



**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT**

**AN ANALYSIS OF APPRAISAL SYSTEMS OF RECORDS AND ARCHIVES
MANAGEMENT AT HWANGE COLLIERY COMPANY HUMAN RESOURCES
CENTRAL**

BY

**REUBEN DUBE
[N005 1478C]**

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ABSTRACT

The purpose of this study was to unveil the impact of appraisal on the records and archives management programme or systems at Hwange Colliery Company Human Resources Central Department. since the research done has fully indicated the dilapidated ness of the record centre which immediately needs the application of this process. This acts as a vehicle for learning of the unknown field of appraisal which even to date have still a lot of unanswered questions. There a lot of insights into how the process of appraisal can facilitate the urgently needed turnover to the confusion prevailing over the desparate need for appropriate and professional functioning ways of any records and archives management programme. If fully satisfactory this document is also focused on the progressive movement of changing not only the personnel records of HCCL HR but the whole organisation, other private archives and repositories,nationally and regionally on the importance and transformation which can be achieved if fundamental processes such as appraisal are fully utilised and kept in constant check or reviewed.

Quite several renowned scholars were heavily cited as points of reference to help shed light on areas not understood and on the best possible way how the process could be best achieved. This took in light the complex issue of value dtermination, knoweledge of appraisal theory,appraisal methodologies, time of appraisal among others These therefore included the writings of such gurus as Schellenberg T.R, Jenkinson, Terry Cook , Duranti, Terry East wood, Hellen Samuels, Verne Harris, Barbara.L.Craig, Michael Roper and Laura Miller. Due credit is given to their arguments, postulations and facts about this appraisal which seem to have no tangible one way of understanding. These acted as the compass of the whole research in terms of appraisal theory.

A descriptive survey research method was chosen as the foreseeable the best method among others. In finding the targeted population, the purposive sampling method was used because the main aim was to get the background of the company from the policy makers who are also the change agents, should any new proposal such as in this document is presenting. This staff which comprised of Heads of Department, also known as executive or senior management, and Section Heads also known as middle management, superintendents, quality assurance managers, and ISO/SAZ representatives were targets of this research as they have a better synopsis on the position of the company.

Through the data analysis and presentation of research data collection, some interesting findings and revelation was unearthed and thus aided into the formulation of possible solutions to the mayhem at hand. For instance there are no appropriate appraisal methodologies and procedures systematised and understood. No documentation was done for the last disposal of records which is a process resulting from appraisal. This therefore falls short of corporate responsibility through unaccountability of their own acts. This exposes the far limited impact of the internally drafted and approved ISO procedures acting as the company's guideline of work. Lastly some reviews of several issues were recommended.