

# NATIONAL ARCHIVES OF ZIMBABWE

NATIONAL ARCHIVES



**DIRECTOR'S ANNUAL REPORT**  
**2014**



**REPORT**

**of the**

**DIRECTOR**

**NATIONAL ARCHIVES OF ZIMBABWE**

**FOR THE YEAR 2014**

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## INTRODUCTORY REMARKS

Honourable Minister of Home Affairs

Honourable K. C. D. Mohadi

It is my pleasure to share with you National Archives of Zimbabwe's 2014 Director's Report.

2014 was always going to be a challenging year given the high standards set in 2013 and the deteriorating operating environment in terms of resources availability.

Some of our notable achievements in 2014 include records surveys to long forgotten areas like Chipinge and Zaka and the holding of a workshop on Retention and Disposal of University Records. In the Public Archives we are happy with completion of the computerisation of our finding aids. This will greatly enhance access to our collections. During the year under review we were recipients of a \$10 000 grant from the Culture Fund Trust of Zimbabwe. This grant was used to refurbish Cold Rooms that house our Audio-Visual Collection.

Honourable Minister, I would be remiss in my responsibilities if I do not take heed of the Shona saying, "*Mwana asingacheme anofira mumbereko*". The operating environment is now seriously suffocating the health of the institution. The following are clear warning signals:

- We have run out of shelving space at Harare and Masvingo Records Centres meaning we can no longer execute our primary mandate to clients in these areas.

- The backlog of archival processing continues to rise thereby depriving researchers of access to declassified collections.
- There is a general rise in state of disrepair to key equipment and infrastructure namely: electrical fittings, air conditioning, building maintenance, water supplies and audio-visual equipment.
- Preparations for the 2015 ESARBICA General Conference were stalled in 2014 due to non-release of budgeted funds.

Honourable Minister, the highlighted challenges have taught us to be creative in seeking alternative solutions but there is a limit to what can be done under constrained conditions.

I sincerely hope that by the time we welcome our brothers from East and Southern Africa to the ESARBICA General Conference in Victoria Falls, 8th–12th June, 2015, we would have found ways round some of the challenges I have mentioned.

**Director**

I. M. MURAMBIWA



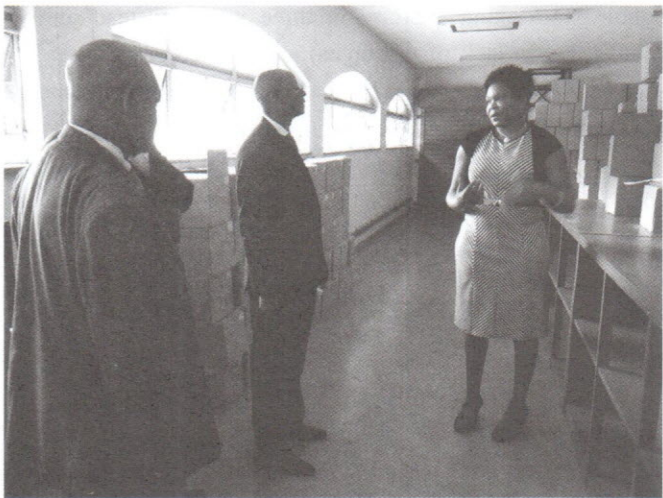
RECORDS MANAGEMENT

The Records Management programme’s major objective is the controlled reaction, use, maintenance and disposal of records throughout creating organisations so as to achieve efficiency and effectiveness. It is against this background that the Records Centres in Harare, Bulawayo, Mutare, Gweru, Masvingo and Chinhoyi managed to perform their records management functions despite some inhibiting situations in 2014.

To achieve the above mentioned objectives, records centres upheld surveys and training programmes. Records Management Seminars and Workshops were carried out for Chipinge, the first time ever in ten years, Zaka District, after two years of attempting. Another notable workshop in the year under review was the National Archives and Zimbabwe Council for Higher Education (ZIMCHE) workshop to come up with draft retention and disposal schedules for University records from 10th–11th December. The Chinhoyi records centre was invited by the Provincial Water and Sanitation Subcommittee (PWSSC) of the Rural Wash Project to provide records keeping advice to the Rural District Councils (R.D.Cs) who are implementing the Rural Wash Project. The Beitbridge ZIMRA office was also assisted in disposing semi to non-current records by staff members from Bulawayo National Archives Office.

