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NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

MANAGING CARTOGRAPHIC RECORDS THROUGH OUT THEIR LIFE CYCLE AT  
THE ENGINEERING SERVICES DEPARTMENT AT BULAWAYO CITY COUNCIL

BY

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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF  
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## **Abstract**

A cartographic record is any document that represents, in graphic or photogrammetric form, the whole or part of the Earth or any celestial body, normally reduced by a scale. The Engineering Department at Bulawayo City Council has been generating cartographic records since its existence in 1897. The problem is that this department is ineffectively and inefficiently managing these special types of records. Cartographic records are created in an unstandardised creation system; records appraisal is not done formally and as a result no written retention and disposal schedules are created. Due to absence of these vital control instruments old maps are clogging up the strong rooms.

The purpose of the study was to investigate, describe and evaluate the management of cartographic records through out their life cycle at this department. The mixed methodology was opted for and illustrated case study was chosen as the appropriate research design. The population was composed of eight employees, six from the engineering department and two from National Archives of Zimbabwe (Bulawayo Branch). Primary data was collected using self-administered questionnaires. The research findings proved that the initial stated problem existed making the research relevant. Given the nature of problems uncovered by the research, the researcher recommended that a qualified records manager be employed by the department so that the cartographic records collection is professionally and efficiently managed.