

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

AN ASSESSMENT OF THE INFORMATION MANAGEMENT ACTIVITIES AT JUSTICE

FOR CHILDREN TRUST

BY

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ABSTRACT

The research study was an assessment of the information management activities at the Justice for Children Trust (JCT) in Harare. It had been observed that the information handling system at JCT was not systematic. As a result, it was not easy to retrieve information for use by the staff members. The study was therefore aimed at establishing the information management activities which were in place at JCT. A descriptive survey research design was used in this study and the population consisted of all the organisation's employees which resulted in the census method for gathering data. Results showed that the organisation had no information management policy and did not have a centralised system where all its information was stored. The researcher recommended that the organisation should establish a centralised information management system and institute the information management activities as input to effectively carrying out their duties and be able to submit reports on time to donors so as to receive funds on time as well. A computerised system was considered as the best system to adopt.