

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

THE STATE OF RECORDS AT MASVINGO RECORDS CENTRE

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ABSTRACT

Public records management in Zimbabwe is the heart of the National Archives of Zimbabwe. The smooth flow of records throughout their life cycle is determined by use of retention and disposal schedules. The purpose of the study was to evaluate the state of records at Masvingo Records Centre. These included the records managed at public departmental registries. Various literature sources were consulted from acclaimed writers to justify the study. The study was done by means of structured questionnaires and interviews. Five questionnaires were emailed to five different public departmental registries and interviews were made at Masvingo Records Centre. Responses were analysed with the aim of giving recommendations that will ensure the smooth flow of records throughout their life cycle.