

# National Archives of Zimbabwe



## DIRECTOR' S ANNUAL REPORT FOR THE YEAR 2016



**REPORT**

**OF THE**

**DIRECTOR**

**NATIONAL ARCHIVES OF ZIMBABWE**

**FOR THE YEAR 2016**

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## INTRODUCTORY REMARKS



**DIRECTOR I.M.MURAMBIWA**

***Honourable Minister of Rural Development, Promotion and Preservation of National Culture and Heritage***

Comrade Abednico Ncube

It my pleasure to present the National Archives of Zimbabwe 2016 Report. 2015 was always going to be a hard act to follow given the echoing success from the successful hosting of the 23<sup>rd</sup> ESARBICA General Conference at Victoria Falls. We set as our main targets steering the ESARBICA ship during our presidency to greater heights as well as consolidating the position of records and archives management in our newly reconfigured Ministry.

National Archives of Zimbabwe's mandate is to acquire, preserve and provide access to historic documents, objects and stories that promote national memory, pride and identity. In acquisition of historic documents our records management programs in Ministries, Departments and Parastatals provide us with opportunity to harvest these at points of creation. In addition to this we also acquire, through purchases, donations and legal deposits from individuals and non-state organisations. Major challenges in the execution of our mandate include archaic policies and procedures, obsolete equipment and inadequate shelving space.

Despite the existing adverse economic environment am glad to report on a number of achievements detailed in my main 2016 report. These include draft retention and disposal schedules for health sector records and draft Digital Transition Framework for public sector records management. The latter is a timely response to adoption of e-governance across the public sector. In that regard am glad that we now have a fully operational ICT Unit and the results are already showing through general readiness for digitization, improved internet connectivity and uploading of our 2009-2015 Annual Reports on our website. Also uploaded through KOHA platform are 2010-2015 ZNBs (Zimbabwe National Bibliography). With regards digitization we secured a grant from FIAT and the Swiss government to digitize our film collection and work is scheduled to start in 2017.

Honourable Minister, in 2016 we also engaged in various activities to raise the public profile of the department. The department took part in various promotional activities that included commemorating International Archives Day, an event that was graced by the President of the Chiefs Council, Senator F. Charumbira and eighteen other Chiefs; World Audio Visual Day celebrations and UNESCO's Universal Access to Information Day commemorations. The events endeared the department well to key stakeholders.

Lastly and on a sad note, the department discovered that a piece from the valuable Thomas Baines collection was stolen from our premises and reportedly hawked in South Africa. The matter is under investigation by law enforcement agencies. Measures have since been taken to upgrade collections security.

Despite some of the above challenges am looking forward to a fruitful 2017, a year that should be characterized by quantum progress in building and managing secure digital archives. In 2017 we shall also be co-hosting the 24<sup>th</sup> ESARBICA general conference in Malawi and am looking forward to fruitful interactions in records and archives management in our region.

Thank you Sir,

Murambiwa IM (Mr)

Director – National Archives of Zimbabwe

## **RECORDS MANAGEMENT AND TECHNICAL SERVICES**

This consists of Harare Records Centre and regional records centre for the management of public sector records and the Film and Sound Unit that accommodates audio and visual archives.

### **Records Management**

Some good progress was witnessed during the year under review. Records surveys, accessions, processing of records and workshops engaging creators of public records were better than the previous year. A notable achievement of 2016 was engaging the Ministry of Health and Child Care on the review of the retention and disposal of health records. Another major highlight of 2016 was the initiation of the Digital Records Management Transition Framework which is now at an advanced stage. Although financial challenges hindered some operations, centres managed to carry out their duties well which will be seen in the statistics herein.

### **Records requests and reference services**

(Previous year figures in brackets)

7246 files (4121) were issued out in the year under review. The majority of the requests came from National Social Security Authority (NSSA). 163 (144) records management surveys were carried out in 2016 with the majority being carried out in Harare with 71 (74). Funds and vehicles for use at the records centres will improve statistics of surveys. Government departments and local authorities enjoyed records management and reference services during the year under review. The Provincial Archivists managed to attend to most of the PDC meetings and workshops in Bulawayo, Gweru, Mutare, Chinhoyi and Masvingo.

### **Accessions**

There were 10685 (4579) cubic feet of records that were accessioned in 2016. Records centres continuously engaged registries for the proper handling of records through direct contact and records management workshops.

### **Processing**

10064 (5784) cubic feet of records were processed during the year under review. Harare and Bulawayo processed 8690 cubic feet in total translating to 86.34% more than the other records centres combined. In Harare, ten additional Archivists contributed to the work output in terms of surveys carried out and processing of records and in Bulawayo there was a records practicum with students from National University of Science and Technology (NUST). Gweru, Mutare, Chinhoyi and Masvingo still grapple with lack of shelving space and materials for adequate processing.

## Disposals

### 1. Transfer of Records

1141 cubic feet of records were transferred to the Records Centre than 339 cubic feet in 2015. However, lack of space at Public Archives means that records due for transfer are taking up space for semi-current records which is not an ideal situation and ultimately hinders access to records supposed to be open to the public but are not yet processed.

### 2. Destructions

2618 (2956) cubic feet of records were destroyed. The shredder for disposing records is still not working. National Waste Collection provided disposal service during the year under review.

See Appendix A for a summary of Records Centres' statistics.



Ms Mamvura, on the right, explaining some records management concepts to visitors whilst Ms Chikukwa, second from left, looks on during International Archives Day.

## **Film and Sound Unit**

The Film and Sound Unit continued to undertake the duties of accessioning and cataloguing film and sound archives for permanent preservation and research purposes. Despite battling with machinery which was down during the year under review and lack of consumables, the unit was able to execute some of its duties and engaged into some lucrative collaborations which the report will highlight.

