

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE**

**DEPARTMENT OF RECORDS AND ARCHIVE MANAGEMENT**

**AN ASSESSMENT OF RECORDS SCHEDULING SYSTEMS AT SOUTHERN  
AFRICAN POLITICAL ECONOMY SERIES**

UNIVERSITY OF SCIENCE  
AND TECHNOLOGY  
BULAWAYO

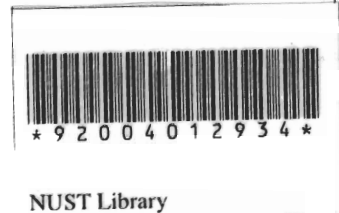
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**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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## **Abstract**

The purpose of this study was to assess the records scheduling systems used by SAPES Trust. It aimed at assessing the strategies and methods used by SAPES Trust to retain and dispose their records in order to suggest proper measures and strategies that can assist the registry to retain and dispose records more effectively. It was revealed by various literatures that records scheduling is one of the integral part in records management as it helps records managers to gain both physical and intellectual control over their records. A survey method allowed for the collection of information by asking a set of pre formulated questions in a predetermined sequence in a structured questionnaire sample of individuals drawn so as to be representative of a defined population. Responses made indicated that the organisation had no records scheduling systems in place to control their disposal activities. The organisation had large volumes of records piled at the library storeroom without proper storage facilities. It was noted that the registry still continued to dispose the records to the library storeroom in an ad hoc manner thus increasing the problem of retrieval, physical deterioration of records. The study recommended that organisation should develop records scheduling policy and procedures that aid them to retain and dispose records. The study also recommended that the organisation should appraise its records in order to identify records that are worth preserving instead of disposing all records.