

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCES

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

**COLLECTION DEVELOPMENT AND MANAGEMENT ACTIVITIES IN THE PUBLIC
ARCHIVES SECTION AT THE NATIONAL ARCHIVES OF ZIMBABWE**

BY

MARVIN RASARA

(N007 0867R)

LIBRARY		
NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY		
P.O. BOX 346 BULAWAYO ZIMBABWE		
DATE	ACCESSION	CLASS
16/03/12	SC/ 11/238	

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, ZIMBABWE

YEAR 2011

ABSTRACT

Collection development and management is one area least discussed in the archival profession. The growth in the amounts of information in paper format from the beginning of the information age in early twentieth century has led to the stacking of unused archival material occupying space in archival institutions. Most institutions especially in the developed world have written policies but in the developing countries there is still low appreciation. In this study the researcher focused on the activities of collection development and management in the Public Archives section of the National Archives of Zimbabwe. With an approach aimed at discovering what could be done to improve the situation of space shortage which is looming and the acquisition of relevant archival material, the study is focused a population which is responsible for the Public Archives section at NAZ. Archives accumulate underutilised material due to the weaknesses of past appraisal decisions and therefore archivists have several options to take which may include removing such materials from their holdings, returning them to the donor, transfer them to other archives, or destroy them. The research sought to establish the basis of all such activities which is the development of a written policy which will specifically define what should be done to acquire and manage archival collections. It was discovered from the study that the absence of a written collection development and management policy is negatively affecting acquisition practices in the Public archives section. In the process two tools reappraisal and deaccessioning are discussed to evaluate their feasibility for use in the Public Archives section at the National Archives of Zimbabwe to contain the looming problem of space shortage.