## **Equipment**

The bulk of the Unit's equipment requires servicing and repair. Playback equipment was regularly down hindering access to the collection. Copying is also a challenge. There is need to replace all the equipment as a medium to long term solution.

## **Accessioning**

Acquisition of new materials remained a challenge for the unit throughout the year under review. 5 DVDs (27) and 420 audio tapes (664) were collected. Cataloguing of the acquired items was suspended due to the unavailability of suitable audio cassette player. The unreliable machinery is stalling the full capability of the Unit to effectively acquire and accession new materials into the collection.

## **Preservation**

The cold-rooms were down during the year and resource constraints prevented any servicing to be carried out. Alternative funding was tried to mitigate the situation which was unsuccessful. The Unit was, however, able to clean 402 films (63). The FIAT/IFTA Save your Archives project is likely to start early 2017. Some digitisation prospects and collaborations from other players are still under consideration such as Mbira Centre and Chinese Embassy.

## **Access**

106 (101) researchers visited the Unit in 2016. There were group tours from NUST, Family Search International, Total Zimbabwe and Pro-Archives. On 2 August Mrs Kutsakatika and the Editor attended a Career Guidance Day at Rusununguko High School in Melfort which enabled the showcasing of the Mobile Archives initiative.

Film producers, actors and artists, amongst them Aaron C. Moyo, Albert Nyathi and Nakai Matema graced the World Day for Audio-visual Heritage which was held on the 27<sup>th</sup> of October. The ceremony was also graced by Reverend Damasane and Officials from the Ministry and the theme was **'It's Your Story – Don't lose it!'**





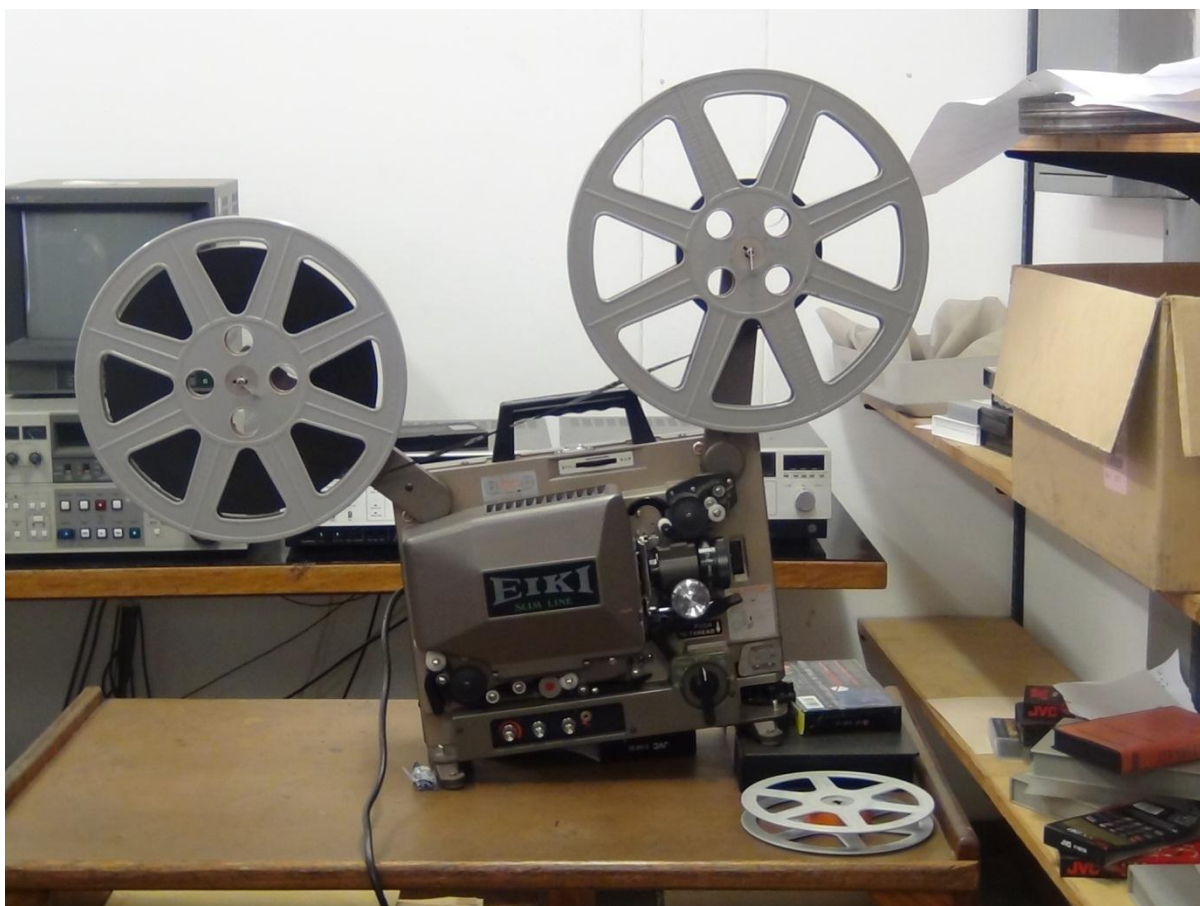
Mrs Mudzaki giving a speech during World Day for Audio-visual Heritage celebrations.

### **Summary of collaborations initiated in 2016.**

1. Mrs Mudzaki and Mrs Nyaude attended the National Archives Awareness Week celebrations in Mpumalanga, South Africa in May as part of the 2<sup>nd</sup> annual Africa Month celebrations under the theme, ***“Building a Better Africa and a Better World”***.
2. The Mbira Centre and Chinese Embassy are keen to work in partnership with National Archives of Zimbabwe in digitizing film and sound archives and the proposals are still under discussion.
3. Mr Muchefa and a team from the Department of Arts, Culture and Heritage participated at the Jikinya Arts Festival in Masvingo in November.
4. The Unit collaborated with the Department of Arts Culture and Heritage in Inventorying Intangible Cultural Heritage (ICH) with the help of the Oral Historian.

