 1996
WNTC/3/17	Judicial cases file	Oxidation and mishandling.	1992 – 1994
WNTC/3/18	Arbitrations Committee records	Traces of rust.	1993

WNTC/4 – Financial Administration

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/4/1	Finance and Staff Committee	Insect damage on first pages.	1947 – 1977
WNTC/4/2	Estimates and expenditure for payment vouchers	Severe rust and little burns.	1952 – 1980
WNTC/4/3	Bills	Biological corruption and rust.	1952 – 1997
WNTC/4/4	Report on the account of WNTC	Biological corruption and rust.	1952 – 1998
WNTC/4/5	Incomes	Usable.	1953 – 1981
WNTC/4/6	Western Nzema Traditional Council accounts	Slight rust.	1955 – 1966
WNTC/4/7	Western and Eastern Nzema State Account	Usable, traces of rust.	1956
WNTC/4/8	Audit report	Usable, traces of rust.	1956 – 1977
WNTC/4/9	Loans and rents	Traces of insect damage.	1956 – 1986

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/4/10	Contributions	Severe insect damage.	1957 – 1968
WNTC/4/11	Victory Service Press	Severe insect damage on top.	1960
WNTC/4/12	Stool Lands accounts	Biological corruption and rust, traces of burns.	1964 – 1967
WNTC/4/13	Administration of Stool Land: revenues, income and taxes	Corruption and little holes on paper.	1964 – 1969
WNTC/4/14	SSNIT	Corruption and little holes on paper.	1966 – 1994
WNTC/4/15	Stool Lands Supervising Committee	Corruption and little holes on paper.	1971
WNTC/4/16	Western Nzema Traditional Council accounts	Traces of rust.	1971 – 1994
WNTC/4/17	Salary Conversion based on Salary Review Committee	Traces of rust and burns.	1974
WNTC/4/18	Monthly income tax (budget)	Biological corruption.	1981 – 1982
WNTC/4/19	Office equipment and stationery	Biological decomposition with burns.	1988 – 1992
WNTC/4/20	Oman Ghana Fund	Usable, with little holes and cuts.	1988 – 1989
WNTC/4/21	Awards and grants	Mishandling and biological corruption.	1989
WNTC/4/22	Operation of bank accounts	Severe insect damage.	1989
WNTC/4/23	Donations for Kwame Nkruma's funeral rites	Traces of rust.	1992
WNTC/4/24	Awulae Annor Adjaye II Funeral Cash Book	Biological decomposition with rust.	1992
WNTC/4/25	Paramount Stool account	Biological decomposition on top.	1993 – 1995
WNTC/4/26	Annual estimates	Usable, with little holes, cuts and traces of insect damage.	1994
WNTC/4/27	Development levy	Good condition.	1994 – 1997
WNTC/4/28	Jomoro Rural Bank Ltd.	Extremely good condition.	1998

WNTC/5 – Concessions and Forest Reserve

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/5/1	Western Nzema Native Affairs (PRAAD)	Copies of original documents. Usable with traces of rust	1912 – 1960

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WNTC/5/2	United African Company Ltd.	Biological decomposition.	1935 – 1964
WNTC/5/3	Allengenzule concession enquiry (Axim)	Usable.	1938 – 1949
WNTC/5/4	Concession and indentures with plans	Mishandling.	1940 – 1992
WNTC/5/5	Samenye – Tikobo n. 2 timber land concession	Traces of insect damage.	1945 – 1950
WNTC/5/6	South Suhien timber concessions	Little holes and cuts on top, traces of rust.	1947 – 1955
WNTC/5/7	Apollonia Oil concession	Traces of rust and burns.	1952
WNTC/5/8	Nauli concession	Burns and rust damage.	1952
WNTC/5/9	Forest Reserves	Rust damage and oxidation.	1955 – 1962
WNTC/5/10	Petroleum Oil concession	Oxidation and insect damage.	1955
WNTC/5/11	Gulf Oil concessions	Usable with slight oxidation.	1956
WNTC/5/12	Ankasa National Park compensations	Good condition.	1978 – 1998
WNTC/5/13	Anglo Mining Ghana Ltd.	Good condition.	1996
WNTC/5/14	Mpim, Mpataba and Ayinasee rubber plantations	Good condition.	1996 – 1998

Appendix E

EAP 569 SURVEY LIST PRAAD – Public Records and Archives Administration Department Western Region Office, Sekondi

List of selected records concerning land disputes, land concessions, stool affairs and history in the Nzema area.

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/1/312	In the matter of land at Axim required for service of the Gold Coast Colony and in the matter of the Public Lands Ordinance, 1876. Case: The land in dispute originally formed a portion of a large piece of land bounded on the one side by the Essua stream, on the other by the Botokul stream, on the third side by a line struck from the beach between the upper and lower part of the town of Axim to meet the Botokul and Essua at a place known as Ekro's Forest. The whole of this piece of land was known as Supome.	Weak, with brittle pages.	1900 – 1901
WRG 3/1/670	Yamike Kwaku of Half Assini vrs Ackah Ayimah, Chief of Benyin.	Mishandling.	1904
WRG 3/1/1415	Demarcation of boundary land situate in Appolonia: Echie Acka vrs Kwesi Kutuah. To establish title to land: Ohin Kwesi Kutuah vrs Odikro Echie Ackah.	Weak.	1910 – 1911
WRG 3/1/1442	Yamike Kwaku of Half Assini vrs Ackah Ayimah, Chief of Benyin.	Mishandling.	1911
WRG 3/1/1464	Kweku Polley and organisation vrs Kwesie Kutuah as Chief of Nkroful.	Usable.	1911
WRG 3/1/1583	Ohin Putin Ackah of Nugboh vrs Omanhin Ackah Ayimah of Beyin.	Weak.	1912
WRG 3/1/1680	Yamikey Kweku vrs Ackah Ayimah.	Weak.	1912 – 1919
WRG 3/1/1778	T.R.B. Cobbinah as caretaker of the Stool Takinta vrs Chief Yamikeh Enner of Bonyere and Armah Arbojorh Karjowoo and Kofi of Essiama.	Weak.	1913
WRG 3/1/1911	Kwesi Sian and Ara Yamikah Omanhene A.A. of Beyin.	Severe rust.	1914 – 1916