There was an increase in the number of accessions and processed records during the year under review which is key to the accomplishment of the National Archives’ mission. Despite this noble service of the records centres, large amounts of records find themselves without space to be properly shelved because of lack of shelving materials. This is apart from the annual, if not recurring, problem of deciding on the fate of records due for destruction as the case of Patient Case Sheets at Masvingo. The Records Committee’s decision is still pending as the afore-mentioned records continue to take up valuable space. Needless to say more work has to be undertaken in addressing the issue of shelving.

Being the receiving point for all government departments, parastatals and local authorities wishing to deposit their records and training registry officers on the creation, use, maintenance and disposal of records was met in part as lighting problems, termites, lack of vehicles for use and equipment hindered service delivery. Masvingo was hard hit in terms of lack of office equipment and consumables for use. The E-governance drive is stalled as the centres lack internet connectivity. Security is also compromised as alarm systems, secured entrances and general renovations needs urgent attention especially for Gweru, Mutare and Bulawayo National Archives. It is hoped that by addressing some of the negative aspects as mentioned above, the department will ensure efficient and adequate records management in Zimbabwe.



*A vibrant records management system is vital for delivering archiving service in Zimbabwe. Acting Chief Archivist for Records Management, Ms Mamvura explaining records management to Honourable Deputy Minister Ziyambi*

The figures below indicate some of the records management activities during 2014. The statistics are in cubic feet. A full summary of Records Management statistics is given under Appendix A.

Centre	Processed	Transfers to Public Archives
Harare	4 518	513
Bulawayo	1 548	104
Mutare	48	Nil
Gweru	743	Nil
Masvingo	210	Nil
Chinhoyi	489	Nil

PUBLIC ARCHIVES AND RESEARCH

The Public Archives and Research Section continued to carry out the core functions for which the National Archives was originally established in 1935. Primarily this involves receiving those non-current records of Government which have been selected for permanent preservation, and through archival methodology arranging them in such a way that the public can most easily and effectively identify those of relevance to their research and extract the desired historical and legal data from them.

The Section is also responsible for processing the documentation which members of the public donate to the Archives. This comprises the Historical Manuscript Collection: a valuable private complement to the official perspective to be found in the records of Government itself.

Stock-taking, as usual is invaluable in enabling staff to give their undivided and undistracted attention to the collections, ensuring that they were in good order after a year’s usage by researchers. In 2014, focus was on reboxing, labelling processed archives, taking damaged items for rehabilitation and investigating missing items. The Special Collections audit did not take place owing to limited time (the Section did the



whole stocktaking exercise in three weeks instead of four weeks due to lack of resources) and limited Archivists. The two new Archivists had to be inducted into the system thus the remaining Archivist had to conduct other tasks as well.

### Processing

A key responsibility of the Section is making the archives of the State available to the people. This involves arranging, inventorying and indexing a huge mass of documentation according to archival science. The process is time-consuming and there is a growing backlog waiting processing, much to the dismay of researchers wanting access to it in time. However, the staff continues to work hard to arrest this problem and continuing with the backlog reduction project managed to process 908 cubic feet of records. Lack of adequate processing materials also necessitated the need to readjust the target of 800 cubic feet which was earlier planned for the year. Despite all this the Section managed to surpass their planned figure which is commendable taking also into account that the air-condition system has been done for a long time and is a threat to both human and archives' wellbeing.

### Access

There is a steady increase of visitors to the Archives which is noticeable from 2012. The institution received 2 599 visitors as compared to 1 580 in 2013 and 2 169 in 2012, respectively. The increase can be attributed to perhaps the rise in information consumption by an ever increasing technological advanced global village. There were 30 schools who visited the institution as compared to 49 the previous year.

