

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

**AN ASSESSMENT OF THE STORAGE AND MAINTENANCE OF PHOTOGRAPHIC  
ARCHIVES: A CASE STUDY OF THE BULAWAYO CITY COUNCIL**

**BY**

**GUGULETHU MATSHOLOGWANA**  
**(N006 1802C)**

**A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF SCIENCE  
AND TECHNOLOGY IN PARTIAL FULLFILMENT OF THE REQUIMENTS OF THE  
BACHELOR OF SCIENCE (HONOURS) DEGREE**

**IN**

**RECORDS AND ARCHIVES MANAGEMENT**

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**BULAWAYO: ZIMBABWE**

## Abstract

The study focused on the storage and maintenance of photographic archives at Bulawayo City Council (B.C.C). The research concentrated on the importance of photographs at B.C.C, the recommended building construction and photographic housing that can be adopted, the challenges faced as far as environmental controls are concerned, standards and use policy that can be adopted in the storage and maintenance of photographs are suggested and the security measures and disaster preparedness plan that can be adopted were included in the research. The case study design is adopted and research instruments used are questionnaires and interviews. A pilot research was conducted where the researcher first distributed the questionnaires to colleagues to measure their effectiveness. Appointments were made for interviews. The data collected was analysed using pie charts, tables and bar graphs. Findings established that photographs are important to the institution and the public. It was revealed that photographs are not housed properly, the environmental controls equipment are not usually serviced and standards and policies are not followed that pertain to the storage and maintenance of photographic archives. It is evident from the study that good housekeeping procedures, pest controls, security measures are in place. However the institution is not disaster prepared. It is recommended that B.C.C should invest in a separate photographic archives building, continuously service equipment used to control the environment, get assistance from the National Archives of Zimbabwe (N.A.Z) on the necessary policies and standards to adopt and personnel who handle photographs should be educated and trained on how to keep photographs. B.C.C should have a disaster preparedness plan in place.