

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
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**AN ANALYSIS OF THE APPRAISAL SYSTEM AND ITS ABILITY TO FILTER
THROUGH VALUABLE RESEARCH MATERIAL: A CASE OF THE NATIONAL
ARCHIVES OF ZIMBABWE**

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**A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF SCIENCE
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ABSTRACT

The research project basis emanated from the observation by the student during a year's internship conducted at the National Archives of Zimbabwe that researchers were unable to acquire the information they needed from the Public Archives section. The student assumed that this was a direct result of an inadequate appraisal methodology that was making it impossible to identify records of value hence the archives were housing ephemeral records for preservation and access purposes. The student observed that the institution employed the Schellenberg theory as its basis for appraisal. A review of pertinent literature concerning appraisal methodologies revealed other appraisal methodologies and these include the Macro appraisal and the Jenkinson approach. Scholars adjudged the macro appraisal approach as the most suitable appraisal strategy for any modern day government records service. It also revealed the responsibility of the appraisal process in the Life Cycle of records, that is, to ensure that only records of value are determined and allowed to move to archives for permanent preservation. The methodology employed to substantiate the research was designed in a qualitative manner and the use of both qualitative and quantitative approaches to the presentation of data. A case study was adopted in order to be more specific in the findings. Questionnaires were used to gather data on appraisal matters from Records Centre staff and on research matters from control desk officers. Interviews were conducted with office orderlies (retrievers) and clients of the NAZ and this was mainly to add substance to the findings of the questionnaires. The use of tables and graphs and explanations was employed to present and analyse data and the major findings revealed the Schellenberg theory was appraisal methodology and it was difficult to implement because of its requirement to predict future use by researchers, to assess the records file by file and its lack of guidelines for the appraisal process. It was also obtained that the researchers could not find the information they needed mainly because the information was not available or could not be located. It was therefore recommended significantly that the institution adopt Macro appraisal as an appraisal methodology and that reappraisal be carried out at the public archive section to cater for space and value deficiencies.