



On WOAHA Archiving

Why it is important for us and for the future of our Organisation



Archiving is an important process for WOAHA. It allows for the preservation and easy access to key documents and safeguards the Organisation's history and knowledge. It also helps to ensure that our confidential information is kept secure. By archiving records and documents, we will not only enhance our overall efficiency, but also improve our compliance with regulations and standards.

As part of the **SERDA mission**, WOAHA's new archivist is currently meeting with colleagues who have been designated as archive ambassadors within each department to identify all types of legally binding documents of the Organisation.

Presently, we are co-building a records retention schedule to provide a framework and facilitate archiving. It details the different types of documents (report, contract, invoice, publication, strategy, etc.), their lifecycle (5 years, 10 years, unlimited) and their final fate (keep/sort/discard).

Thanks to this tool, as well as the nomenclature and procedures currently being written by SERDA, the archive ambassadors and the archivist will establish an efficient archiving process together. This also includes the transmission of good practices to save a maximum of time in your daily usage.

We will start with our paper documents and then continue with our digital documents.

If you have any questions, do not hesitate to contact us. The newly created archive cell can be reached by e-mail at archives@woah.org or directly in the Documentation Centre on the second floor facing the stairs of the main building.

We wish to thank Laetitia Recour for submitting this article to *In-house Times*.

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