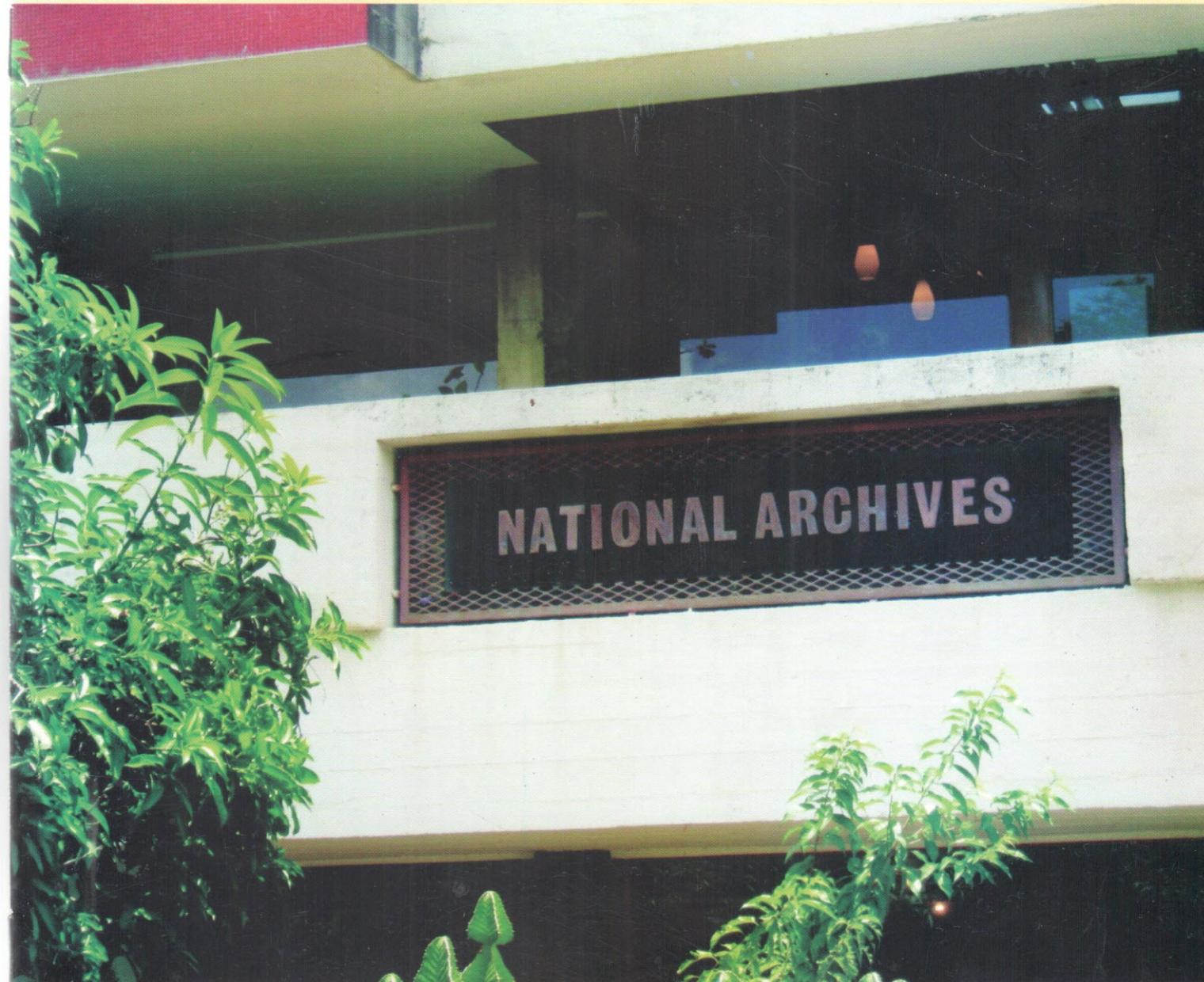


NATIONAL ARCHIVES OF ZIMBABWE



**DIRECTOR'S ANNUAL REPORT
2009**



REPORT

of the

DIRECTOR

NATIONAL ARCHIVES OF ZIMBABWE

FOR THE YEAR 2009

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INTRODUCTION

Hon Co-Ministers of Home Affairs

For us at National Archives, 2009 was nothing short of a miracle. Our archiving systems had literally ground to a halt due to 2008's record hyper-inflation and all time low morale among staff. Political and economic changes, namely the Global Political Agreement and the multi-currency regime, have made it possible to restore smiles and optimism as I introduce this 2009 Annual report for my Department.