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/1/2004	<p>Yamikey Kweku vrs Ackah Ayimah. Case: In the Supreme Court of the Gold Coast Colony, Western Province, Friday the 22nd day of August 1902 before His Honour W. Nicoll judge. Enquiry No. 150 Esubankana</p> <ol style="list-style-type: none"> Judgment: On the evidence I found in fact that Kanea Pennin was king of attuaboe and that all the lands of appollonia which extends from the lower part of the River Ancobra to New Town were under his stool. That he was succeeded on his stool by the following persons in the order named: Ano Blay Atka, Boa Pennin, Ano Breman, Anichia Pennin, Brompon Kwesi, Esuatchie, Yensu Acka, Kweku Acka. That the said Kweku Acka was in or about the year 1849 deposed. That Kweku Acka was succeeded on the stool by Ebahin his brother (cousin). That Ebahin was of the family of his predecessors on the stool. That he sat on Kama Pennins stool and was king of all Appolonia. That all the afore said lands of Appolonia were under his stool. That the successors of Ebahin on the stool of Kama Pennin are as follows: Andoh, Aful, Blay, Huna, Kwesi Inkete, Uanna (Uanna) (the present king). That Ebahin placed one Amitlue (the predecessor of Acka Ayimah) in charge of the town of Beyin (one of the towns under him, for the purpose of settling disputes. That Amitchie was not of the blood or family of Kama Pannin or of Amitchie or of any of the other kings of Attuaboe. <p>I am satis that Ackah Ayimah's account of his connection with the kings of Attuaboe is not well founded.</p> <ol style="list-style-type: none"> That Amitchie sat on the stool under the stool of the king of Attuaboe. That the successors of Amitchie on that stool are as follows: Enea Pennin, Yensu Acka, Acka Ayimah (partly hereto). That between the years 1849 and 1869 there were differences and contentious between the kings of Attuaboe and said Amitchie who during all that time was in charge of the town of Beyin for the king of Attuaboe. That about 1849 there was war between Aful king of Attuaboe and Amitchie the latter having the greater success in the war. That the people on the Eastern side of Kwabaku assisted aful and the people on the Western side of Kwabaku supported Amitchie. 	Weak, brownish, with brittle pages.	1914
WRG 3/5/1426	<p>Acka Ayimah, concession enq. No. 150 and 343 (Axim). In the matter of Esunbankassa and Ndumsuasuu, concession enq. No. 150 and 343. Bill of cost of King Ackah Ayimah of Benyin Date of final judgment: 22nd August 1902.</p>	Usable.	1902
WRG 3/5/1671	<p>Half Assini, concession enq. No. 921 (Axim).</p>	Usable.	1905

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/5/1700	Attah's timber, concession enq. No. 959 (Axim).	Usable.	1907 – 1908
WRG 3/5/1702	Adjambra Timber lease, concession enq. No. 964 (Axim).	Usable.	1907
WRG 3/5/1704	Tachinta, concession enq. No. 1001 and 835 (Axim).	Usable.	1907 – 1910
WRG 3/5/1719	Baidoe Tachinta Oil, concession enq. No. 977 (Axim).	Good.	1908
WRG 3/5/1721	Appatem, concession enq. No. 939 (Axim).	Good.	1908
WRG 3/5/1729	Ackah Sendoh Mines, concession enq. No. 1007 (Axim).	Good.	1909
WRG 3/5/1752	Tachinta, Baribari Tackeeta, concession enq. No. 1028 (Sekondi).	Traces of rust.	1903
WRG 3/5/1768	Fitzawusends Tachinta Oil, concession enq. No. 1001 (Axim).	Traces of rust.	1903
WRG 3/5/1870	Ground of appeal on concession enq. No. 2159 and 2193 (Sekondi) for service on Omanhene Blay V, Chief Etwi Pwayinli III and Chief Boyan Kofi II at Atuabo, Aiyinasi and Basakeh respectively.	Weak but usable.	1948 – 1950
WRG 3/5/1892	Certificate of validity No. 741 of Nzurezu – Ezureti timber concession granted in concession enq. No. 2245 (Sekondi) on the 22 nd October 1951 with plan.	Usable.	1951
WRG 3/5/1913	Akropong (Blayne) timber concession certificate of validity No. 819, stool of Akropong in the Eastern Nzima State. Deed/land registry No. 861/1955 and 3095/1957.	Usable.	1955 – 1957
WRG 3/7/119	Concession enq. No. 1001 (Axim) granted by the Chief of Tachinta and his Paramount Chief the Omanhene of Benyin. Boundaries: Mpim, Tikobo and Semenye who are chiefs in the Western Nzima State, the Paramount Chief of which is Annor Adjaye VII. Between 1849-1869 the single state of Nzima was divided into two, after an outbreak of war know as Eastern and Western Nzima. This came before Nicol. J., in 1902 in concession enq. No. 150 and 343 (Axim) and 1923 between Amihere and Omanhene Annor Adjaye. The boundary between the two States is the road between the Ittikobo, the jusistion of Ittikobo town to Mpem and the old Wassaw road to Ejakpole – Ankraku where the road crosses the Nwhini following the Amomrabun stream on to Kwesikrome to the Ankasia River which is the boundary with Wassaw Amenfi and Western Nzima. Claimants: Solomon Yager, company director of London, England, acting by his true and lawful Attorney Harry Verney Alfred Franklin Barrister-at-law of Accra.	Traces of insect damage.	1910 – 1911

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/7/399	Akropong and Salman land concession enq. No. 1419. Boundaries: All that piece and parcel of land situate at Salman, Ancobra River in the district of Axim in the aforesaid colony commonly known and called Akropong and Salman lands bounded on the North by Minsin Akuba Stream, on the South by the river Ancobra, on east by Koworley and Akanko mines and on the west by Butu and Ezarza stream and having an area of 35 square miles. Grantors: Omanhene Blay V of Atuabo, Omanhene of Eastern Nzima; Chief Ertwi Panyinli III, Ohene of Ayinase; Chief Boyan Kofi II, Ohene of Basakey, together with their elders and councillors. Opposers: Omanhene Annor Adjaye II, Omanhene of Western Nzima; Ohene Aru Nyenwah of Atikobo 2 and other chiefs of Western Nzima. Agreement made the 22 nd day of September 1925.	Usable.	1925
WRG 3/7/426	Half Assini concession enq. No. 1313. Boundaries: All that piece or parcel of land known as the Half Assini concession situate and being in the district of Appolonia, lying West of a straight line on the Eastern side of Epu on the Coast to the mouth connecting the Nani lagoon with the Tano lagoon and bounded on the North by the Tano lagoon on West by Essini land which said land is demise to one Alfred Francis Arthur on the South by the Atlantic Ocean and on the East by the known Epu concession.	Usable.	1927 – 1964
WRG 3/10/228	Ajomoro dredging option enq. No. 1776. Grantors: Ohene Kweku Akyirisuo II of Ajomoro State. Claimant: Maxwel Mac Guinness: or his assignees the Gold Coast Selection Trust. Opposers: Maisie Winifred Hurrell. Area: 15 square miles.	Usable.	1935 – 1937
WRG 3/10/534	Ellubo timber option concession published in gazette No. 7 of 3/8/46, page 26 with plans.	Traces of insect damage.	1946 – 1947
WRG 3/11/14	Divisional Court Sekondi, Suit No. 69/1925. Ohene Amihere Yanzu vrs Esukulu and others. Ohene Amihere Yanzu on behalf of himself and the elders of Councillors of the Stool of Nsuresu, Western Appolonia vrs Esukulu, Bulu Ediam and others.	Good.	1925
WRG 3/11/31	Captain Abrokyi (substituted) for Koni (deceased) of Bomuapoley vrs Ohene Senni Panyinli of Nkroful Case: Plaintiff claims that his ancestors are the co-owners of all the Akomo lands and leased some of these lands either jointly or independently with the defendant ancestors according to leases in plaintiff's possession.	Usable.	1930 – 1932
WRG 3/11/33	Divisional Court Sekondi, Suit: motion. In the matter of a writ of Habeas Corpus between Chief Kweku Ackah, Anguah Benneieh (substituted) and Abakah Kangah.	Usable.	1931

