

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

AN ASSESSMENT OF THE RECORDS PRESERVATION MEASURES AND STRATEGIES USED AT THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY'S ADMISSIONS AND STUDENT RECORDS SECTION

LIBRARY		
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ZIMBABWE		
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BY

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RECORDS AND ARCHIVES MANAGEMENT

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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NUST Library

## Abstract

The purpose of this study was to assess the preservation measures and strategies used by NUST Admissions and Student Records. The study aimed at thoroughly evaluating the techniques and measures used by NUST Admissions in order to suggest proper measures and strategies that can assist the section to preserve records as long as they are needed. The various threats to student records and challenges faced in preserving records were unveiled so as to assist in evaluating the measures and strategies being used by NUST Admissions. Preservation measures and strategies were believed to determine the accessibility of records over time. It was also indicated that student records are crucial to NUST as a whole and thus the need for them to be preserved is justified. A case study as a methodology was accompanied by methods like sampling to identify threats to records and challenges faced in preserving records. It was also used to gain a better understanding of the impact of records preservation measures and strategies being used by the NUST Admissions section. Purposive sampling assisted to target proper respondents. Questionnaires and interviews were used to obtain information on the threats to records, challenges; and strategies as well as measures being used. The responses concurred that choosing proper measures for preserving records was critical to successful preservation. According to the findings, NUST Admissions does not have a well-structured records management programme that is comprehensive enough to facilitate effectiveness and efficiency, let alone a well-established preservation programme and policy. The responses indicated that NUST Admissions does not have appropriate preservation procedures, measures and strategies for student records despite the fact that it is the core section of University. It was also revealed through this study that the lack of proper preservation measures and strategies indirectly impacted negatively on students and other departments of the University, yet the section had no plans to adopt effective preservation measures and strategies. The researcher concluded that the preservation measures and strategies used at NUST Admissions were substandard and insufficient. It was therefore recommended that NUST Admissions should choose proper and up to standard preservation measures and strategies and develop a well planned preservation programme in order to assist in choosing sufficient measures. Recommendations based on the research findings were made to NUST Admissions and NUST as an institution as well as other stakeholders, and other researchers.