By end of 2008 nearly 35% of our establishment posts were vacant. However, thanks to the Government fore sighted plan of re-engaging former employees, we were able to fill a significant number of the vacancies with former employees. As we go into 2010 our major challenge is to develop our human resource base to efficiency levels we had at the turn of the millennium.

The year 2009 also witnessed concerted efforts to re-engage international partners. In July we partnered with National Museums and Monuments to host a UNESCO sponsored and STERP inspired Culture Heritage Recovery seminar. Later in the year we hosted a high powered delegation from National Library and Archives of Iran. We proceeded to sign a Collaboration Agreement in terms of the Zimbabwe/Iran Cultural Agreement. We also hosted a number of Ambassadors at the National Archives.

Other operational highlights during the year include;

- Records Management. External Surveys to departments and public bodies were resumed and the consistent finding was that public registries are congested due to absence of disposal/ retention schedules
 - Public Archives. Lack of shelving contributed to the section failing to absorb matured records from Records Centres. This compounds the processing backlog. Currently we have over 17 000cuft of records awaiting processing. At current processing rates it will take us 48 years to clear this backlog alone!
- Zimbabwe National Bibliography (ZNB). An essential reference on the country's literary growth published annually. We have not produced this since 1998 mainly due to lack of cataloguing skills.
 - Audio – Visuals. Preservation of collections received a boost when Culture Fund of Zimbabwe Trust funded the refurbishment of our cold rooms.

In conclusion, Hon Co-Ministers, I wish to acknowledge the support received throughout the year. I am convinced that if 2009 was year of recovery and stabilisation 2010 will be our year of growth.

I. M. MURAMBIWA

DIRECTOR OF THE NATIONAL ARCHIVES

MANAGEMENT

The year 2009 was quite eventful with the records management section managing to further its records management mandate to stake holders against the back drop of meagre resources. Most records centres recorded an increase in output as compared to the previous year.

(i) Records surveys

The year saw the institution extend records management surveys to stakeholders on a relatively much wider scale compared to the previous year. Gweru and Harare records centres managed to conduct external records surveys to Kwekwe district and Mashonaland Central province respectively. These surveys were largely because of the several cries stakeholders in these areas for the services of the National Archives records centre. Most records surveys by other records centres were conducted in urban centres which did require transport. Records management surveys brought to the attention of the National Archives records management services division problems faced by departments in the management of their records. However, the records management division was able to attend to most of the problems which appeared mostly to be none other than accumulation of semi-current records in registry office space owing to lack of disposal schedules.

Most records centres were able to conduct records surveys as shown in the table below

| CENTRE | NUMBER OF SURVEY HELD |
|--------------|-----------------------|
| Harare | 28 |
| Bulawayo | 30 |
| Masvingo | 8 |
| Chinhoyi | 7 |
| Gweru | 27 |
| Mutare | 8 |
| TOTAL | 108 |

mostly in urban areas for most records centres acted as a strong marketing tool for the services of the National Archives of Zimbabwe, resulting in a number of departments seeking the services of the institution especially when it came to issues not only of storage of their semi-current records but also their request as well.

(ii) Accessions

The year realised a relative increase in the amount of semi-current records brought for safe keeping into the records centres. A total of 6334 cu ft of records was accessioned. The individual work for the various centres is as shown in the table below:

| Centre | Accessions (cu ft) |
|--------------|--------------------|
| Gweru | 50 (129) |
| Harare | 4 710 (1 223) |
| Bulawayo | 12083 |
| Masvingo | 123 |
| Chinhoyi | 196 |
| Mutare | 17 (300) |
| Total | 6 334 |

Bulawayo archives recorded the highest number of accessions during the period under review. For centres like Chinhoyi the relative increase in accessions is attributed to the availability of space in their repositories and the fact that the centre was still relatively new and the fact that their surveys had come in handy to stakeholders who had been used to improper records management practices. Few accessions came on board at Mutare and Gweru records centres primarily because of space constraints despite the surveys conducted in these centres.

(iii) Records Processing

Most records centres witnessed an increase in records processing. The statistics below show this explicitly:

| | |
|--------------|---------------|
| Harare | 3 040 (2 388) |
| Bulawayo | 1 083 |
| Gweru | 183 |
| Masvingo | 123 |
| Mutare | 50 (180) |
| Chinhoyi | 196 |
| TOTAL | 4 565 |

Records processing continued as a major activity for the records management services division. While there was need to increase processing of records in the provincial centres like Mutare and Masvingo, the major challenge was that of space to house these processed records. These centres tried to balance the issue of space and records processing by disposing time expired records leaving space to their credit to process new accessions. This strategy was quite successful in Masvingo and Gweru records centres. A total of 4565 records were processed during the year under review.