### **Annual Stock-take**

The annual stock- take exercise was not conducted as key consumables to thoroughly conduct the exercise were not available. See Appendix B for a summary of stocks.



Most of the audio-visual equipment is now obsolete and requires replacement. The digitisation thrust will address some of these issues.

## Oral History Unit

The Oral History programme continues to fill gaps of undocumented and under documented materials within the national collection housed at the National Archives of Zimbabwe. 2016 was a good year in terms of acquisitions and collaborations more so with the latter which saw the Unit collaborating with Traditional Leaders and Support Services Department, National Museums and Monuments of Zimbabwe and the Zimbabwe Defence Forces Civil and Military Relations Unit.

Through the synergies with Traditional Leaders and Support Services Department and National Museums and Monuments of Zimbabwe and the Zimbabwe Defence Forces Civil and Military Relations Unit, the Unit was able to document and archive the installations of Chief Kareya in Chikomba District ,Chief Siyachilaba in Binga and selection process for Chief Ndanga in Zaka and continued to fill in information gaps on the liberation heritage where Capturing a Fading National Memory Project left off respectively.

## **Access to Oral History materials**

The Unit continues to collect vast and various topics including deposits from individuals and private organisations. Efforts are still being made to include the other recognized languages in the country but this is being stalled by lack of human and financial resources. Provincial Centres also contribute to the Oral History Programme through engaging informants in their respective regions.

## **Consultation of Oral History materials.**

Popular topics of enquiry were:

- Chieftainship
- Intangible cultural heritage
- Indigenous knowledge and indigenous knowledge systems
- Labour Movements
- Liberation heritage
- Rhodesian railway workers union.
- Role of women
- Sacred places
- Role of spirit mediums
- Customs, rituals and taboos.

## **Workshops attended**

The Oral Historian attended the quadrennial periodic report on the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expression in March and presented a paper entitled “A race against time in capturing memory: The role of oral history in gap filling in Zimbabwe” during a workshop on Endangered and Post-colonial Archives in Fenza Zambia in October.

Below is table summarizing comparative output statistics between the period 2015 and 2016. See Appendix C on Oral History Programme activities during 2016.



Documenting the installation of Chief Kareya. Minister Ncube and Chief Charumbira, on the right, were also captured during the ceremony.

YEAR	2015	2016
ACTIVITY		
Preliminary interviews	12	17
Actual Interviews recorded	5	22
Interviews transcribed	18	40
Interviews translated	NIL	2

### Annual Stock-take

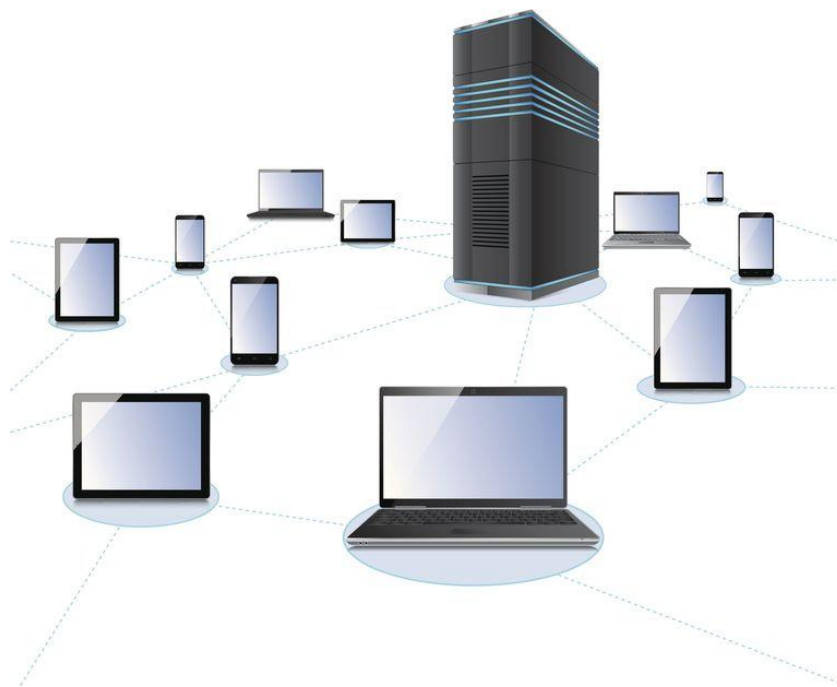
The Unit focused on checking and renumbering transcripts, testing audio tapes, recording and transcribing equipment. Officers from the Unit now retrieve oral history materials that would have been requested at the Control Desk and now have physical control of the materials unlike in the past. This has prevented anomalies in terms of misfiling and unaccountability of the files.

## ICT Unit

The introduction of the ICT Unit has managed to create an automated work environment for the institution through appropriate and user friendly software and hardware tools for the majority of the staff's work. The Unit continued to provide user support to enable the institution's mandate go ahead.

