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NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCES
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT
AN ASSESSMENT OF THE MANAGEMENT OF FINANCIAL RECORDS AT THE
MUNICIPALITY OF MARONDERA

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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
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ABSTRACT

The researcher sought to investigate on the management of financial records at the municipality. The analysis enabled the unravelling of the impediments faced by the financial department because of financial department guidelines which were inconsistent and not clear. The policy was not written. The records were retained beyond statutory retention period. A qualitative case study was employed for an in depth analysis of the management system of financial records. Structured interviews and questionnaires were the instruments for data collection. Questionnaires were essential to accommodate respondents who were not comfortable with interviews. The quantitative approach was employed to compliment the qualitative method, especially in data presentation where statistics were used. The research findings revealed that the respondents had little knowledge on records management especially related guidelines. The respondents encountered impediments in their day to day involvement with financial records, but failed to realise the relationship between financial management and records management.

Accounting clerks were only aware of financial instructions and accounting manuals without any records management underpinnings. The department was reluctant to destroy non active records resulting in the clogging up of the limited office space. Only the top-management had knowledge of the role of the National Archives in the management of local authority records. The inconsistencies in the financial guidelines reflected lack of communication with NAZ. Accounting records were kept separately in accounts offices to maintain their confidentiality. The finance managers recognised that records provided the foundation for accountability. The municipal began to take records management as a serious business. It was therefore deduced that records management practices were implemented unconsciously.