(iv) Records disposal

| Centre | Number (cu ft) |
|----------|----------------|
| Gweru | 253 (282) |
| Harare | 150 (4 031) |
| Bulawayo | 124 |
| Masvingo | 79 |
| Chinhoyi | - |
| Mutare | 572 (160) |

Time expired records were disposed by destruction in all records centres of the National Archives as part of the records management programmes for stakeholders. The table above reflects the quantities of records disposed by destruction. Mutare records centre seemingly appears to have had the highest number of destruction of time expired records. Most of these records destroyed appeared to have been deposited whilst already due for destruction hence the authority for their disposal came whilst

was not a reprieve at all as regards the space requirement for the centre.

Records disposal at the records centre entails destruction of time expired records and transfer to public archives of records due for transfer to public archives. A total of 971 cu ft of records was transferred to public archives and research. This figure represents records transferred to public archives from Harare records centre. There were no transfers to public archives received from the regional records centres.

Marketing of Records Centres

In an effort to market the National Archives records centre services, the records management services division. Harare records centre hosted four groups of records management students from the Harare polytechnic college and another group from the Zimbabwe National army staff college in Bulawayo. Masvingo records centre hosted Great Zimbabwe University History and development studies students and gave them lectures on the role and work of the National archives records centres. Gweru, Mutare and Chinhoyi records centres participated heavily in the NESD careers guidance and counselling programmes for their respective regions which were a strong marketing tool for the department at provincial level.



Mrs. Kambaza, Records Management Officer

SECTION

The Public Archives and Research section is the hub of the National Archives of Zimbabwe. Its mandate is to acquire, preserve and provide access to archival documents in whatever format. The section managed to increase service to its clients because of a number of improvements during the year, which include acquisition of a computer, recruitment of Archivists to fill in vacant posts in the section, acquisition of storage boxes among other things.

Acquisition

Transfers from Records centre are still low due to lack of space in the receiving bay. Records are only transferred on request and only when space is available, this sadly continues to deprive information to researchers and members of the public as mature records continue to be housed in the Records centers where access is limited. However, there was an increase in acquisition of material unlike the previous year.

See Appendix for comparative statistics for the year 2008 vs 200



Mr. Chigodora. Archivist processing records

the key areas of the section, would continue 231cft of records were processed. The Records centre provided space to temporarily house mature records due to be transferred to the Public Archives section because of lack of shelving space in the repository. This year the Accession register and Delineation reports bound for Matebeleland were sent to the Conservation unit for repairs.

The restoration of the air conditioning system is still a challenge despite favourable efforts by donors such as the U S Public Affairs to resuscitate it.

Computerization

Computerization of the manual reference card index system improved due to the acquisition of another computer. Our database currently stands at 17 261 (11 362 in 2008). Members managed to computerize card index J to N (E to I for year 2008). To date 19 trays have been computerized from the total 80 trays. The section still needs more computers and a reliable back-up system to assist us on the task at hand.

Access

The section received 1 693 Researchers who utilized our reading room. This was an improvement as compared to 2008 where we had 1 548. This can be attributed mainly to the stabilization of the economy brought about by the use of multi-currency, which saw researchers managing to visit the National Archives.

Marketing of National Archives

The section managed to attend two national exhibitions namely; Harare Agricultural Show and the Sanganai/Hlanganani World Travel and Tourism Africa Fair in October. A vigorous marketing plan should be put in place to market the use of the holdings.

Preservation and Processing

The section acquired about 4500 boxes storage of which 500 boxes were sent to Bulawayo Archives to aid in their storage capabilities. The availability of

NATIONAL REFERENCE LIBRARY

The library section was operating on a full staff compliment and as a result backlogs have started clearing. Highlight for the year included completion of the 1999/2000 Zimbabwe National Bibliography (ZNB), which is now awaiting printing and exhibiting at the Book Fair, Zimbabwe Agricultural show and Sanganai exhibition.

General collection

Accessions

| | |
|------------------------|-----|
| Legal deposit material | 202 |
| Donations/ Gifts | 6 |
| Purchases | 0 |

Shortage of foreign currency resulted in none purchasing of books and foreign publications. The total number of titles in the library came up to 50 400 by year end.

