

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

MANAGEMENT OF FINANCIAL RECORDS AT CBZ HOLDINGS LIMITED

BY

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**A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
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ABSTRACT

This research project was conducted to analyse the management of financial records at CBZ Holdings Limited. The aim was to assess the main activities involved in the physical maintenance and use of financial records at CBZ Holdings Limited. Problems surrounding the institution under study were mentioned in the first chapter and various literature sources were consulted to justify the study. It was evidenced that financial records are an asset to any banking institution hence the systematic organisation, their movement and storage need to be established to support auditing and accounting functions. Research methods to collect data are explained in chapter three of the study. The data collected was presented and analysed in chapter four and it was concluded that need to invest in records management programme so that the proper management of financial records is enhanced.