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/11/35	Ackah Ayimah, Chief of Beyin vrs Yanukey Quarcoe Case: Tresspass on land known as Cobbinasuazu or Ackah situate at Beyin which cocoa and timber are the product of the land.	Weak, with brittle pages.	1893 – 1897
WRG 3/11/143	Supreme Court Sekondi, Suit No. 4/1937. Maria Duncan Executive of W. Arthur Johnson (deceased) vrs Chief Amankra Penyin II as presenting the Banuakors stool.	Good.	1937
WRG 3/11/169	Supreme Court of the Gold Coast.. 1. Nana Moore, Ohene of Half Assini as representing the stool of Half Assini vrs Nana Annor Adjaye, Omanhene of Western Nzima State and others. Case: The plaintiff claims from the defendant £200 damages for the breach of an agreement dated the 19 th day of April, 1917 and made between the plaintiff of the defendant which said agreement was confirmed and reconfirmed on the 29 th day of August 1936. 2. An injunction to restrain the defendants from further breaches of the said agreement between Stool of Half Assini and the State Council of Western Nzima.	Traces of rust.	1937 – 1939
WRG 3/11/241	Divisional Court Sekondi, Suit No. 29/1939. Blay Chie, Chief of Aipu near Half Assini for himself and representing the stool of Aipu in the District of Western Nzima and Nana Annor Adjaye II, Omanhene of the stool of Benyin, Appolonia, in the District of Western Nzima.	Good.	1939
WRG 3/11/270	Supreme Court Sekondi. Ohene Duku Kanga vrs Ohene Appah Ababio.	Usable.	1940
WRG 3/11/271	Divisional Court Sekondi, Suit: motion Andoh Awusie representative of the stool of Epon vrs Annor Adjaye II, alias Winney. In the matter of section 53 of the Court Ordinance.	Traces of rust.	1940

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/11/275	Divisional Court Sekondi, Suit No. 22/1940. Ohene Ewhie Kwesie for himself and as representing the stool of Allewuley, Western Nzima vrs Nana Annor Adjaye II, Omanhene of Western Nzima as representing the Paramount stool of Western Nzima; Bulu Kwangya, Caretaker of the stool of Allenganzuley; Ainoo Kobina, Ohene of Tikwabo. Case: Plaintiff claims an order on the Defendant to issue in plaintiff's favour a form D in accordance with Regulation 7 made under the concessions ordinance, to enable the plaintiff to demand from the Treasury the concession rents payable in respect of the Allaganzuli concession C.V. No. 230, concession enq. No. 832 (Axim). Plaintiff claims the above order as the owner of the land the subject matter of this concession.	Good.	1940
WRG 3/11/326	Divisional Court Sekondi, Civil Appeal Suit No. 2/1942. Isaac Collius Hayford vrs Ohene Oppoh Ababio and others.	Severe insect damage.	1942
WRG 3/11/341	Divisional Court Sekondi, Civil Appeal No. 3/1943. J Bilson Quarshie vrs J. Kofie Amuzuah	Usable.	1943
WRG 3/11/349	Divisional Court Sekondi, Civil appeal suit No. 3/1942. The Native Tribunal of Lower Town Axim vrs Ndabiah (Caretaker) and others of Axim.	Traces of burns and rust.	1942
WRG 3/11/353	Divisional Court at Sekondi, Suit No. 18/1942. Felix Kwanuna Carew of Axim vrs Yanzue Ackah of Axim.	Little holes on last pages.	1942
WRG 3/11/422	Divisional Court Sekondi. Adjaye Kwofie vrs Nana Amankra Panyin III and Kobine I representing the stool of Bamankor, Gwira State.	Severe biological decomposition.	1944 – 1954
WRG 3/11/494	Divisional Court Sekondi, Suit No. 18/1945. Moses A. Arthur, alias Nana Blay VI of Sanzulay vrs Chief Afful II of Sanzulay.	Traces of burns and rust.	1945
WRG 3/11/510	Land Court Sekondi, Supreme Court, Land tresferred Suit No. 2/1946. Chief Erhumah Panyinli V of Awiabo, Eastern Nzima State vrs Chief Asafu Ankrah II of Ejapole, Eastern Nzima State.	Insect demage.	1946
WRG 3/11/516	Land Court Sekondi, Land Suit No. 4/1946. The stool of Ewhaaka per Nda Ackah of Ewhaaka vrs Chief of Allowuley, Chief of Adjaza, Chief Kojo Manlah of Twinen, Chief of Allengenzulay and Chief of Kengen.	Traces of burns and rust.	1946

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/11/557	An arbitration held at Omanhene of Dutch Sekondi. In the matter of the arrest and detention of Ndankantsi, Kweku Ayewhu, Kudu Anlma, Appesika, Kofi Nanabin Kofi Ackoon, Kwesi Amoo, Kwami Wiah and Kwam Mozu and In the matter of the application for the issuance of a writ of Habeas Corpus by the member of the Evaluate Farmers Association.	Usable.	1946
WRG 3/11/606	Land transferred Suit No.5/1947. Joseph Andoh Wilson as head of the Ewuamponsah Branch of the Sumankumah family of Axim vrs Anyinaa Kpanyili, Kwamuna Kofi Eblah Ndaaku, Kanga Bailey Kwesi and Etuokeh Kpanyili all of Axim.	Usable.	1947
WRG 3/11/635	Yamike Kwaku of Half Assini vrs Ackah Ayimah, Chief of Benyin. Case: The plaintiff is the owner of the land adjacent to the village of Kobina Suasu in the district of Benyin also the river called Domunli running through the said land.	Little holes and traces of rust.	1903
WRG 3/11/652	Land Court Sekondi, Suit No. 3/1948. Chief Kofi Anuhere of Ekwie vrs Chief Assuah Manlanwah of Krisan.	Usable.	1948
WRG 3/11/691	Supreme Court Sekondi, Suit No. 10/1948. In the matter of Ohene Achia Panyin II of Banso for himself and as representing the stool of Gwira Banso vrs George Grant Co. Ltd. of Sekondi. Case: The plaintiff claims from the defendants the sum of 655.10 £ on the grounds that they have trespassed on his land near the Bonglema and Aboabo streams, being land attached to the stool of Bansu in the Gwira State, during which time the defendants failed and removed 220 trees belonging to the plaintiff without his permission or consent.	Biological damage.	1948
WRG 3/11/760	The Stool of Beyin as represented by Omanhene Annor Adjaye.	Good.	1948 – 1949