Cataloguing

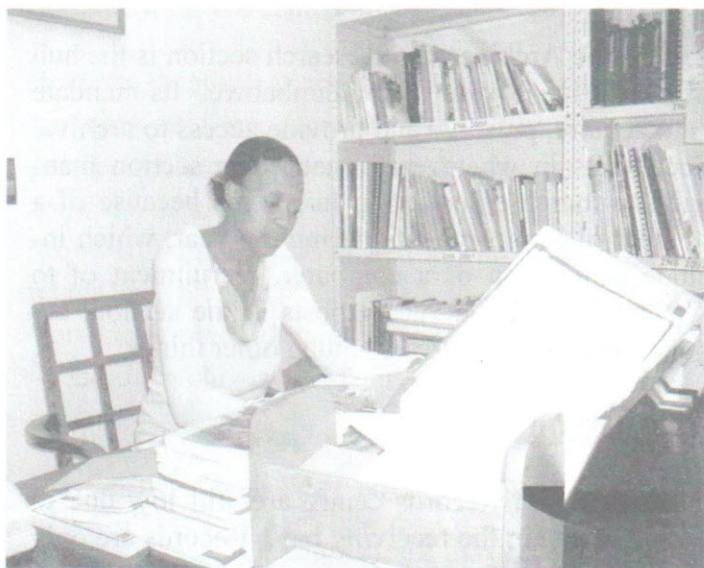
| | |
|-------------------------|-----|
| ZNB | 415 |
| Bibliography/Obituaries | 143 |
| UNESO | 44 |
| ISBNs issued | 440 |

The book industry is grouping as evidenced by the number of ISBNs requested by publishers. There is a remarkable improvement as compared to the past 5 years.

Serials

| | |
|------------------|----|
| New titles | 5 |
| Acknowledgements | 15 |
| reminders | 18 |
| Ceased titles | 25 |

The flow of most publications was quite commendable except for Kwayedza and Southern Times which have not been coming. Follow ups were done to rectify the non-deliveries. Above all, work under serial Publications involving the acquisition, recording and shelving of material is flowing smoothly.



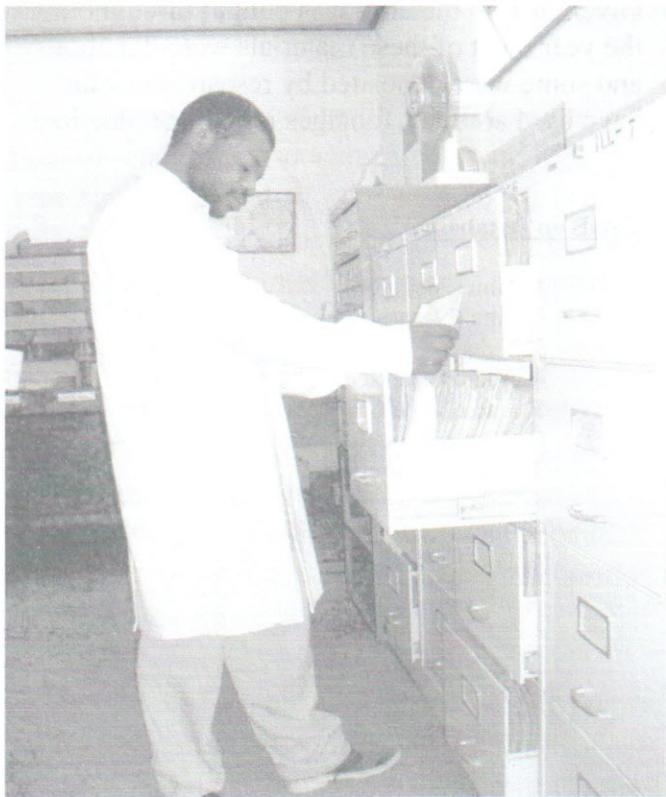
Wendy Mubariri. One of the Librarians cataloguing

Government Publications

| | |
|-----------------------|-----|
| Government Gazettes | 69 |
| Statutory instruments | 212 |
| Acts | 8 |
| Debates | 81 |
| Bills | 8 |
| Reports | 0 |

The administration of Government Publications is proving to be difficult because there is no legislation to help in the acquisition of these publications. Collection of these depends on the goodwill of Government Ministries and their departments. Legislation has to be improved to ensure a comprehensive collection of government Publications.

Illustrations



Mr. Kadzora from the illustrations office

| | |
|---------------------|-----|
| Visitors | 356 |
| Photocopy orders | 444 |
| Digital orders | 51 |
| Photographic orders | 324 |
| Enquiries | 180 |
| Gifts | 4 |
| Maps repaired | 9 |
| Maps sold | 68 |
| Prints sold | 46 |

Due to the full staff compliment in the section, there was sound progress in all the units; Cataloguers, Serials, Government Publications and Illustrations. We are currently working on the 2008/9 Zimbabwe National Bibliography (ZNB).

TECHNICAL SECTION

AUDIO VISUAL

General

The year under review was not a good one for the Unit. The year began on a very low note and major highlights of the year included failure to expand the collection due to lack of funds to make a reasonable acquisition materials and broken down equipment. However, some significant achievements were attained during the year with the most prominent one being the repairing of cold rooms.

