

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

**AN ASSESSMENT OF THE RECORDS AND ARCHIVES MANAGEMENT
POLICY AT THE NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
(NUST).**

BY

**REJOICE GUMBI
(N006 1357J)**

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ABSTRACT

This research is a descriptive survey which focused on the assessment of the records and archives management policy at the National University of Science and Technology (NUST). The research assesses the policies in place to manage records at NUST to ensure efficiency and effectiveness in service delivery. The project begins with the background of the study and cites major areas which prompted the research. It goes on to look at the review of related literature and identifies related studies that have looked at the aspects of records management policies. The following chapters outline the methodology and findings that have been obtained from the study and their analysis and presentations. The study also entails the data gathering techniques, which were questionnaires and in-depth interviews. The study then ends with the conclusions and recommendations chapter which attempts to suggest activities that can be undertaken to provide guidance in records management at NUST.