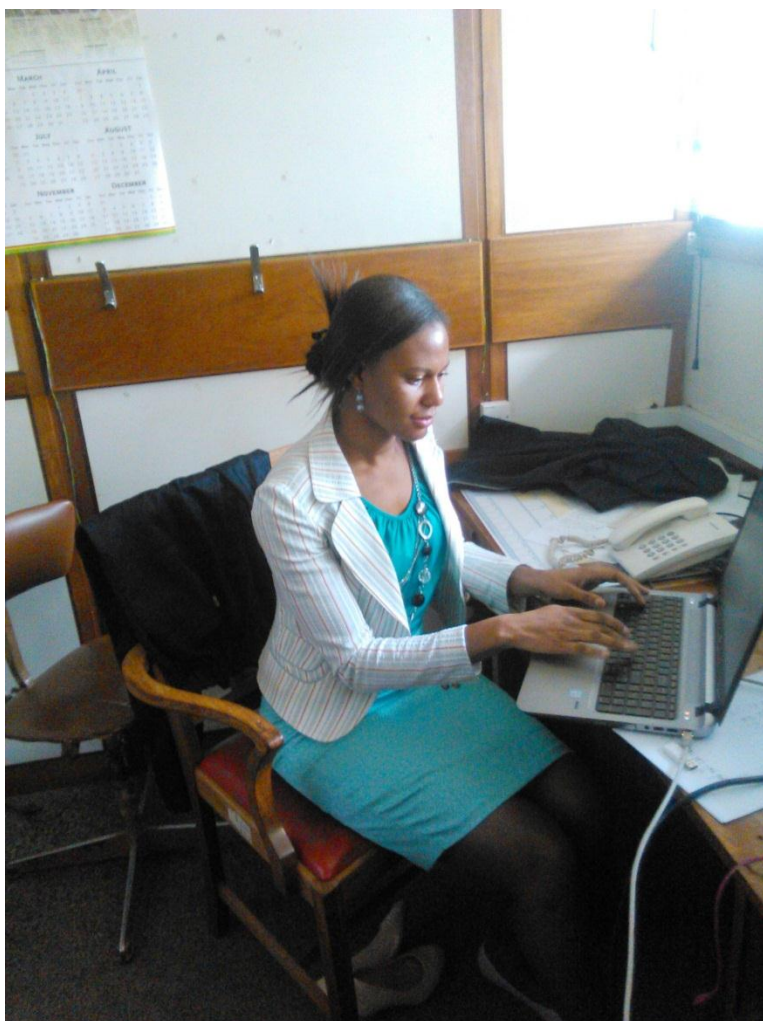
The ICT Policy and Procedures Manual were formulated and will now stand as guides for all ICT usage. During the year under review ICT Officers went to the Provincial Records Centres to assess the installation possibilities of Asymmetric Digital Subscriber Line (ADSL) for internet connectivity. Centres already have telephones line so this will allow for easy voice and data transfer. Getting the centres connected will be a big step in records management and in the augmentation of the Digital Records Management Transition Framework currently being formulated.

The internet currently in use was upgraded to fibre at 10 megabytes per second (mbps) from 2 mbps for fast connectivity. Machinery is still required to have a fully-fledged automated environment and funding is still required in this area.



Picture showing a server in a computer networking environment. NAZ is moving towards digitisation of its operations and such connectivity and access to data will be a reality.





**Ms L. Maxwell ICT Officer**

## **PUBLIC ARCHIVES, RESEARCH AND LIBRARY SERVICES**

The division consists of central government records of historical significance that are over 25 years of age and local government archives including historical manuscripts open to the public. The Library contains the most comprehensive assembly in existence of printed matter relating to Zimbabwe; books, newspapers and periodicals.

### **Public Archives and Research Section**

The section continues to strive to increase its services to National Archives of Zimbabwe clients by improvements in processed material, acquisitions and preservation to enhance access to the national collection. The section was able to carry out some of their duties despite lacking some resources as was the case with stock-taking which failed to take place. The same was for processing, which is one key element of the section, managing only 73 (0) cubic feet of processed 1990 Deceased Estate files. Despite inadequate resources, the section was able to acquire historical manuscripts which add value to the official perspective found in Government records, managed to hold a Digital Object ID system training to enhance security of the national collection and ICA –AtoM system training for access enrichment.

The section also managed to align the National Archives of Zimbabwe Act to the Constitution of Zimbabwe as well as kick-start work on its Draft Acquisition Policy document. In June, the section was able to lead the International Archives Day celebrations where the President of the Chiefs Council, Chief Fortune Charumbira, was Guest of Honour. Eighteen chiefs also graced the event.

### **Processing**

As earlier on stated, only 73 (0) cubic feet of records were processed. Availability of shelving material will improve this as space is critical for the housing of these files. This will also improve the backlog and preservation situation as records due for public access will be accommodated properly and easily accessible.

### **Access**

2644 files were retrieved as compared to 3773 in 2015. 1682 (2655) researchers visited the institution. 30 (31) schools, totalling 1569 students, visited the Alfred Beit Gallery and outside exhibitions. 147 (166) telephonic, physical and electronic inquiries were received and attended to by the section.



President of the Chiefs Council, Chief Charumbira was Guest of Honour during the International Archives Day celebrations.

### Historical Manuscripts and Public Archives.

The section also collects documentation which members of the public donate to the National Archives of Zimbabwe which makes the Historical Manuscripts Collection. The collection is processed in a manner that the public can easily identify and extract information, historical and legal relevant to their research. Below is a table of what the section acquired during the year under review.

ITEM	DESCRIPTION	FOOTAGE/SIZE
Historical Manuscript	A. Knottenbelt: Correspondence and other papers.	1 file
	Oral Interview digital audio	257mb
Historical Manuscript	D.V. Rockingham-Gill: National Arts Council Correspondence and other	1 file



	papers.	
Historical Manuscript	Professor Patel: Correspondence and other papers.	10 cubic feet

## E-governance

Training workshops were held during the year to improve the security of the national collection as well as enhance access through the Digital Object ID system and the ICA-Atom system respectively.



Mr Chipunza, from the National Museums and Monuments of Zimbabwe, standing, delivering a lecture during the Digital Object ID training workshop. The Director, Mr Murambiwa and Deputy Director Mr Maboreke are seated at the front on the right side.

## Annual Stock-take

This was not done unfortunately due to the absence of operational consumables required to carry out the exercise. However, only 2 files out of the 12 missing and misplaced files from the previous year's stock-take are still to be located.

