

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

**RETENTION AND DISPOSAL OF ACADEMIC RECORDS AT MASIYEPHAMBILI
COLLEGE**

BY

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**A RESEARCH PROJECT PROPOSAL SUBMITTED TO THE NATIONAL UNIVERSITY
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Abstract

The research project assessed the retention and disposal of academic records at Masiyephambili College where the retention of unnecessary records consumes time in retrieving records; space and storage equipment thus compromising efficiency and economy. The main purpose was to identify the methods, policies and challenges encountered in the disposal of academic records. The study used a case study as a research design preferred for its ability to scale down the research by focusing on a single entity. Data gathering tools were questionnaires and interviews. The research used a conceptual framework adopted from the records life cycle theory because the researcher looked on the disposal part only. The study revealed that records management lacks priority in schools, there was no qualified staff in the management of records, records retention and disposal schedules are lacking, there in records centre or archives repository to preserve records with enduring value.

Disposal reduces operating costs. Records keeping require administrative, financial resources for filing equipment, shelving materials, office space and staffing to maintain an organized filing system. It costs less per liner distances of records to store inactive or semi-current records in the records centre. In addition disposal ensures efficiency in the offices where retrieval of information will be fast. Save time by reducing the volume of records which must be searched for information. Finding and retrieving information is quicker and easier because there is less to search. Disposal ensures that vital information is safeguarded. The school must employ qualified personnel in records management or provide in house training to the current staff. The school must ensure that records management policy is communicated to all the staff. The school must develop records retention and disposal schedule which will be utilised when disposing records.