### Historical Manuscripts and Public Archives

Apart from making archives available to the public, the Section also deals with written and telephone inquiries from around Zimbabwe and the world. The Section managed to acquire Delineation Reports from Zvishavane, Lupane, Matobo and Masvingo and this acquisition programme is going a long way in updating and adding new content to the Delineation Reports that covers reports up to 1965.

### E-governance

The Section has completed the pre-1923 and post-1923 index cards migration into a workable database. Data capturing of the Historical Manuscripts indexes is halfway through. This is a commendable drive towards full digital operations in line with the Government's strive towards electronic governance. Completion of data entry will go a long way in making the archives visible in the information, communication and technologically advanced global village.



*Computerisation of our finding aids has been completed and databases are now available online*

### NATIONAL REFERENCE LIBRARY

The National Archives Library is dedicated to the preservation of Zimbabwe's literary heritage for the purpose of making such information accessible to the public. The main function of the library is the acquisition for permanent preservation of a copy of every work published in or about Zimbabwe or by a Zimbabwean regardless of subject, form or language. Works on the region and on topics eliciting the history and development of the country are also acquired, as is material that supports research, administrative and professional concerns of the staff. As the country's principal legal deposit library, the National Library receives published material through the Printed Publications Act (1975). Foreign material is acquired through exchange agreements or through purchases with the latter falling because of tight budgetary provisions. Efforts are being made to revive subscriptions to key international directories including journals and Libraries. A new Policy and Procedures Manual for the Library is complete and is now undergoing proofreading.

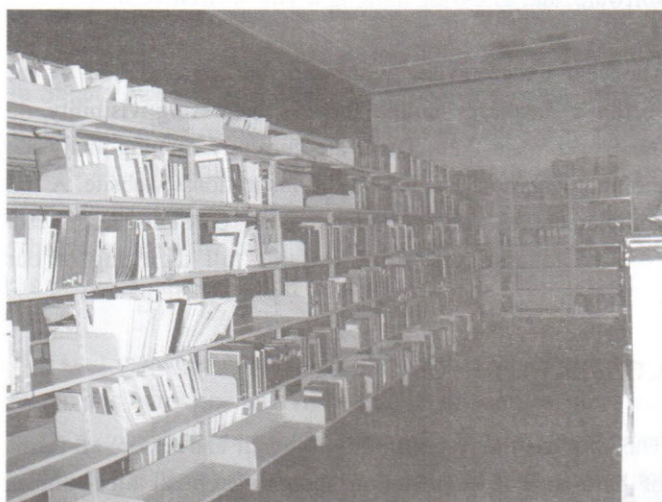
The Section sets out to promote research by availing books to readers. To achieve that, staff prioritised processing in an attempt to reduce the seven year backlog to one year by year end. The current collection stands at 52 043 (51 984). A database was also created for the listing of current accessions in line with e-governance dictates. Another focus area of the Section was to improve on preservation of books through regular audit of the condition of materials and timely rehabilitation of damaged items. Accessions of books, monographs and pamphlets amounted to 205 (206). Processing stood at 331 (230) and could have been higher had it not been for the fact that only two Assistant Librarians worked on the material for the greater part of the year until an additional staff member from Bulawayo National Archives joined the Section in the last half of the year.

Accessions covered diverse subjects such as motivational handbooks, religious volumes, primary and secondary



school textbooks. Other materials accessioned were *new African Hunter, Ndeip Harare and African Fisherman* serial publications, an addition to newspapers, journals, magazine titles and government publications. The National Archives is also the national depository for UNESCO publications.

The Library strove to fulfil one of its major bibliographical duties with the compilation of Zimbabwe National Bibliography. An unstable staff situation as earlier on explained meant that a lot of work was concentrated on backlog reduction thereby making it hard to update the National Bibliography at the same time. The Section is proposing to make the bibliography electronic and has adopted new software, Koha, which is an Open-source Integrated Library System which most Libraries are currently using. The software is easier to enter and search for entries and would also be in line with e-governance objectives.



