THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

RECORDS AND ARCHIVES MANAGEMENT DEPARTMENT

ANNUAL ESARBICA EXECUTIVE BOARD MEETING HELD IN PRETORIA, SOUTH AFRICA FROM 24TH – 26TH AUGUST 2022

TANZANIA COUNTRY REPORT – 2022

August, 2022

1.   BACKGROUND

The initiatives to effectively manage the records and archives started in 1963 when the President issued Circular No.7 which emphasized on the proper care and disposal of public records. The Government realised the importance of proper management of records and archives and established the National Archives of Tanzania (NAT) in 1964, and subsequently enacted the National Archives Act No. 33 of 1965. NAT was mandated to safeguard the archives of the United Republic of Tanzania.

In 2002, the National Archives Act No. 33 of 1965 was repealed and the Records and Archives Management Act. No.3 of 2002 was enacted. The Act established the Records and Archives Management Department (RAMD) with the mandate of providing proper administration of records throughout their life cycle in the Tanzania public service.

In 2004, the mandate of RAMD was expanded through the enactment of the Founder's of the Nation (Honoring Procedures) Act No. 18 of 2004 (Mwalimu Julius Kambarage Nyerere and Sheikh Abeid Amani Karume). The enactment of this new Act mandated the RAMD with powers to administer archives and objects of Founders of the Nation with major aim of preserving the history of our Nation.

In February, 2015 the Government issued Government Notice which established the Records and Archives Management Department (PO-RAMD) as an Independent Department under the Office of the President (Public Service Management and Good Governance).

2.0 ACTIVITIES IMPLEMENTED FOR THE YEAR 2021/2022

Through its annual plan, PO-RAMD implemented the following activities:-

2.1 Records Management

One of the tasks of the Department is to improve the quality and availability of information within the Tanzania Public Service for efficiency undertaking of Government transactions. During the period the Department implemented the following activities:-

   i.   The standard Government filing system (Keyword File Classification System) was installed in 27 Government Institutions;

   ii.   The digital filing system (e-File Management System) was installed in 24 in Government Institutions. 220 (35.2%) Government Institutions out of 625 are now installed with this system;

   iii.   Monitoring and evaluation on good records keeping in was carried out in 27 Government Institutions; and

   iv.   Training on records Management was conducted in 16 Government institutions to the staff of management and records personnel.

2.2   The Nation Records Centre

The National Records Centre is responsible for preserving semi current records received from Government institutions. During the period the following activities were conducted:-

i. **2,688** semi current records were transferred from four Ministries and Departments to the National Records Centre Dodoma; and

ii. Records Retention and Disposal schedules were prepared in 3 Institutions.

2.3 Archives Management

The Department implemented the following activities under the archives management services:

i. Creation of public awareness by broadcasting functions and responsibilities of PO - RAMD in the National Television;

ii. Research services to researchers from outside and within the country. The total of 66 researchers were served and 335 students from different Universities and Secondary schools visited the Department for study tour;

iii. **3,224** archival files were acquired from 25 Local Government Authorities;

iv. **61** Archival files were restored and conserved; and

v. **1,223** archival files were digitized and ingested in Digital Records Management and Preservation System.

2.3 Founders of the Nation.

738 Documentary Materials of and about Founders of the Nation were identified, collected and registered.

3.0 Staff

PO – RAMD has seventy five (75) staff with various professional qualifications and skills serving at duty and substantive posts.

- 52.05 % of PO – RAMD Staff are graduates, 35.61% are ordinary diploma holders and 12.32% are Certificate holders as indicated in table below:

S/N	Level of Education	Number of Staff
1.	Masters Degree and Postgraduate Diploma	21
2.	Bachelor Degree	17
3.	Ordinary Diploma	28
4.	Certificates and Secondary Education	9
Total		**75**

- Currently 22 new vacant are in recruitment process. This will make total number of 95 (54%) PO-RAMD staff out of 175 required.