## **National Reference Library**

2016 was a good year in terms of work output despite limited resources availed to the section. An Acquisition Policy Draft document was produced and the Printed Publications Act was aligned to the Constitution of Zimbabwe. The use KOHA system has improved cataloguing though more computers are required as the staff currently rely on one machine. The 2007 bibliography backlog was completed and 2016 entries are half way complete. KOHA also has a module that establishes online bibliographies hence the National Bibliography is now available online saving time and money on printing costs.

## **Catalogue Office**

The office is responsible for the acquisition and processing of all published materials as well as making it accessible to researchers. The section is still to adopt Greenstone software, which will enhance the drive towards establishment of a digital library, which is one of the main goals of the Library section, due to financial constraints. 300 (466) books were catalogued of the 347 (1200) accessioned items. Computers are urgently required to increase the work output. On a sad note ten volumes of reports were damaged by termites. The need for resources to protect the national collection cannot be overemphasised.

## **Serials and Government Publications**

Government Publications, Statutory Instruments and Parliamentary Debates were collected smoothly during the year under review. As has become the norm worldwide, some reports of ministries are available on their respective websites and are no longer printing them. It is a challenge in view of the legal deposit statutes but clients are being advised accordingly. Managing the downloaded material is also a challenge for the section as a digital tool adequate for this has to be established. A working solution has to be formulated. Lack of funds is causing some gaps in the collection as payment of subscriptions and purchase of books is not forthcoming. Non-payment of subscriptions will greatly affect the allocation of new ISBN numbers in the future and is a cause of concern.

## **Illustrations Office**

The office responsible for the preservation and provision of access to photographic collection managed 498 requisitions for scanning and photocopying against 526 in 2015. Scanners and photocopying machines are required more than ever. The digitisation thrust of the photographic collection will go a long way in improving access and at the same time reducing the need to have consumables for the manual production of the photographs.



Mr Tonhodzai, on the right, manning the NAZ stand during the International day for Universal Access to Information in the Harare Gardens.

Below is a summary of some of activities of **2016**

ACTIVITY	2015	2016
ACCESSIONING	1200	347
CATALOGUING	466	300
ISBN ISSUED	659	936
ACCESSED ITEMS	3021	3147

## **Annual Stock-take**

Apart from general house cleaning, returning books to shelves and identifying books requiring repair, the 2016 stock-take exercise mainly concentrated on rearranging books in the staff library.

Books in the staff library were previously arranged according to author's names but this hindered easy access by staff members without the assistance of Librarians. The Dewey Decimal system was then used to arrange the books.

7 (13) books were found to be missing during the exercise. Regular checks are proving to be effective as some of the books reported missing would have been misplaced. Librarians now retrieving are also doing a good job of making follow-ups of library materials' movement thereby safeguarding the materials from possible loss.

Periodic stock verification would go a long way in managing the collection rather than wait for March only to do this. Recommendations for this and other proposals will be tabled for 2017.

## **Conservation Unit**

The Unit managed to carry out most critical activities despite limited materials available. In the absence of the Guillotine, which requires servicing, washing and repairing of document was done.

Bulawayo Census Registers of 1926 were repaired. Civil Records of Urungwe were worked on to remove dust and moulds.

## **Materials and Equipment.**

No materials were received during the year under review. The Guillotine needs servicing and blades sharpened.

## **Summary of work done in 2016**

<u>Year</u>	<u>2015</u>	<u>2016</u>
Items bound	41	2
Items repaired	2750	3082

## **Other Work**

40 folders were created

51 numbers designed

## **Editorial and Publications Programme**

The majority of the Unit's core functions were fulfilled during the year under review although lack of resources, at times, delayed or prompted improvisations to achieve these functions.

### **Publications**

The Director's Annual Report continues to be produced highlighting activities of the previous year and providing information of our key deliverables as a department. The 2009 to 2015 reports are available on our website and can be easily downloaded.

Using library based software, KOHA, has enabled production of an electronic bibliography which can also be accessed easily online. This has become the norm worldwide and connectivity and accessibility to publications has improved over the years. The Editor, the Library section and ICT Unit are also working on the best ways to manage E-books that we are receiving.

In April the Editor chaired the committee selected to work on the review of the National Archives of Zimbabwe Act and during the last quarter of the year worked on the alignment of the Act to the Constitution of Zimbabwe.





The Editor, Mr Mavingire, at the reception area of the Ministry's stand at the Harare Agricultural Show where NAZ exhibited as well

