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

**AN ASSESSMENT OF PERSONNEL RECORDS MANAGEMENT BY THE HUMAN
RESOURCES DEPARTMENT AT THE NATIONAL UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

**BY
LINDA MUNYORO
(N0070840M)**

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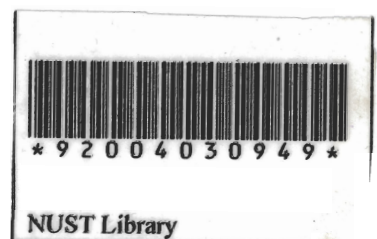
**A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
SCIENCE AND TECHNOLOGY IN PARTIAL FULFIMENT OF THE REQUIREMENTS
OF THE BACHELOR OF SCIENCE HONOURS DEGREE**

**IN
RECORDS AND ARCHIVES MANAGEMENT**

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

BULAWAYO, ZIMBAMBWE

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ABSTRACT

The research project assessed the management of personnel records of the Human Resources department at the National University of Science and Technology. It seeks to fill the gap of the role that records management plays in managing the personnel files. The study established the problems that were affecting the department such as lack of professional trained staff, unpublicised policies, inadequate security and shortage of space.

The literature review explored the various contributions made by various scholars on issues that have a bearing on personnel records management and proved beyond doubt that records management is essential and has a close relationship with personnel records management.

Data was collected using the case study research design and instruments such as interviews and questionnaires were employed in gathering the data. The data was then collected using different statistical models. This then enabled the researcher to draw conclusions and recommendations on the study.