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/11/989	Chief Kofi Anglow, Ohene of Tikobo No. 1 per Eppoh Meazah vrs Chief Ewhie Kwesi, Ohene of Allowuley. Case: The plaintiff as representative of his stool claims against the defendant as the representative of his stool the ownership of all the land of Tikobo No. 1 and on which the village of the said Tikobo No. 1 situate as the present inhabited by the defendant and villages therein for that he the defendant's ancestors were permitted by the plaintiff ancestors to occupy and farm within the said lands and now he the defendant by his act asserting adverse title to the said land by collating farming and by selling timber and mahogany trees from the said land and said Tikobo No. 1 land and village within the land known as Allowuley stool lands which is bounded as follows, that is to say on the North with Mpim and Ellubo stool lands at Kotrinasi or Atofolesele, on the South with Allengenzuray stool lands at Sinlinra-Tukwebu through Eniakumane with Adjavi of Sinibu on the South Western direction, on the East with Nuba at Edinlinmunuwio-Arinli and on the West with Nawuley at Asempaye or Aboray creek through to Enyenrabo.	Mishandling.	1950 – 1955
WRG 3/11/1266	Ohene Etrwie Pwanhyinli of Aiyinase and Tufuhene Ofori Minah of Basaka for and on behalf of the stool of Aiyinase vrs Clue Avo Nwiah III, caretaker Minah and Buah Kangah of Tikobo No. 2. Boundaries of the land: Commencing from the confluence of Miinipolee or Membuen Stream and Amansuri River thence following the said Mainipolee or Manbuem up-stream to its confluence with Kwa stream thence along the said Kisa up-stream almost to its source then in a northerly direction to a point on a forth path almost half a mile West of the village of Aliumkaswaso thence continuing to a point on Ayebosuri stream thence to another point on Fiakpole River thence to another point on the northern basin of Eivla-Suhien stream thence crossing another river also known as Sulien to a point on Nin River thence to the source of Ankasa River.	Good.	
WRG 3/11/1663	In the matter of the State Councils (Colony and Southern Togoland) Ordinance 1952 and In the matter of the State Council of Western Nzima Region In the action entitled: Awulae Kwesie Amakyi II per Nana Mozu, Nana Kwesie Amakyeh II and Nana Kojo Chief of Beyin vrs Amihene Agyiliha of Bonyere Case: Ownership to the stool of Bonyere as ancestral property.	Mishandling.	1954
WRG 3/11/2825	John Afful of Aiyinasi vrs Nana Etwe Apanyinli IV and organisation all of Aiyinasi.	Usable.	1961 – 1965

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/11/3090	In the matter of a writ of summon No. 3/63 issued by the Traditional Council of Benyin between Nana Ekpali Twemebuah III of Adjaza and Tufuhin Nwi Mozu of Adjaza for recovery of document and In the matter of an application for lease to issue a writ of prohibition directed to the President of the Traditional Council and to Nana Ekpali Twemebuah III of Adjaza to stop the further progress of the case in the Traditional Council.	Good.	1963 – 1964
WRG 3/11/3198	In the matter of an application by Ezoah of Ankobra for lease to apply for an order of prohibition and In the matter of a criminal summons issued by the clerk of Council of the Nkrofro Local Council to be heard on the 18 th of October 1965 made pursuant to rule 2 of the Nkrofro Local Council (control of fishing) Bye-law, 1963.	Usable.	1965 – 1966
WRG 3/11/3301	In the Divisional Court, Sekondi, Suit No. 81/1951. Nana Awhuah Panyinli II of Beyin vrs Tufuhene Duku Felema of Ellubo. Case: Constitutional dispute referred to the split of the Western Nzima State into two seemingly irreconcilable sections, one for and one against the Omanhene.	Chemical contamination, traces of rust.	1951 – 1952
WRG 3/14/11	Banso Stool, Gwira State – Bamankor	Traces of burns.	1943 – 1945
WRG 3/14/36	Nda Yamikeh vrs Yamikeh Avu of Eikwe.	Traces of burns.	1947 – 1957
WRG 3/14/44	Etwie Ohene Panyinli III of Ayinasi in Nzima Ahanta District vrs Kwaw Buadie (deceased), John Afful.	Good.	1948 – 1952
WRG 3/14/58	Chief Kojo Menlah of Twinen vrs Kwame Yamikeh of Ajiza.	Good.	1949
WRG 3/14/62	Ohene of Tikobo No. 1 per Epon Meazah vrs Ohene Ewhie and T.A. Ampah.	Usable.	1949 – 1950
WRG 3/14/87	Yanike Avu vrs Eddia Ebba and C.D.H. Cobbina. Case: Stool of Takinta to reply Affidavit of Yamike Avu of Eikwe.	Good.	1951
WRG 3/14/96	Neyah Miyah-Ewia of Eikwe vrs Allumuah of Eikwe.	Traces of burns.	1951 – 1952
WRG 3/14/190	J.S. Ennimah of Esiamah vrs Nana Abemab Kangah of Ampein Stool.	Usable, with slight rust damage.	1954 – 1956
WRG 3/14/213	Ancestral farm situated at Aiziniba in the vicinity of Benyin, Western Nzema State.	Good.	1955 – 1957

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 3/14/214	Trespass on ancestral farm Aizini situated at Aizini – Nzimitianoo in the Benyin division. Judgment dated 29/9/1955 in the Western Nzima Native Court “B”, Benyin.	Good.	1955
WRG 3/14/216	Nana Amuhere Ndum III of Ndumsuazo represented by Enu Alou and others vrs Ennor Blay of Nawuley and others.	Good.	1955 – 1959
WRG 3/14/217	Anuhene Afu of Beku vrs Ackah Bee Kaku of Beku. Case: Ancestral bona-fide farm land situated and lying within the vicinity of Beku.	Good.	1955 – 1957
WRG 3/14/220	Land at Ahobre No. 1.	Usable.	1955 – 1957
WRG 3/14/303	Chief Akyeh Blay II of Minzizor vrs Sahene Ekpah and organization of Minzizor. Judgment: Chief Akyeh Blay II requests all owners of coconut plantation, cocoa farms, orange farms and coffee farms on the Minzizor lands by oath to enter into agreement under tribute of one third share for himself and two thirds share for the planters.	Good.	1957 – 1958
WRG 3/14/336	Mundah Ackah of Elloin vrs Nwia Azane Nyamikeh of Tikobo No. 2. Case: Mpataba Stool claimed ownership of the lands belonging to Nuba.	Usable.	1958 – 1960
WRG 8/2/23	Stool Lands Boundaries Resolution adopted by the Western Nzima Youth Association at its delegates Conference held at Half Assini on a French Commission and a British Governor, Clifford issued two important document to strengthen their claim of ownership to the Chief of Nungua and Ellubo. Ghana Government take immediate and appropriate steps to cause a general revision of the Anglo-French frontier definition Agreement (Western frontier) with a view to reclaiming all Nzima land extending from Ebuenda through Eboko, Ngyeme, Kyepum, Asue Allenguanu, Plambou, Nuamu, Noe Dangoro, French Nungua up to the boundary post which passed into the French hands after signing the above named agreement. According to tradition the original boundary between the (Gold Coast) Ghana and the French Ivory Coast lay along the River Comoe in the West extending Northwards and embracing the territory around Bonduku.	Usable.	1956
WRG 24/1/22	Local Chiefs Registers – Eastern Nzima State. Election and Installation of Nana Nyanzu Amihere III – Odikro of Akoto, Kermah Bertu – Odikro of Kickam, Yanzu Yamikeh II – Odikro of Anokyi, Amati Alimah II – Ohene of Eikwe, Appoh Kpanyinli III – Ohene of Asanta, etc.	Usable.	1946 – 1960