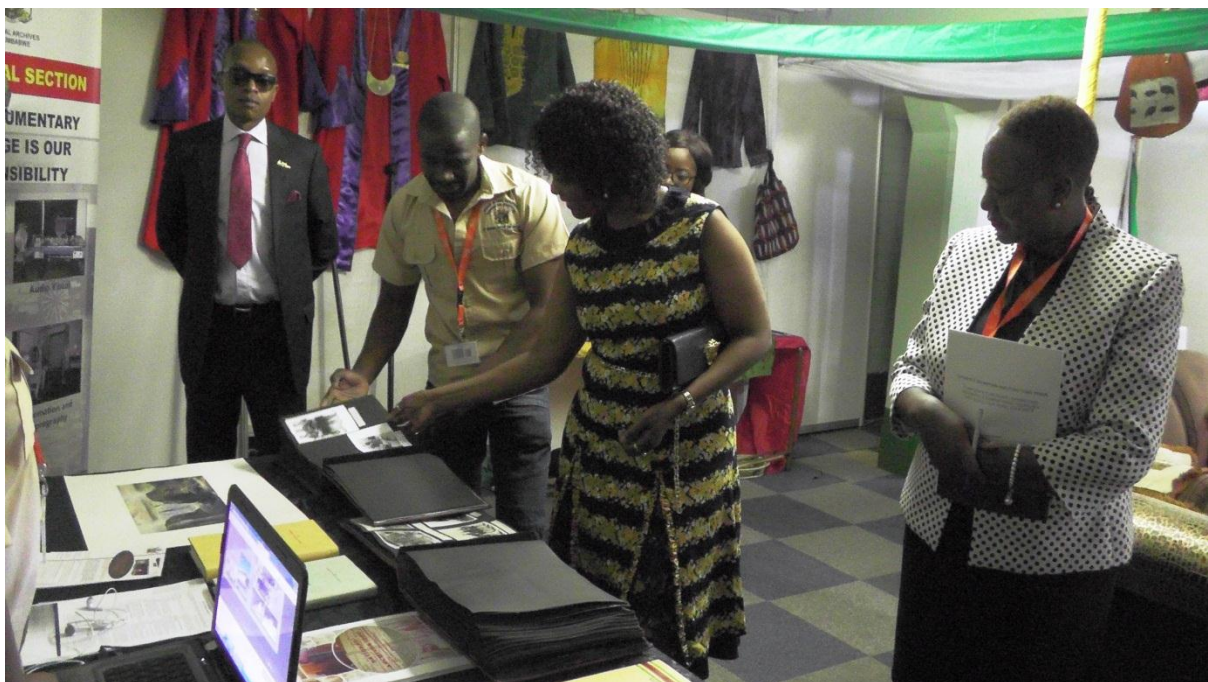
## Publicity and Marketing

On 2 August the Editor and Mrs Kutsakatika attended a Career Guidance Day at Rusununguko High School in Melfort which enabled the showcasing of the Mobile Archives initiative. The platform enabled us to disseminate information about the services of the National Archives of Zimbabwe.

From 22 to 27 August, the Editor and Mr Mutenha exhibited at the 2016 edition of the Harare Agricultural Show.

On 18 November, the Editor and Mr Tonhodzai exhibited on access to information during the International Day for Universal Access to Information celebrated in the Harare Gardens.

The Editor designed fliers which are used as promotional material and these were distributed during the Harare Agricultural Show, International Archives Day in June, and World Day for Audio-visual Heritage in October and are still available.



The First Lady, Dr Amai Grace Mugabe graced our stand. Here she goes through our pictorial collection on display.

## **STAFF AND PROFESSIONAL MATTERS**

### **Staff Matters**

The departmental establishment, based upon a new establishment structure from the Public Service Commission, now stands at 133. Current posts are 101 leaving 32 vacant posts. Bulawayo National Archives still require general hands and an Executive Assistant. In Gweru an Executive Assistant and Office Orderly are required and in Masvingo an Office Orderly is needed as well.

### **Appointments.**

Mrs Nyaude was appointed Acting Deputy Director for Public Archives, Research and Library Services in February. Mrs Muroi joined the department from the Ministry of Education to replace Mrs Mugaui who transferred to Traditional Leadership and Support Services from the Public Archives section. The I.C.T Unit saw the addition of IT Officers Ms Maxwell and Mrs Marara and IT Technician Mr Moyo. Mrs Chari and Ms Mudekwa joined the Library and Film and Sound as Executive Assistants respectively.

In Bulawayo, the Bulawayo National Archives was joined by Ms Hove, as Archivist, from Ministry of Lands and Records Management Assistant Mr Gumbo transferring from the Provincial Administrator's office in Matebeleland North.

Mr Katehwe, Office Orderly, replaced the post left vacant by the departure of Ms Nherera in Mutare.

### **Upgrades.**

The HR Officer submitted staff ratings from 2012 to 2015 to Salary Services Bureau for processing. The transfer of policy from Home Affairs is still in process and most personal files are now at the Ministry of Rural Development, Promotion and Preservation of National Culture and Heritage.

Mrs Shambambeva, Mrs Chikono and Ms Mupindu were upgraded from Records Management Assistant C4 grades to Records Management Officer D1 grades. Librarians Ms Chanetsa and Mr Kandishaya were regarded to D1 respectively. At Masvingo Records Centre, Mrs Kuriri was upgraded from Office Orderly to Records Management Assistant.



## Professional Matters

The institution managed to attend and participate at various local, regional and international professional fora. The Director accompanied Secretary Dr Chitepo to South Africa to tour the Family Search International Johannesburg South Africa area office and its digital preservation collaboration with the National Archives of South Africa from 27 to 29 January. In April the Director attended the ICA Executive Board Meeting in Salle-Malraux, France from the 20<sup>th</sup> to 22<sup>nd</sup> and went on to attend the ESARBICA Board Meeting in Zanzibar, Tanzania from the 3<sup>rd</sup> to the 5<sup>th</sup> of June. The Director also graced the ICA Congress in South Korea from the 5<sup>th</sup> to the 10<sup>th</sup> of September before he went to Malawi for the ESARBICA preparatory meeting between 5 and 7 October.

Mr Nyaude and Mrs Kutsakatika went to Mpumalanga, South Africa to be part of the Archives Awareness week from the 9<sup>th</sup> to the 13<sup>th</sup> of June. The institution was able to engage key stakeholders and come up with a revised draft on the retention and disposal schedule of health records during workshops held in Harare and Bulawayo between 8 and 9 November and 16 December respectively.

Mr Magama completed his Master of Information Science in Archival Science from the University of South Africa. Ms Dzoriwa attended a workshop on gender at Margolis Resort from 28 November to the 1<sup>st</sup> of December on gender issues to be considered in our Ministry and department.



The Director, Mr Murambiwa, third from the left, second row, during the ICA Executive Board Meeting in Paris, France.

## Appendix A

Records Management (*Summary of statistics in cubic feet, previous year figures in brackets*)

Centre	Surveys	Accessions	Processed	Destructions
Harare	71(74)	6508(2138)	6321(2597)	1639(50)
Bulawayo	23(Nil)	2746(971)	2369(1660)	450(1981)
Gweru	23(20)	643(558)	586(550)	292(539)
Masvingo	24(4)	238(272)	238(310)	237(274)
Mutare	12(22)	67(105)	67(122)	Nil(112)
Chinhoyi	10(6)	483(535)	483(535)	Nil(Nil)

## Appendix B

Summary of stocks in the Film and Sound Unit

### Stocks

#### Films

Positives total on database is 2480

Negatives total on database is 269

\*The totals remain the same because the editing table is not working.