Major challenges of the year were principally to do with equipment breakdown. Cold room 1 and 2 which broke down in 2006 were down for a good part of the year. Telecine Equipment (16mm projector) and the Editing Table (16mm relay) which broke down in 2004 and 2006 respectively were still not repaired by the year end. This meant that 16mm films which accounts for the bulky of the collection could not be viewed or copied to other carriers for preservation purposes. The Ultrasonic cleaning machine used for cleaning both 16mm and 35mm films which has not been working for a number of years now was still not repaired at year end. To add to this list, the Revox deck to tape recorder, Revox speakers, and slides projectors were not working by the year end.

Acquisition

As a consequent of some of the above stated frustrations, the Unit only managed to acquire six DVDs, 20 VHS cassettes, 7 (16 mm) films, and 5 audio cassettes through donations. No direct purchase of audiovisual materials was done due to lack of funds and this mired the mandate to be the leading custodian of Zimbabwean film and sound productions.

Preservation

Preservation continued to be a priority throughout the year. Main emphasis was placed on climatic control and a clear testimony of this was the prioritization to repair cold rooms through a special fund from The Culture Fund Trust. From then on temperature levels were recorded daily (Statistics on appendix B). Nevertheless, the long period which the films were exposed to hostile climatic conditions had already affected them. Consequently, a sample test for Vinegar Syndrome indicated an

increase of films affected by the Vinegar Syndrome as compared to that of the previous year (Statistics on Appendix C). However, the results of the sample revealed the deterioration is still at its primary stages and under favorable climatic conditions the films can still realize their full life expectancy.

Access

Notwithstanding the fact the some of the equipment requisite to facilitate access were down, acquisitions were processed and the database was consistently updated to facilitate easy access to collection (Statistics on appendix A). In terms of visits, the year saw a drop in the number of visits from last year's 79 researchers to 56, this number excludes guided tours.

Given that no material was bought throughout the year most of these materials were donations and some were deposited by researchers who have used archives footages in their productions.

| <u>Totals on Database</u> | 2008 | 2009 |
|---------------------------|--------|--------|
| 1. Film (Positive) | 2392 | 2392 |
| 2. Film (Negative) | 269 | 269 |
| 3. Video | 286 | 307 |
| 4. Audio Tape Reels | 386 | 386 |
| 5. Audio Tape Cassettes | 1150 | 1197 |
| 6. Gramophone Records | 10 406 | 10 406 |
| 7. Compact Discs | 8 | 14 |
| 8. Slides | 1045 | 1045 |
| 9. Books | 187 | 200 |
| 10. DVD | 7 | 12 |



Mr. Kashiri. Working with one of the video cassettes

Summary of Statistics

| 1. | Acquisitions | Quantity acquired |
|-----|----------------------|-------------------|
| 1. | Film (Negative) | |
| 2. | Film (Positive) | 7 |
| 3. | Video | 20 |
| 4. | Audio Tape Reels | 0 |
| 5. | Audio Tape Cassettes | 5 |
| 6. | Gramophone Records | 0 |
| 7. | Compact Discs | 0 |
| 8. | Slides | 0 |
| 9. | Books | 7 |
| 10. | DVD | 3 |

ORAL HISTORY

Oral History continues to fill in gaps of undocumented and under documented materials. The year started on a slow note with so many challenges that faced the unit. Oral history, as a section is there to augment other services provided by the archives. Economic and political issues curtailed progress in oral history work. There was a sharp decline in our oral history interviews because of the political trend that had been prevailing. Financial constraints and escalating costs still hindered progress. There were no funds commensurate with operations available and the section has failed to service its equipment.

In the past 3 years, the unit carried out interviews on the Liberation Struggle under the theme, Capturing a Fading Memory. In this project, interviews were collected on both the First and second Chimurenga, although most of these were on the second Chimurenga. However, the project did not realise most of its goals due to lack of resources. More-over the political atmosphere also played a pivotal role in the collection of these interviews. Some informants thus ended up lying thinking that they would benefit if they claimed to have participated during the war. Thus it is in the light and experiences from the previous project that the section seeks to divert its attention from the projects that might have some political influence and embark on apolitical projects that would be sustainable in the long run.

As a long term strategic plan the Oral History section hopes to embark on the project of interviewing the people who practise traditional medicine, these would include the N'angas, spirit mediums throughout the whole country. More so the unit will also carry out interviews on the traditions, dance and culture of the minority ethnic groups such as the Tonga, Sotho, Kalanga and the Nambya among others. These interviews would pave way for new research but have not been able to do so due to the scarce material on the minority groups at the Archive.

Strategic plan objective:

To reinforce the oral history program to enable us to efficiently supplement and complement our document holdings.

