Generally, they had already received the rudiments on classification in their training as secretaries and assistants. But like most working methods, strategies to sort and store documents efficiently have evolved over time. Therefore, at the instigation of its management, the African Programme for Onchocerciasis control gave the opportunity to the secretaries and assistants to be familiarized with modern methods of archiving the work done every day. The training was held on 2nd and 3rd September 2013 and was led by Ibrahim Cissé, archives and library curator, a lecturer at the University of Koudougou, at the National School of Administration and Magistracy and at the Institute of Science and Documentary Information Techniques of Ouagadougou, assisted by Pascal Soubeiga, the APOC archivist-documentalist.

At the opening of the session, Dr. Laurent Yaméogo, Programme Manager, representing the Director of APOC, reminded the participants of the attention the ONCHO programmes have always given to document classification and to the benefits provided in the past to the functioning of the ex-OCP, thanks to the classification methods put in place by colleagues from the WHO headquarters in Geneva. He, therefore, urged the participants to pay close attention to this training session, meant to create a new momentum in performing their tasks and establishing strong databases in order to back up the Programme memory.

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**Participants’ voices**

**Mathias Kafando, Finance Assistant**

“This training will help me improve the management of documents taken care of individually and collectively at the level of the Finance Service. It will also help to provide auditors with information easily”

**Solang Ouedraogo, Secretary to TRAD**

“I have been conversant with manual classification since my training as a secretary. The gains made from this workshop will help me decongest numerous and multifaceted working documents at my level.”

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Bintou Sawadogo, Human resources Assistant

“This training will help us make our offices operate in a paperless mode. However, careful sorting needs to be done as to what should be classified or unclassified after a time period in accordance with the WHO standards.”

Jeanne d’Arc Roamba, Administrative Assistant

“This is the first time I am acquainted with archiving concepts, and this training has arrived just at the right time. Now, I will be able to ensure better computer-based records management.”

Ibrahim Cissé, Trainer

“For sure, the time provided to the training was short. But the participants paid attention and were motivated and determined to take up the current ‘archiving challenge’.”

Nébié Boukari, Assistant in charge of buildings and Services

“As a trained accountant, I was already able to manage inventories. The management of epidemiological data had also provided me with experience in the field. But this training made me more confident in archiving the forms collected from villages that I still contribute to keeping in records.”

Pascal Soubeiga, Archivist-documentlist

“Electronic document management is a system that can manage documents with information technology to allow quick access. The notion of using ICTs was mainly what the participants needed.”

A bit of documentation vocabulary

**Classification**: operation both material and intellectual which allows you to store documents and retrieve them easily.

**Archiving**: sorting of documents, taking into consideration their origins by saving the context in which the action was taken.

**Electronic archiving**: management system supported by the storage media of the new information technologies (hard drives, CD-ROMs, Universal Serial Bus or USB jump drives) to digitize documents.

**Current Archives**: usual documents, intermediate archives: documents with little use that could be stored in an interim deposit; manageable liabilities: old documents no longer used to be permanently stored in a warehouse, waiting for longer or less long term preservation or for eventual destruction.