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 24/1/34	Local Chiefs Registers – Western Nzima State. Report on changes affecting Western Nzima State Chiefs: Odikro of Nvelenu, Blay I, died on the 5 th May, 1946. Odikro of Nauli, Aduli Panyinli, died on the 3 rd June, 1946. Odikro of Ezuriti, Yankuna Malaba, died on the 16 th June, 1946. Odikro of Ndumsuaso, Amihene Ndum III, abdicated on the 27 th June, 1946. (Page No. 39 of Chiefs list 1941). Ohene of Bonyene, Kabina Kumsa II, abdicated on the 20 th April, 1946. Election and installation of Mr. Emmanuel Essengah Amoo, under the stool name of Nana Aipilah Sam II in succession to Nana Azane, Ohene of Edobo – Transfer of power.	Weak.	1946 – 1960
WRG 24/1/198	Scheme for demarcation of Stool Lands and boundaries.	Traces of rust.	1921 – 1928
WRG 24/1/441	Eastern Nzima State Council Affairs. Claim of Nvavile family to the Stool of Atwabo. History of Ntwia line of succession.	Good.	1931 – 1933
WRG 24/1/443	In the matter of the certificate of validity No. 138 granted in concession enq. No. 787 (Axim). Appolonia oil concession, Gold Coast Petroleum Ltd. holder of CV.	Rust damage.	1926 – 1933
WRG 24/1/475	Ekpu Stool Affairs Re: Akesseh Bennie and others vrs Kweku Ainoo and others. Complaints and petitions.	Traces of rust.	1946 – 1949
WRG 24/1/496	Ekpu Stool Affairs and Stool dispute. Amended changes preferred against Omanhene Nana Annor Adjaye II of Beyin, Paramount Chief of Western Nzima State.	Rust damage.	1942 – 1948
WRG 24/1/551	Stool of Kickam.	Usable.	1920 – 1945
WRG 24/1/553	Malcontent of Chief. Beyin Affairs. Stool of Beyin. Beyin disturbance.	Biological corruption.	1921 – 1925
WRG 24/1/556	Stool of Essiama.	Usable.	1931
WRG 24/1/559	Eastern Nzima Native Affairs. Ex-Omanhene Blay VI vrs Eastern Nzima State Council per S. Barnaby Cudjoe. Eastern Nzima State Affairs. Trial of Nana Blay VI. Attuaboe Affairs. Amihene Blay Bukazu affairs.	Biological corruption.	1937 – 1949
WRG 24/1/564	Ajomoro State Affairs (Apataim).	Biological damage.	1937 – 1952
WRG 24/1/570	Stool of Bonyere.	Usable.	1932 – 1947
WRG 24/1/579	Eastern Nzima Chiefs.	Usable.	1936 – 1947

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 24/1/587	Stool of Awiabo. Kwamin Ewia and others vrs Blay IV and others. History of the dispute representatives of the descendants of Annor Blay claiming the paramount stool of Atuabo.	Weak, biological damage.	1920 – 1938
WRG 24/1/590	Western Nzima State Affairs. In the matter of Akesseh Binni and others vrs Kaku Ainoo and others pending at the State Council Beyin, Western Nzima State. Case: Akesseh Binni of Aipoo in Beyin representing the Ntwea (Dog) tribe of Aipoo afore said and acting for and on behalf of Ehurade Morkeh and Akori Hogya of Beyin and Ngrekaso respectively of Beyin and all of the Ntwea tribe or family. The stool of Aipoo is the ancestral stool of our great grandfather by the name of Binni Chief of the Ntwea (Dog) tribe the said Binni Chief was the last Chief or Ohene and founder of the Aipoo dynasty. State Council address by Annor Adjaye, Omanhene of Western Nzima. Half Assini affairs.	Traces of rust.	1943 – 1948
WRG 24/1/612	Stool of Half Assini.	Weak.	1918 – 1943
WRG 24/1/613	Election and installation of Chiefs and Staffs etc. Atuabo Paramount Stool Affairs. Eastern Nzima: Descendants of King Annor Blay the founder and first ruler of Nzima (now known as Eastern and Western Nzima) down to King Kaku Ackah. History and the swearing of oath during the installation of Chief Blay V etc.	Usable.	1945 – 1948
WRG 24/1/2782	Half Assini, concession enq. No. 1313.	Weak.	1922
WRG 24/1/2783	Award by Hon. John Maxwell Arbitrator Title to the Kobinashaso and Akah land situate in Appolonia.	Traces of rust.	1922
WRG 24/2/109	Eastern Nzima State Council estimates.	Oxidation.	1958 – 1966
WRG 24/2/178	Ellubo-Mpataba Road with plans.	Usable.	1960 – 1966
WRG 24/2/184	Nzima Coast Road with plans.	Usable.	1960 – 1963

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 24/2/190	<p>Western Nzima State Affairs.</p> <ol style="list-style-type: none"> 1. Bonyere stool affairs 2. Decision on appeal stating Kwesi Arma and others of Efasu from the decision of the Western Nzima State Council given on the 26th July, 1958, that the Effasu and its stool were founded by Whajah Kyi, ancestor of Ackah Merza Abizi has the right to install a candidate on the Efasu stool. Case: Kwasi Armoo and two others of Effasu, Nana Ayeba Amanfu II, Ohene of Tereku Bokazu vrs Ackah Mezah Abizie of Atwebanzo and three others. Judgment dated 26/7/1958 by Ag. President of Western Nzima State Council. 3. Declaration of the members of the Western Nzima State Council held at Awulae Kwesi Amakyi II Ahinfie on 1960 of Benyin. 4. Settlement of disputes: <ul style="list-style-type: none"> - Efasu farmland. - In connection with canoe building between Nana Abiziechie of Takinta and Takinta community. - In connection with a coconut plantation between Nana Ebarti II Ohene of Egbazo and Blay between chief of Ehoaka and four strangers from Mali in relation to communal labour. 5. Tikobo stool affairs case between Atta Menzah and others and Nana Nwia Azane II, Ohene of Tikobo. 6. Report of dispute settled by Arbitration. 7. Petition on behalf of all coconut farmers who have farms at Ahobele junction on the Half Assini motor road facing the sea. The people of Ahobele and Kabelasuazo have decided to join together and establish township on very site for the farm which will serve as occupation for the petitioners, 1961. 8. Rightful owners of the Azuleti stool and all the lands Ezorheley clan of Nzulezo litigated on Azuleti land. 9. Half Assinie stool, the royal family in-charge of sole administration of the town. Election and installation of a candidate as senior divisional chief to the Awhiaa family stool of Half Assini, in succession to the late chief. Petition for permission to drum of 1962. 10. Petition and judgment in the case Aboadji Tayee of Nuba. Agovie Aheezie of Allengenzley vrs Amihere Agyiliha of Half Assini representing Assamankama and Annor Aheezi of Epu now at Bonyere. 	Traces of rust.	1960 – 1963
WRG 32/1/80	Ajomoro (Apateim) State Council,	Good.	1954 – 1958
WRG 32/1/108	Eastern Nzima State Council.	Good.	1945 – 1959
WRG 32/1/118	Western Nzima Local Council – Planning of villages. Eastern Nzema Local Council – Stool Lands.	Good.	1953 – 1962
WRG 39/1/65	Ankasa Forest Reserve. Enumeration surveys and working plans.	Usable.	1953 – 1964