In this endeavour of complementing the archival role, the section seeks to professionally gather interviews both audio and visual. In 2008 the main thrust of the section became the collection of oral histories and oral traditions about the first and second Chimurenga up to 1980. The unit carried out these during the exhumation of the former war heroes in Mt Darwin. The interviews conducted mostly cover the liberation struggle although very few were collected due to the financial constraints.

The work plan which had been drawn up, ended up being a useless document, as the plan indicated did not come to fruition in the earlier part of the year. The financial resources available could not sustain any one programme such that the interviews could not be conducted. The collection has been disadvantaged by failure to provide the requisite resources timeously.

Consultation of Oral History material

Our researchers have continuously gained from the transcripts available. Topics that have been consulted are as follows:

- Land issues
- Farming in general
- Chieftainship
- Liberation struggle
- Politics
- Role of women
- Traditional beliefs
- Labor movements
- Rhodesian Railway Workers Union

Achievements

- Accessioning
- Describing our collected interviews

Challenges

Financial constraints and escalating costs hindered progress in the period under review. The unit needs a stable budget if operations can take place. The major handicap was that there were no consumables

to enable oral history interviews to take place. The equipment has not been serviced since it was purchased.

Recommendations

- The unit needs a stable budget if operations can take place and enable the pursuance of the objectives of the program

- Funds should be unveiled at the beginning of the year so that the purchases would be made on time
- Equipment should be serviced at least once a year and new equipment should be purchased to replace the obsolete ones.

Output Statistics

| Period | Jan – March 2009 | April – June 2009 | July - Sept 2009 | Oct – Dec 2009 | TOTAL |
|---|------------------|-------------------|------------------|-------------------------|---------------------------|
| Preliminary interviews conducted | 1 | 8 | 161 | Nil | 176 |
| interviews conducted | Nil | Nil | 139 | 1 1 video re-cording | 145 1 video re-cording |
| Draft transcripts | 2 | 1 | 3 | 2 | 16 |
| Editing of transcripts | Nil | – | 1 | Nil | 8 |
| Checking of drafts against tapes | suspended | suspended | suspended | suspended | suspended |
| Draft transcripts sent to interviews for checking | nil | nil | nil | nil | nil |
| Interviews fully processed | Nil | Nil | 2 | – | 9 |
| Donations received | Nil | – | 2 manuscripts | Nil | 2 |
| Index cards prepared and filled | – | Nil | – | – | 22 |
| Transcripts transferred from the flimsy paper to bond | 20 | 10 | 60 | 34 | 120 |
| inquiries | 4 | Nil | 4 | 1 | 12 |

CONSERVATION UNIT

The year 2009 showed a remarkable increase in production. Production for the year rose significantly to surpass the previous years. The following activities were carried out during the year:-

- Leather binding was carried out on crime registers.
- Accounts registers from the research were repaired and rebound.
- Loose files from the research were deacidified, repaired and bound permanent volumes.
- Library books and serials were bound into permanent volumes.
- Maps and posters were repaired and fitted with new handles.

Materials and equipment

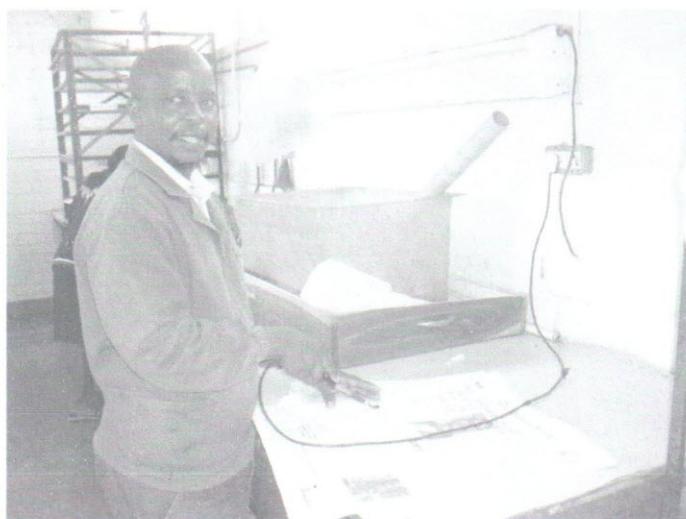
The shortage of materials affected all the operations of the unit. Funds to purchase boards, chemicals and adhesives were not permitting. The electrical guillotine broke down during the second month of the year. The unit manages to locate a reputable technician who carried out some repairs and service of the machine. The machine is working well.

