

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

**AN ASSESSMENT OF THE PRESERVATION MEASURES FOR E- MEDICAL RECORDS  
[CASE NOTES] AT MATER DEI HOSPITAL**

**BY**

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## Abstract

This research was conducted with the goal of finding out the importance of preservation measures for e-medical records at Mater Dei Hospital. The research used a case study as the chosen research design. A sample of ten people was chosen and they provided data on the study through the use of questionnaires and interviews.

The study noted that there were no preservation measures for electronic medical records at Mater Dei and electronic records were not accessible after a certain time frame. This led to electronic records to have a very short life span. This also resulted in e-records to be lost in computers and led to preserving e-medical records a burden instead of relief. Electronic medical records were in a threat of technological obsolescence, various malicious software and hardware and software failure.

At the conclusion of the research there were recommendations which were suggested to Mater Dei. This included the need to constantly backup electronic data to optical disks, protecting the hardware from environmental threats and emulation of records to other latest formats. There were appointments made to obtain data at the Hospital. The data collected was represented by tables and a pie chart. It was found out that there was lack of awareness on the staff members at Mater Dei on Electronic preservation of e-records. There is lack of adequate knowledge in e-medical records preservation.