

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**MANAGEMENT OF FINANCIAL RECORDS AT THE BEITBRIDGE TOWN  
COUNCIL IN ZIMBABWE**

**BY**

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## **ABSTRACT**

This research assessed the management of financial records at the Beitbridge Town council. A qualitative case study design was used in this study. Interviews and questionnaires were employed as data gathering tools. The sample was purposively selected from key financial and management staff at the town council. The major finding in this study was that financial records were not properly managed. This was evidenced by a large number of records of enduring importance which were intermingled with those of transitory value, and the absence of a documented policy and guidelines. Findings revealed that staff were not trained to effectively manage financial records. The researcher recommends that the town council should employ qualified and experienced records personnel to design and implement a proper financial records management programme in compliance with relevant legislation. The town council should also develop policies for managing its records in general and financial records in particular. The town council should also create procedure manuals for the reference and guidance on the management of its records, especially with regards to matters pertaining to retention, appraisal and disposal of financial records.