*The International Standard Book Number (ISBN) is the key element in automated book distribution systems. As administrator of the scheme in Zimbabwe, the Library allocated 600 numbers against 570 the previous year, reflecting an increase in publishing in the country.*

### Illustrations Office

The Illustrations Collection contains photographic record of Zimbabwe's background from the late 19th century to the recent past and numbers over 40 000 prints. Apart from providing access to our photographic collection, the Office also oversees reproduction of material requested by researchers. Lack of funds for reproduction purposes as explained in last year's report posed a lot of problems for the Office. Scanning had to be employed to ease the pressure of the orders which helped a lot. As a long term measure a new and bigger scanner has to be acquired to cater for the perceptible increase in scanned (digital) orders by researchers. In addition to that, a scanner will assist in capturing prints for uploading on to our website alongside the Ndebele photographs already available for viewing. Currently, the Office makes use of the one in the Editor's office which is not designed for huge volumes of work. With the necessary hardware and software in place, the Office will make inroads in digitising the Illustrations Collection.



*Our photographic collection remains popular with researchers, publishers, writers and individuals; here Ms Makuwaza assists a photographer during International Archives Day celebrations*

## TECHNICAL SECTION

The Technical Section has the responsibility of co-ordinating and supervising the five technical units of the Archives. These Units comprise the Audio-Visual Archives, Automation, Conservation, Oral History and Reprography. The Section discharged its responsibilities very well despite problems relating to consumables, especially imported ones, and the inevitable breakdowns of the heavily-used equipment, thus interfering with operations.

### AUDIO-VISUAL UNIT

The Unit's responsibilities include the collection and preservation of audio-visual material for historical and research purposes. Materials dealt with include 16 and 35 mm films, gramophone vinyl disks, reel to reel, audio tape cassettes, VHS and Umatic tapes, CDs, DVDs and digital media. Users of such material include academic researchers, Government departments, independent film producers and advertisers.

The Unit for the second year running has managed to commemorate the World Day for Audio-Visual Archives that is celebrated annually world-wide on the 27th of October. The commemoration is an opportunity for the Archives to draw attention to the public on the importance of audio-visual archives. The attendance and feedback from the public points to an ever increasing interest and recognition of audio-visual archives and the institution will strive to celebrate this day every year as is possible.

### Acquisition

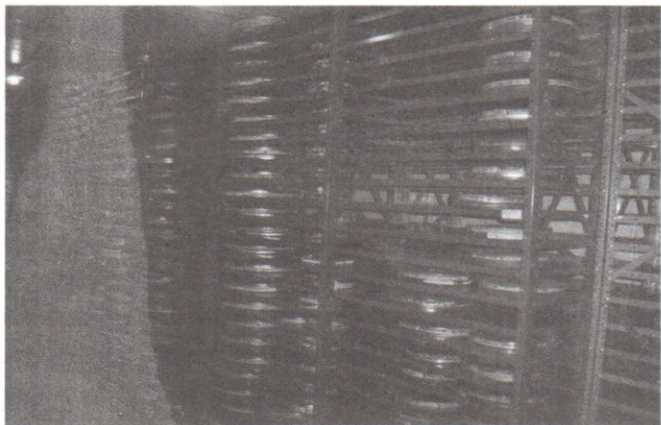
Last year's report indicated the need for a collection policy after the realisation of the broadness of the film and sound industry. Meetings with archivists and professionals of the



field were held and a draft Collection Development Policy for the National Film and Sound Archives emerged. The Unit is happy to announce that the document has been sent for the final stage of assessment by external stakeholders before its official adoption. Acquisition will now be professionally conducted in the collection of created footage. A total of 652 live radio recordings from ZiFM, SFM and StarFM were acquired.

Preservation

A notable achievement during the year under review was the repair of cold rooms thus enhancing preservation of the national audio-visual collection. The cold rooms were refurbished with a US\$10 000 grant from Culture Fund and US\$4 000 from National Archives. 106 (140) films were cleaned with isopropyl alcohol, repaired and repackaged in plastic cans. The annual stocktake had revealed that more than 2 700 national films were in danger of deterioration because of malfunctioning cold rooms. Their repair is a well-timed intervention. Regular cleaning of films had been adopted to curb the problem of rust and moulds and still continues together with repackaging to make sure that the collection is preserved.



