

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

AN ASSESSMENT OF THE ACQUISITION POLICY OF OPTICAL MEDIA AT THE  
NATIONAL ARCHIVES OF ZIMBABWE

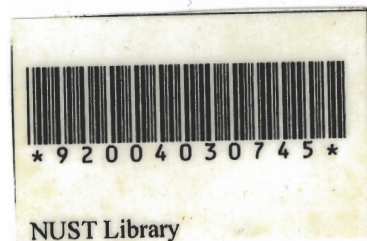
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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF SCIENCE  
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IN  
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**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
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## **ABSTRACT**

Audiovisual management is an area that has received little attention as most archival institutions do not use policies in their management. In this study the area under research is the assessment of the acquisition policy of optical media at the National Archives of Zimbabwe. The background to the study cites major areas which prompted the research. The audiovisual unit at the NAZ is using the general policy that is stipulated in the NAZ Act of 1986. The concern is that the Act does not clearly encompass audiovisual materials; therefore to treat optical media as paper records is not appropriate thus audiovisual materials should be redefined. Legislation affects the way acquisition is carried out and this means that the acquisition of optical media is also affected. The research methodology used in the study is quantitative research and the research design is the case study because it is the one most suitable for exploring a single case as it is context based. The data was gathered using questionnaires and in-depth interviews. The study seeks to establish the development of a written policy that will define parameters for acquiring optical media and the way acquisition strategies can be implemented.