

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

## A CRITIQUE OF THE RECORDS RETENTION AND DISPOSAL SCHEDULES USED BY THE NATIONAL ARCHIVES OF ZIMBABWE

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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF SCIENCE  
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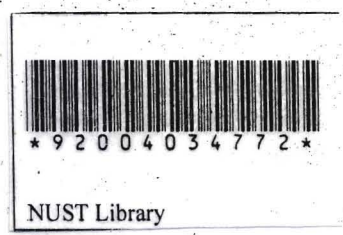
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## THE ABSTRACT

The study critiqued the Records Retention and Disposal Schedules used by the National Archives of Zimbabwe to retain and dispose of public records. The rationale of the study was premised on the statement of the problem which was posited in a form of a question; "Are the Records Retention and Disposal Schedules currently used by National Archives of Zimbabwe promoting smooth processing, retention and disposal of records in the records centres?" The study used the descriptive research design which employed both qualitative and quantitative approaches. To obtain relevant and in-depth research data, the researcher triangulated the approaches and also the data gathering instruments to ensure the reliability and validity of the research findings. Self-administered questionnaires and personal interviews were used to gather data from sixteen (16) out of eighteen (18) targeted respondents, who work in the records centres and use the Records Retention and Disposal Schedules to process, retain and dispose of records in the records centres. Document analysis and observations were also used to gather and complement the research data. The collected data were qualitatively and quantitatively presented and analysed using tables, pie-charts and graphs. The research established that the Records Retention and Disposal Schedules provide the records centres with the legal basis for retaining and disposing of public records. However, it was also established that they have missing classes of records and that they have become old and archaic, having been established from the 1950s to the 1970s and bear unrealistic records retention periods. It was also established that they allow ephemeral records into the records centres which are then kept longer than would be necessary. The researcher concluded that the Records Retention and Disposal Schedules have more weaknesses than strengths. The study concluded by recommending measures that could be taken to enhance the Records Retention and Disposal Schedules' effectiveness.