

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

**AN ASSESSMENT OF THE IMPORTANCE OF CURRENT FILES CREATION AND  
MANAGEMENT SYSTEM IN THE DEPARTMENT OF THE CHAMBER SECRETARY'S  
REGISTRY OF THE BULAWAYO CITY COUNCIL**

**BY**

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## **Abstract**

The research document is divided into five major parts of which chapter one deals with the highlights of the creation and management of current records of a local Authority. The subject matter is defined under the subheadings; introduction, background, statement of the problem, assumptions, objectives, research question, justification of the study, definition of terms, scope and limitations of the study.

Chapter two deals with review of related literature relating to the study. Chapter three is about the research methodology. The various methods which are used in the collection of data on the study are discussed. Chapter four and five look at the research findings and the conclusion. Finally, recommendations based on the study are given.