Audio-visual cold rooms were repaired enhancing preservation of the national audio-visual collection

Access

A total of 184 (78) researchers visited the Unit during the year under review. The most popular subjects of research were Revolutionary icons, Zimbabwe Video Documentation Project, Shangani/Hlangwe and footage on land. As indicated in the 2013 report, broken down equipment is hindering cataloguing as well as access to material and the matter should be addressed as soon as possible. Equipment required includes Telecine machine, 16mm projector, Panasonic recorders, Umatic recorders, Gramophone Turn table, Reel to Reel and a TV tuner card and VHS desk.

Stocks

Films (Totals on database)

Positives	2 480 (2 480)*
Negatives	269 (269)*

\*The totals remain the same because the editing table is not working so no cataloguing is being done.

Audiotapes (On database)

Reels	387 (387)
Cassettes	1 250 (1 250)
Slides	1 056 (1 055)

AUTOMATION UNIT

The Unit has the responsibility of ensuring an orderly and productive implementation of the Archive’s automation programme. This involves the preparation of short and long term goals for the whole programme, choosing appropriate software for the various sections and units of the Archives, ensuring the servicing and maintenance of both hardware and software, and assessing training needs of Archive staff.

The year under review witnessed the consolidation of the section’s databases online thereby increasing visibility on the World Wide Web. These are currently running alongside the photographs uploaded on the institution’s website. A full complement of servers and computer consumables is still required to assist the drive towards full digitising of our collection.

CONSERVATION UNIT

The Unit has the responsibility to repair and restore all forms of hard-copy documentation such as archival files, books, periodicals, manuscripts, maps and newspapers. The Unit had its fair share of difficulties in terms of equipment needed for repair. As reported last year the guillotine, crucial for most of the work undertaken in the Unit, was down for the greater part of the year. Its blades are still to be sharpened as well.

Despite the shortage of equipment and materials, work progressed well during the year, as illustrated by the figures below.

Comparative output statistics: 2013-2014

	2013	2014
Items Bound	120	65
Items Repaired	1 613	2 141
Guarding and Filling	—	74

REPROGRAPHIC UNIT

The Unit is responsible for all reprographic work of the National Archives, be it for preservation purposes or for the general public. This includes photographic printing and print enlargements and hard copy reproduction by means of photocopying. The latter, however, has been overtaken



by scanning as the heavy duty copier is malfunctioning. Researchers are finding scanning easy and very convenient and a long term solution is being considered in light of this development. Scanning has also brought relief to light duty machines which were being used in the absence of the heavy duty copier. The institution is also considering outsourcing for an external player for photocopying tasks to ease photocopying requests.

ORAL HISTORY UNIT

The Unit is responsible for collecting and preserving Oral History interviews from a wide variety of people. In most cases these are people whose contribution to Zimbabwean history and development has been significant, but either undocumented or under-documented. The work also involves the collection of Oral Traditions and the recording of traditional rituals and ceremonies on tape and camera. Interviews are recorded in Shona, Ndebele and English. In-roads are being made to include the other recognised languages in the country though human and financial resources are required. In addition, the Unit also receives recorded interviews from private researchers who have found the National Archives an ideal repository for the permanent preservation of their work.

The Unit managed to conduct interviews, attend workshops, record and transcribe interviews despite limited resources and inadequate equipment for use. Five interviews were recorded at Mr R. de Borchgrave Altena Farm which is known for suffering the earliest ZANLA attacks led by the late General Solomon Mujuru during the Second Chimurenga. Twelve interviews were further recorded with former Khami, Grey and Mlondolozzi ex-political detainees continuing with the compilation of an Ex-detainees register.

The Archivist in collaboration with the National Museums and Monuments of Zimbabwe continued to conduct interviews with former ZIPRA and ZAPU cadres as well as ordinary folk as a continuation to the project “*Capturing a Fading National Memory*” that was launched in 2004 to identify, document and preserve reminiscences on the First and Second Chimurenga (Wars of Liberation from 1893–1979). The interviews fill gaps in, and supplement, the nation’s historical record.