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 39/1/102	Anwiafutu timber land concession, George Grant Co. Ltd.	Usable.	1958 – 1959
WRG 39/1/145	Ankasa Forest Reserve. Working plan. Indentures dated 1948 between stool Nzurezu, Nzureti, Esureti, Omanhene of Beyin, and George Alfred Grant. Indenture dated 1951 between Ellubo stool and Omanhene of Beyin.	Usable.	1936
WRG 40/1/1	Eastern Nzima State Council. Election and onstallation of Chief of Zongo. Atuabo Affairs. Declaration of membership made under section 3 of the State Council (Colony and Southern Togoland), Ordinance 1952. Nana Ahwa Anyima II, Odikro of Samenye. Tikobo No 1. Affairs.	Weak.	1954 – 1955
WRG 40/1/3	Atuabo Native Court.	Rust damage.	1955 – 1960
WRG 40/1/26	Speech by Mr. J. Benibengor Blay, deputy Minister of Education on the occasion of the formal opening and handling over of a new house to the relatives of Osagyefo the President at Nkroful – Wednesday 16 th December, 1964 at 3.00 p.m.	Rust damage.	1958 – 1964
WRG 40/1/73	Western Nzima State Council. 1. Destoolment charge to be observed by Nana Erzuah Erbuley I, Chief of Ahobre, for his destoolment, failing to answer or refute them. 2. A summary of charges for the destoolment of the Chief of Mpim. Head of stool family, Mpim and Mpim stool vrs Ohene of Mpim. 3. Takinta stool affairs. 4. Enstoolment of chiefs. 5. Nana Ackah Anyimah II, Odikro of Anlomatuope some of his elders and chiefs, including the Chief of Nuba, piece of or parcel of land attached to the stool of Nuba was granted to one Samuel Sacoom of Cape Coast, merchant for his use and benefit absolutely the said piece or parcel of land being described as situate on the right and left lands of river Asubonkasa extendly from Yabuyele creek to Kodwo saponis village on Wassaw main road as delineated on the plan measuring 15 square miles more or less. 6. Diagram showing approximate location of Anwiafutu timber land concession.	Traces of burns and oxidation.	1950 – 1957
WRG 40/1/74	1. Nkroful stool affairs and settlement of misunderstanding between Nana Brumiah Twim III, Ohene of Nkroful, and the Oman of Nkroful. 2. Dispute between chief and people of Nkroful. 3. Appointment of Mr. A.B. Armoo, Tufuhene of Essiama, as regent of Essiama. 4. Election and installation of Odikro of Ahonlezo of Beyin as grantors and George A. Grant and Company Ltd.	Traces of burns.	1956 – 1957

<i>Classification Reference</i>	<i>File Description</i>	<i>Physical Condition</i>	<i>Covering Dates</i>
WRG 40/1/78	Western Nzima State Council. 1. Ekpu stool dispute. 2. Samenye stool dispute. 3. Tikobo No. 2 Affairs. 4. Takinta stool dispute. 5. Adusuazo stool affairs. 6. Claim of ancestral stool at Efasu.	Weak but usable.	1957 – 1958

Appendix F

EAP 569 ITEMISED STATEMENT OF EXPENDITURES

Note: the following exchange rates (valid on 30th August 2012, the day in which the instalment from the Fund has been received) have been adopted to convert the amounts from New Ghana Cedis (GHS) and Euro (€) to British Pounds (£).

1 GBP >> 3,0716 GHS
1 GBP >> 1,2635 EUR

1 GHS >> 0,3256 GBP
1 EUR >> 0,7915 GBP

Source: <http://www.freecurrencyrates.com/exchange-rate-history/GBP-GHS/2012>
Source: <http://www.freecurrencyrates.com/exchange-rate-history/GBP-EUR/2012>

STAFF & OTHER RESEARCHERS COST					
Name	Position	Institution	Salary (£)	Months	Total (£)
Samuel NOBAH	Principal Applicant	Fort Apollonia Museum	78,90	10	789,00
Rhoda OTOO	Clerical Officer, accounting	Fort Apollonia Museum	52,60	10	526,00
Frederick MENSAH	Junior Researcher	Fort Apollonia Museum	122,20	4	488,80
Kojo BRIGHT BOTWE	Junior Researcher	PRAAD, Accra	122,20	6	733,20
Stefano MALTESE	Junior Researcher	IEMG (University of Verona)	122,20	6	733,20
Tommaso TERCOVICH	Junior Researcher	IEMG (Sapienza Univ. of Rome)	122,20	4	488,80
GRAND TOTAL					3.759,00

TRAVEL & SUBSISTENCE				
	No. of persons	Total days	£ per day	Total (£)
Accommodation in Takoradi (*)	2	5	8,14	81,40
Transportation and meals in Takoradi (daily allowance)	3	15	15,00	675,00
Accommodation in Accra (*)	1	3	13,02	39,06
Transportation and meals in Accra (daily allowance)	2	3	15,00	90,00
GRAND TOTAL				885,46

(*) 2 persons lodged 5 days in a rented place, 10 days in an unrented place. The third person lodged 15 days in a rented place for which funds have been provided by Sapienza University of Rome.

(*) 1 person lodged in a rented place, 1 in a private unrented house.