Statistics for work done

| Year | 2008 | 2009 |
|----------------|------|------|
| Items bound | 129 | 189 |
| Items repaired | 320 | 730 |

Others

82 files and folders were made
7 maps were repaired
8 labels were printed



Mr. Kore the Conservator

EDITORIAL AND PUBLICATIONS PROGRAMME

Reports for 2005 and 2006 have since been completed and are awaiting printing. However the institution still insists that there are no funds yet available to take the finished compilations to the printers.

A new brochure for the institution is also being compiled. This came in view after noting that the brochure still in use is old and outdated and does not give adequate information about the changes taking place at the institution.

A number of our staff managed to attend various conferences in a bid to market the institution. Events such as the Book Fair, Z.I.T.F, and the Agricultural Shows were attended to put the institution on the map.

Various members of staff were in a position to attend a Strategic Plan Workshop in Masvingo. This was so as to outline the different strategies that are to be used so as to make the institution a viable heritage organisation.

STAFF AND PROFESSIONAL MATTERS

PROFESSIONAL MATTERS

Due to the fact that 2008 was a rather bad year for the whole country both politically and economically, financial constraints have been the major. This has resulted in the department not acquiring any funds so as to send any of its staff members to acquire further education. As a result of this, if any staff member wanted to further their education, they had to pay for their own tuition.

The institution has been experiencing and enjoying close ties with the Islamic Republic of Iran. After several diplomats visited the institution, they were impressed with the level of archival administration and invited several staff members to visit their country. The Director (I. Murambiwa) went along with Mrs Marowa for a cultural exchange programme.

STAFF MATTERS

In the Public Archives Section, the year opened with 2 vacant posts for Archivists, which were filled in august by S. Nyagwande and T. Chigodora. The substantive Chief Archivist post was filled by Oral Historian C. Moyo who also acted as Chief Archivist Technical. Three Orderlies also joined the section in the second quarter of the year.

The Conservation Section saw a swap of office orderlies during the year. A new member Miss R Kanyoka replaced Ms G Gondo. Mr. V Nduna was appointed in the Audio Visual Unit. The Technical Section also saw three grounds people being appointed and these include L. Madera, D. Kwenda and G. Mboneke.

The Library Section had lost a lot of staff members as a result of the Economic challenges that were facing the country. However during the second quarter of the year a number of Archivists and Office Orderlies were appointed. These include R. Karadzandima who was placed in the Illustrations Office. R. Kambasha was placed in the Editorial Office to work with O. Wutete. F. Kutsakatika, T. Makoni, W. Mubariri, K. Tonhodzai were placed in the Catalogue and Serials Offices. The Library section also saw the reappointment of Mrs. L. Masumbuko as the Senior Librarian. Miss E. Mhlanga was appointed as the Executive Secretary. There were three Office Orderlies that joined the Library Section and these are E. Takura who joined the institution that quarter, A. Ruwo and P. Mawirire who was transferred from the Research Section.

In the Records Section there were some notable changes. Although there were some resignations, for example in Chinhoyi, staff figures generally improved as new members and reappointments were taken on board e.g. Ms F Chanetsa, C Dzenga, (Harare) and Mr S Chizanga (Mutare). However, Chinhoyi still needs in RMA, Harare, an Executive Assistant and Bulawayo an office Orderly. Staff movement s was also undertaken in an effort to enhance efficiency in the management of public records in the records centres. Mr. Kwesu transferred from Masvingo records centre to Bulawayo archives to lead the records management section for the Bulawayo archives.

Mr. Magama transferred from Chinhoyi records centre to Masvingo records centre.

The institution lost a number of employees to other Government Departments and also other institutions and countries. Tanzania gained the expertise of B. Mzezwa and M. Mapfumo under the United Nations Programme..Taruvinga was transferred to the Harare Polytechnic College and E. Pindai was transferred to the Parliament of Zimbabwe. The following employees resigned during that same period and these are A. Nherera, K. Gombe, C. Muziva, T. Ruwende, K. Hondo, P. Mhashu and A. Chipangura

APPENDIX A

A Comparative Table for 2008 – 2009

| | 2008 | 2009 |
|--------------------------|--------|--------|
| Acquisition | 160 | 795 |
| Processing | 167 | 231 |
| Computerization | 11 362 | 17 261 |
| Enquiries: Written | 2* | 16 |
| Telephone | 19* | 38 |
| Visits by Researchers | 1 548 | 1 693 |
| Visits to the Gallery | 79* | 219 |
| Guided Tours | 3* | 30 |
| Exhibitions | 0 | 2 |
| Conservation work orders | 1* | 9 |
| Historical Manuscripts | 0 | 4 |
| Special Deposits | 0 | 3 |

NB: * Covering the first quarter where the other statistics for other quarters are not available

APPENDIX B

Climatic control

Average Temperature

Cold Room 1: 10 Degrees Celsius
Cold Room 2: 10 Degrees Celsius
Cold Room 3: 15 Degrees Celsius

NB: The average temperature levels for cold room 1 and 2 are for the first 6 months of the year. This is because the cold rooms were not working.