#### Audiotapes

Reels The total on database 387

Cassettes The total on database 1250

#### Slides

The total on database is 1055

#### Videos

The total on database is 321

*\*There were no changes on the stocks in the database because no cataloguing was done as playback equipment was down throughout the year.*

## **Appendix C**

### **Summary of Oral History activities in 2016**

- Recorded Tsonga/Shangaan oral traditions at eMhlanguleni Boli in Chiredzi during the Great Limpopo Cultural Fair from 28 to 31 July.
- Collected and transcribed Varembe of Mberengwa oral traditions during the ICH inventorying workshop in Zvishavane from 29 August to 2 September.
- The Kamungoma Base Massacre site in Gutu was visited in July and interviews were recorded.
- Documented and archived the installations of Chief Kareya in Chikomba District, Chief Siyachilaba in Binga and selection process for Chief Ndanga in Zaka.

## **PUBLICATIONS OF THE NATIONAL ARCHIVES IN PRINT**

### **GUIDES**

The Public Records of Southern Rhodesia 1890 - 1923, 1956. (Hard Cover).....\$ 5.00

(Soft Cover).....\$ 5.00

Guide to the Public Archives of Rhodesia, 1890 –1923 v.1 (TW Baxter, ed.), 1969...\$ 5.00

Guide to the Historical Manuscripts in the National archives Rhodesia (TW Baxter and E Burke, ed.) 1970..... \$ 5.00

Guide to the Photographic Collection of the National Archives of Zimbabwe (J Bourdillon, Comp) 1989..... \$ 5.00

### **REPORTS**

1954 –1962, Archives in a Growing Society, 1963.....Free

Annual Report of the Director of National Archives, from 1971

### **OPPENHEIMER SERIES**

No. 1, The Matebele Journals of Robert Moffat 1829 –1860, (J P R Wallis, ed.). A Facsimile of the 1945 edition, 1.Softcover (2v)..... \$ 15.00

DOCUMENTS ON THE PORTUGUESE IN MOZAMBIQUE AND CENTRAL AFRICA, 1497 –1840

Issued in conjunction with the Centro de Historia e Cartographia Antiga, Lisbon and obtainable from the National Archives.v.9 (1589 –1615), 1989..... \$20.00

### **ZIMBABWE NATIONAL BIBLIOGRAPHY**

Previously it was on the list of Publications Deposited in the Library of the National Archives and Rhodesia National Bibliography. An annual list of material received under the compulsory deposit legislation, 1961..... \$ 5.00

### **BIBLIOGRAPHIC SERIES**

No. 3 Zimbabwe Political Materials Published in Exile, 1959 –1980 (I.J Johnstone, Comp), 1987

..... \$ 5.00

### **OTHER PUBLICATIONS**

Zimbabwe Epic. A Pictorial history from the earliest times to Independence (P. Mazikana and I.J. Johnstone, comps, R. G. S. Douglas, ed) Reprint of 1984..... \$ 25.00

The Philatelic and Postal History Treasures of the National Archives of Zimbabwe (J.A. Landau, I.J. Johnstone, C.M. Hoffman) National Archives of Zimbabwe and Shannon Services (Private) Limited. Harare, 2004.....\$20.00

National Archives 75@30: 75 years of Archiving Excellence at the National Archives of Zimbabwe (P. Ngulube, ed.) National Archives of Zimbabwe, 2012.....\$25.00

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**E-mail: [archives@archives.gov.zw](mailto:archives@archives.gov.zw)**

**Website: [www.archives.gov.zw](http://www.archives.gov.zw)**

**DIRECTORATE**

Director	Mr I. M. Murambiwa MBA, MPhil, BA (Honours)
Acting Deputy Director	Mr D. Maboreke MSc in Library and Information Science, BA (Honours), Grad CE, Certificate in Records Management
Executive Assistant	Ms S. Mupambwa Higher National Diploma in Office Administration

**PUBLICATIONS PROGRAMME**

Editorial Archivist	Mr K. Mavingire BA General, Diploma in Media and Communication Studies
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**PUBLIC ARCHIVES AND RESEARCH SECTION**

Archivists	Mr T. Chigodora PGD Project Management, BA Mr D. Mutungwe BA (Honours) History and Development Studies Ms P. Mutumhe BA (Honours) History and Development Studies Mr L. Mukusha BA (Honours) in Archaeology Ms E Nherudzo BA Honours History and Development Studies
Executive Assistant	Mr A. Chikomba BA (Honours) in Archaeology Mrs S. Mlambo Dip Secretarial Studies

## **LIBRARY SECTION**

Chief Archivist	Mrs P. Nyaude MSc Library and Information Science, BA
Archivists	Mr K. Tonhodzai BA
	Mr M. Dube
Assistant Librarian	Ms W. Mubariri National Diploma in Library and Information Science
Assistant Librarian	Ms T. Makoni Higher National Diploma in Library and Information Science
Assistant Librarian	Ms F. Chanetsa National Diploma in Library and Information Science
Assistant Librarian	Mr A. Kandishaya National Diploma in Library and Information Science

