

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

PRESERVATION METHODS FOR ARCHITECTURAL RECORDS AT BULAWAYO CITY COUNCIL, HOUSING AND COMMUNITY SERVICES DEPARTMENT.

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ABSTRACT

The life of architectural records is prolonged by strategies and measures that safeguard records from both internal and external threats. Preservation of architectural records requires expertise due to the size of records. Architectural records are drawn on paper and linen and these media are prone to degradation due to poor handling methods, uncontrolled relative humidity and temperature. Photocopying that is done for architectural records also affects the quality of the records as the light makes inks to fade. This research is based on the premise that the longevity of architectural records can be enhanced through preventive and prescriptive preservation methods. The population of this research was the BCC, Housing and Community Services department. The case study was chosen as the research design and data collection methods that were administered included questionnaires, interviews and observation. The limitation of this research was that the researcher had limited time to carry a research in all local authorities that are scattered in Zimbabwe and compare findings on the preservation methods of architectural records. Research findings adversely revealed that the preservation of architectural records was affected by shortage of space, no records handling guidelines, shortage of filing equipment and inadequate staff training. This research recommended the purchase of new filing equipment, initiatives that enhance training and employ a professional records manager and or archivist in the Housing and Community Services department so as to improve the usability, accessibility and “life” of architectural records.