EQUIPMENT & CONSUMABLES			
Item(s)	Quantity	Unit cost (£)	Total (£)
Laptop Toshiba Satellite P755-55720	1	634,92	634,92
Scanner MUST Scan Express A3 USB 2400S	1	172,21	172,21
Camera Canon EOS Rebel T3 18/55 mm Kit	1	325,60	325,60
Additional battery for Canon EOS Rebel T3	1	30,93	30,93
SD Memory Card Sony 8 GB, Class 4	1	11,40	11,40
External Hard Disk Toshiba STOR.E Basics USB 3.0, 1 TB	5	52,38	261,90
Tiffen Q-13 Color Separation, 20 CM	1	27,70	27,70
Archival acid free boxes	150	1,30	195,00
Archival folders	500	0,65	325,00
Other consumables (A4 sheets, stationary items for the team)	/	/	23,40
GRAND TOTAL			2.008,06

OTHER EXPENSES		
	Details	Total (£)
Postage by international courier	(estimate)	40,00
Communication	MTN Scratching Cards: 17 x 5 GHS + 11 x 10 GHS	63,49
GRAND TOTAL		103,49

ENDANGERED ARCHIVES PROGRAMME - PROJECT 569. BUDGET OVERVIEW			
	Amount awarded (£)	Amount spent (£)	Surplus (£)
STAFF & OTHER RESEARCHERS COST	3.759,00	3.759,00	-
TRAVEL & SUBSISTENCE	1.365,00	885,46	479,54
EQUIPMENT & CONSUMABLES	2.300,00	2.008,06	291,94
OTHER COSTS	111,00	103,49	7,51
GRAND TOTALS	7.535,00	6.756,01	778,99

EAP 569 images



Image 1. *Fort Apollonia Museum of Nzema Culture and History, Beyin.*



Image 2. *Training at PRAAD, Sekondi, 8th October 2012.*



Image 3. *Records arranged by Prof. Mariano Pavanello in 2002, WNTC Archive.*



Image 4. *The records as they were stored at the beginning of the project, WNTC Archive.*



Images 5 & 6. The records as they were stored at the beginning of the project, ENTC Archive.

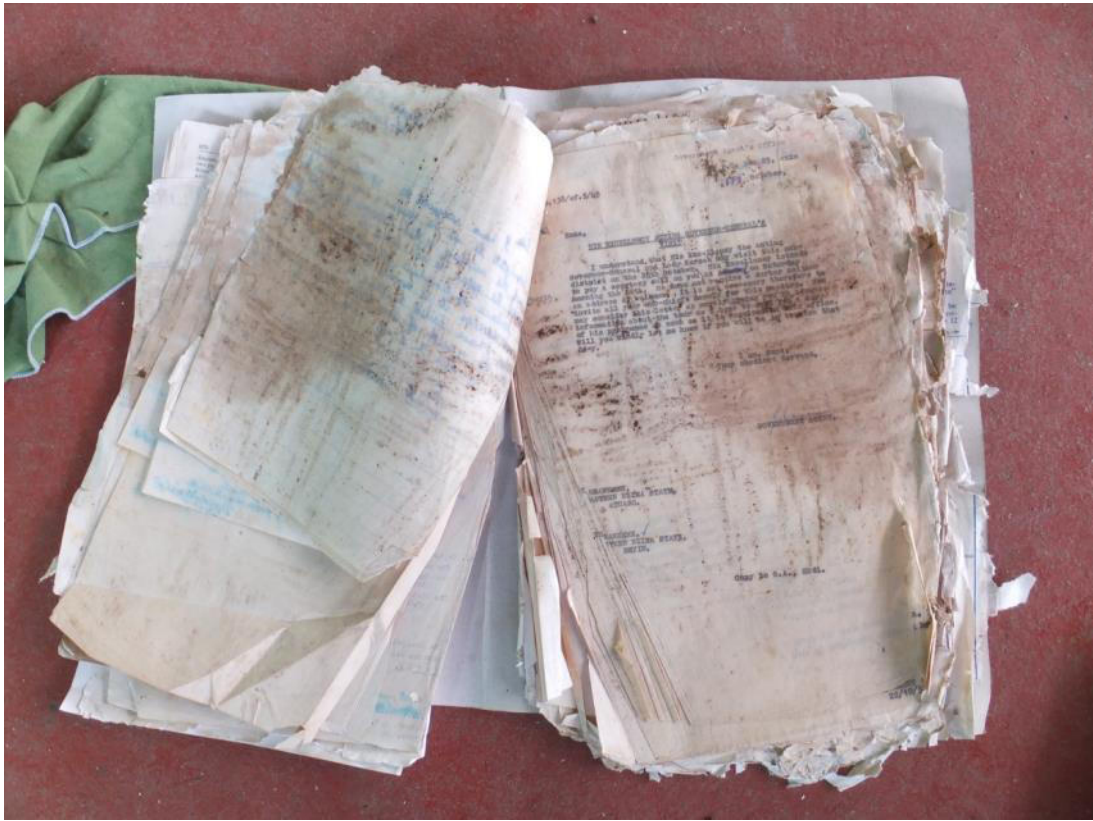


Image 7. Records damaged by moisture and mould, WNTC Archive.



Image 8. Documents affected by mould and rust, WNTC Archive.

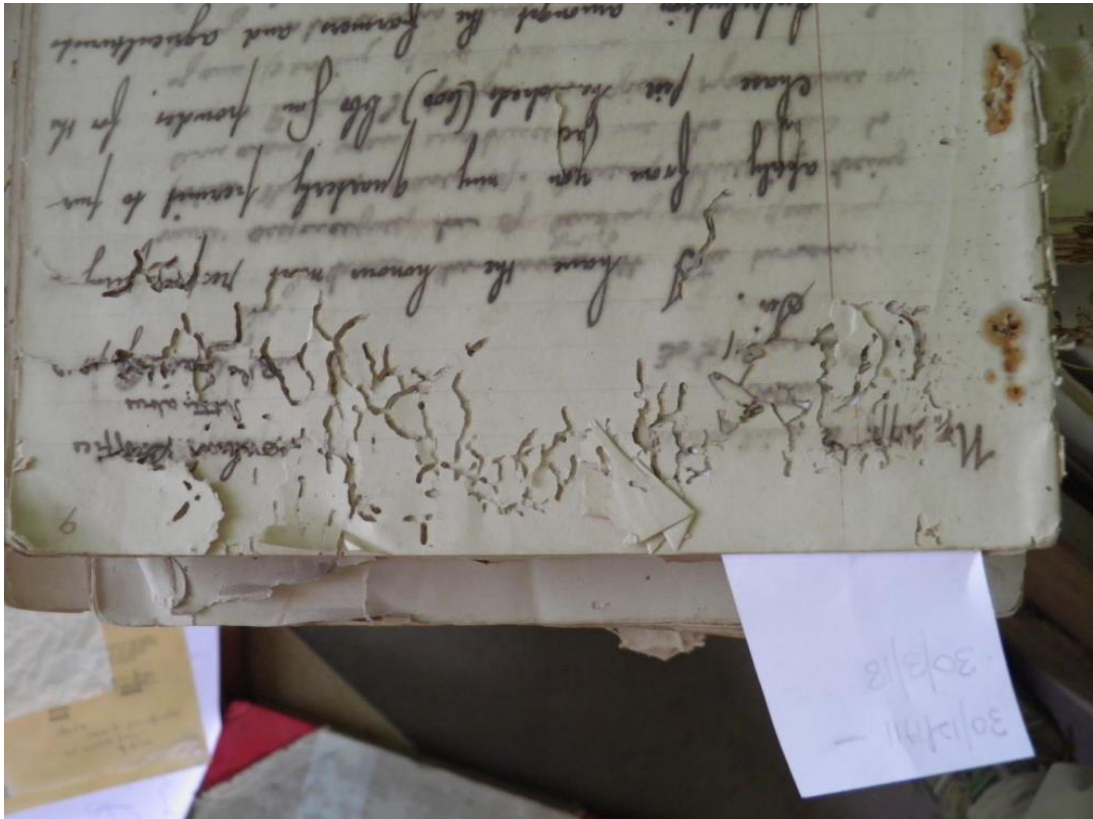


Image 9. Records damaged by bookworms, ENTC Archive.