## **MAIN RECORDS CENTRE**

Acting Chief Archivist	Ms M. Mamvura MSc Library and Information Science, BA
Archivist	Mr V. Nduna (Principal Archivist) BSc Honours Records and Archives Management
	Ms B. Chikukwa BSc Honours Records and Archives Management
	Ms K. Chazovachii BSc Honours Records and Archives Management
	Ms A. Goshomi BA Honours in Economic History
	Ms T.K.S. Madondo BA Honours History and Development Studies
	Ms R. Mswaka BSc Honours in English
	Mr L. Muyotcha BA General
	Mr T.Zawi BA Honours Archaeology, Cultural and Museum Studies
Records Management Assistants	Ms S. Kambaza (Records Management Officer) Higher National Diploma Records and Archives Management
	Ms P. Mawarire National Diploma in Records Management and Information Science
	Ms P. Chikono National Diploma in Records Management and Information Science
	Mrs M. Shambambeva Diploma in Records Management and Information Science

## **ORAL HISTORY PROGRAMME**

Oral Historians	Ms R. J. Karadzandima BA (Honours), Cultural
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Heritage Studies  
Mrs R.Mbanyele BA Honours Africa Languages  
and Culture

## **REPROGRAPHIC UNIT**

Reprographers

Mr S.Mutenha, NC Photography  
Ms L. Makuwaza Certificate in Reprography

Darkroom Assistant

Mr C.Mupfupi, In-house training in reprography

## **CONSERVATION UNIT**

Document Conservator  
Doc. Conservator Operatives

Mr E. Kore Cert. Print Finishing and Converting  
Mr T. Ndaba In-house training and  
Conservation  
Mr T. Nyandoro Document Conservator  
Assistant 1

## **AUDIO– VISUAL UNIT**

Archivists

Miss F. Kutsakatika BA (Honours),  
Archaeology  
Mr L. Muchefa M.Sc. International Studies, BA  
Ms M Rwodzi BA African Languages and  
Culture  
Mr M. Kashiri Equipment Assistant

## **ICT UNIT**

ICT Officers

Ms L. Maxwell BSc Honours in Information  
Systems  
Mrs M. Marara BSc Honours in Information  
Systems  
Mr T. Munodawafa HND in Information and  
Communication Technology  
Mr A. Moyo National Diploma in Information  
Technology

ICT Technicians

## **ACCOUNTS**

Accountants

Mr E. Mabwe Bachelor Commerce Accounting  
(Honours), National Diploma Accounting  
Mrs S. Makubaza SAA Diploma in Accounting  
Mr A. Ruwo IAC Higher National Diploma  
Financial Accounting

## **HUMAN RESOURCES**

Mrs B.Dzoriwa (HR Officer) BSc Honours in  
Psychology  
Mr J. Sanedi (HR Assistant) Diploma in IPMZ

## **ADMINISTRATION**

Mr L. Chitaka IAC Higher Certificate in  
Purchasing and Materials Management

Registry Clerk	Mrs K. C.Mukundwa National Diploma in Records and Information Management
Commissionaire 3	Mr D. Matongo Certificate in Proficiency
Office Orderlies	Mr K. Mafuga (Senior Orderly) Ordinary Level Mr T Nyoni National Certificate in Information Technology Mr P. Chinowanisa Certificate in Human Resources Mr E. Brandy Ordinary Level Mr E. Takura Ordinary Level Mr E Maromo Ordinary Level Ms M. Rukasha Ordinary Level Ms M. Mutamba Ordinary Level Ms M. Mugugu National Certificate in Records Management and Information Science Ms R. Kanyoka National Certificate in Records Management and Information Science
General Hands	Mr G. Mboneke Mr S. Kanjero Mr I. Marembo Mr T. Sabvure Ms L. Madera Mrs E. Mushonga
Drivers	Mr S. Nyembe Mr I. Tapera Mr T. Gwenzi

**BULAWAYO NATIONAL ARCHIVES**  
**P. O BOX 2358**  
**BULAWAYO**

Chief Archivist (Matabeleland)	Mr M. Kwesu MSc Library and Information Science, BSc Library and Information Science
Archivists	Mr S. Bhebhe (Principal Archivist) MSc Library and Information. Science Ms S. Hove BSc Honours in Records and Archives Management



Records Management Officer

Ms M.Muzira Diploma in Records and Information Management

Mr L. Mudonhi Diploma in Records Management

Secretary

Ms A. Bunure Higher National Diploma in Secretarial Studies

Commissionaire 1

Ms Z. Sibanda National Certificate in Secretarial. Studies

Office Orderly

Mr M. Rufu Advanced Level

**GWERU RECORDS CENTRE  
OLD PRISON COMPLEX  
P. O. BOX 825 GWERU**

Archivist (Midlands)

Mr S. Mutsagondo (Principal Archivist) MBA, BA Honours History

Records Management Officer

Mrs T. L Mupindu National Diploma in Records and Information Management

**CHINHOYI RECORDS CENTRE  
OLD CHINESE COMPLEX  
P. O BOX 1332 CHINHOYI**

Archivist (Mashonaland West)

Mr M. Sibanda BA (Honours) Archaeology Cultural, Museum and Heritage Studies

Records Management Assistants

Mr E. Shumba National Certificate in Records and Information Science

Secretary

Mrs Mazvanya Diploma in Secretarial Studies

Office Orderly

Mr L. Ziumbwa Ordinary Level

**MUTARE RECORDS CENTRE  
EMBASSY BUILDING  
P. O BOX 639 MUTARE**

Archivist (Manicaland)

Mr O. Sigauke BA (Honours) History

Records Management Assistant

Mr S. Chizanga National Diploma in Records and Information Science

Secretary

Mrs R.Muchete Diploma in Secretarial Studies

Office Orderly

Mr S. Katehwe Certificate in Plumbing and Drain Laying

**MASVINGO RECORDS CENTRE  
ZIMRE BUILDING  
FOURTH FLOOR MASVINGO**

Archivist

Mr B.Magama (Principal Archivist) BA  
Honours History

Records Management Assistant

Mrs J. Kuriri National Diploma in Records  
Management

Executive Assistant

Mrs S. Tafamba Pitman Secretarial. Studies