Humidity Levels

Uncontrolled (Dehumidifiers not functioning)

APPENDIX C

Vinegar Syndrome sample test results

The table below shows the results of the 95 films tested for Vinegar Syndrome in 2009

| LEVEL 0 | LEVEL 1 | LEVEL 2 | LEVEL 3 | TOTAL |
|---------|-----------|---------|----------|-------|
| 31 | 58 | 2 | 4 | 95 |
| Good | Fair-good | poor | critical | |
| 32.6% | 61.1% | 2.1% | 4.2% | |

The table below shows the results of the 80 films tested for Vinegar Syndrome in 2008

| LEVEL 0 | LEVEL 1 | LEVEL 2 | LEVEL 3 | TOTAL |
|---------|-----------|---------|----------|-------|
| 51 | 30 | 0 | 0 | 80 |
| Good | Fair-good | poor | Critical | |
| 63.75% | 36.25% | 0% | 0% | |

APPENDIX D

Public Archives. Total:231 cubic feet

- Masvingo Criminal Records =23 cf
- Reprocessing of census returns for Europeans, Asiatic and Coloureds for the years 1936, 1941 and 1946 =117 cf
- Deceased estates =60 cf
- Reprocessing of census returns for Africans. =31 cf

Total number processed =231 cf

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Website: www.natarchives.gov.zw

DIRECTORATE

Director

Mr I. M. Murambiwa BA (Hons), M.Phil, MBA

PUBLICATIONS PROGRAMME

Editorial Archivist

R. Kambasha BA (Hons), Museum studies

ARCHIVES AND RESEARCH SECTION

Principal Archivist

P. Marowa BA;

Archivists

L. Muchefa BA;

K. Mavingire BA;

S. Nyagwande BA;

T. Chigodora BA;

S. Nyatsvimbo Dip Secretarial Studies

Executive Assistant

LIBRARY SECTION

Acting Chief Librarian

Mr O. Wutete BA, F.E.T.D, Dip. Rec. Mgt

Principal Librarian

Mrs. L. Masumbuko HND Lib & Infor Science, Cert. Mrktng of Lib services

Archivists

K. Tonhodzai BA; F. Kutsakatika BA (Hons), Archaeology

R. J. Karadzandima BA (Hons), Cultural Heritage studies

Mr. S. Mutumhodyo

W. Mubariri HND Lib & Infor Science

T. Makoni HND Lib & Infor Science

Mr. Z. Kadzora NC Science Technology

MAIN RECORDS CENTRE

Acting Chief Archivist

Mr. D. Maboreke BA (Hons), Grad CE, Cert. Rec. Mgt

Records Management Assistants

S. Kambaza HND Rec & Infor Science

F. Chanetsa ND Rec & Infor Science

E. Shumba ND Rec & Infor Science

ORAL HISTORY PROGRAMME

Oral Historian (Shona)

Mrs. C. Moyo BA, Grad CE, Dip Rec. Mgt

REPROGRAPHIC UNIT

Reproducer

Mr. O. Taruvinga

CONSERVATION UNIT

Document Conservator

Mr. E. Kore Cert. Print Finishing & Converting

Assistant Conservator

Mr. T. Nyandoro Inhouse Book binding & conservation

AUDIO- VISUAL UNIT

Archivist

Mr. V. Nduna Bsc (Hons) Records & Archives Mgt

ACCOUNTS

Accountants

Mr. I. Mabwe ND Acc
S. Makubaza ND Acc
P. Mugadza ND Acc

HR Assistant

Mr. R. Zvidza
L. Muzenda Bsc (Hons) Human Resources and Industrial Relations, Dip. Personnel Mgt

Registry Clerk

Mrs. J Matonhodze

Private Secretary

Mrs A Chikwavaire

Caretaker

Mr. C Chitsike

Commissionaire 1

L. Makuwaza

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M. Mapiye

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Mr. D Matongo

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Mr. M Kwesu Bsc Lib & Infor Science

Archivist

Mr. S Bhebe BA

Records Management Officer

A. Kandishaya ND Lib & Infor Science; M. Nzira NC Lib & Infor Science

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A. Bunure ND Sec Studies

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Archivist (Manicaland)
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B Mamvura BA
S Chidzanga N. D Rec. Infor. Mgt
Mrs. Muchete ND Sec

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FOURTH FLOOR MASVINGO**

Archivist
Records Management Officer
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Mr. Magama BA
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S. Tafamba