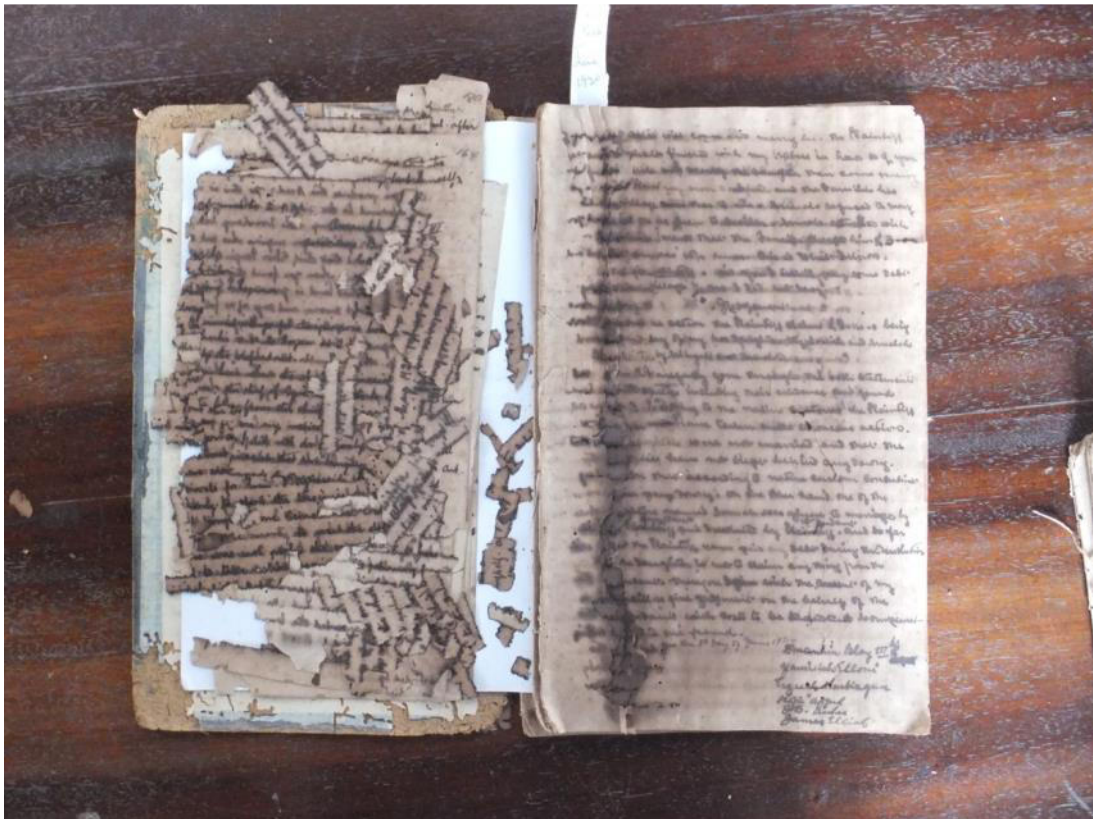


Image 10. Old volume heavily damaged, ENTC Archive.



Image 11. *Sorting out the records, WNTC Archive.*



Image 12. *Dusting the documents, ENTIC Archive.*



Image 13. *Training on digitisation techniques, Fort Apollonia, 15th April 2013.*



Image 14. *The Digitisation Lab, Fort Apollonia.*



Image 15. Packing the records in new containers, ENTIC Archive.

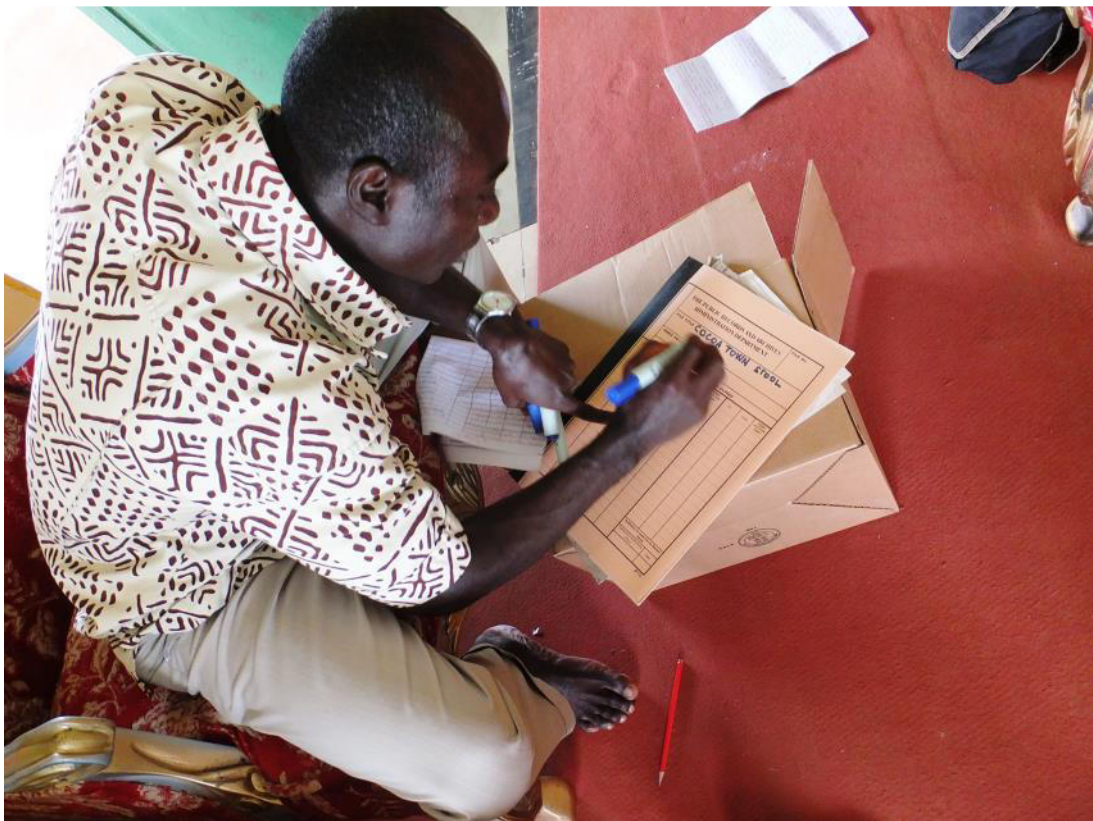


Image 16. Naming new archival files, WNTC Archive.



Image 17. Boxing the files, WNTC Archive.



Image 18. The new arrangement for the WNTC Archive collection.



Image 19. *Temporary location for the ENTC Archive collection.*



Image 20. *When in Ghana, do what Ghanaians do!*