Consultation for Oral History materials

Oral History continues to supplement and compliment other sources and in many cases can be the only evidence for some topics sought by researchers. Popular topics were on material relating to ZIPRA/ZAPU liberation war history, chieftainship, intangible cultural heritage, role of spirit mediums in the independence of Zimbabwe, sacred places, customs, rituals, taboos and minority tribes.



The Oral History Programme involves the collection of Oral Traditions and the recording of traditional rituals and ceremonies on tape and camera. Ms Karadzandima carrying out an interview

Workshops attended

The Archivist attended and presented a paper at the Mutare Museum Golden Jubilee Symposium in October entitled “*Capturing a fading memory, racing against time. Liberation war narratives, documentation preservation and representation in Zimbabwean museums.*”

Equipment

Digital recorders and cameras are crucial for processing interviews that would have been gathered. The Unit got a recorder as well as one for each provincial centre. The equipment will go a long way in documenting the oral evidence from around the country. However, the Unit still requires digital cameras and back up devices such as hard drives as a preservation measure for the information collected.

Comparative output statistics: 2013–2014

	2013	2014
Interviews recorded	39	17
Interviews transcribed	4	10
Interviews translated	—	—

EDITORIAL AND PUBLICATIONS PROGRAMME

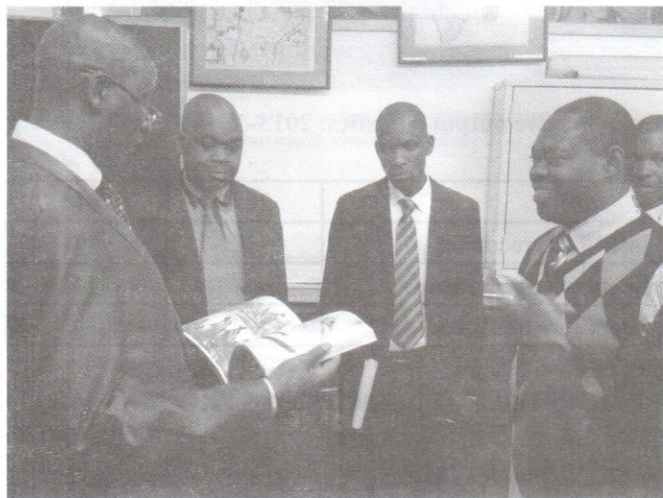
While the National Archives has a primary duty to ensure the acquisition and preservation of public and private archives, it also has an equal duty to make the materials accessible to the public and researchers through its publications programme. This function is partly fulfilled through the Editorial Unit, which edits and prepares the *Zimbabwe National Bibliography* (ZNB), *Director’s Annual Report*, informational brochures and *Guides to the Public Archives and Historical Manuscripts*. The publications target different audiences, for example, educational/informational publications such as the *Zimbabwe*



*Epic*, publications timed to coincide with an appropriate anniversary celebration for example the *National Archives of Zimbabwe 75@30: 75 years of Archiving Excellence at the National Archives of Zimbabwe*. The Unit also produces internal publications such as the *NAZ Newsletter*. The other major functions of the Editorial Unit include:

- The marketing and publicity activities of the NAZ through production of publicity brochures and advertisements.
- Maintaining mailing lists for exchange programmes.
- Approaching bookshops and other sales outlets including book-fairs and updating NAZ entries in local and international directories, yearbooks etc.
- Advising and clearing copyright inquiries from researchers and other interested parties.
- Co-ordinating outreach programmes through the Provincial Records centres.

The Editor was able to fulfil most of the Unit's core functions despite lack of resources, at times, to timeously produce publications such as the annual report and ZNB. As for the ZNB, efforts are being made to make the publication an electronic one in line with new international standards. In August, the Editor, as the focal person for the Archives, organised the exhibition at the Harare Agricultural Show as part of the Ministry of Home Affairs' inaugural exhibition at the annual showcase. In September, the Editor was part of the team that went to Victoria Falls to assess the venue for ESARBICA 2015, the Elephant Hills resort.



*The Editor, Mr Mavingire (second from right) presenting one of the National Archives' publications, The Zimbabwe Epic, to the Honourable Deputy Minister Ziyambi*

In October, the Editor attended a training workshop at Head Office to revise client service charters of departments, parastatals and local government bodies in line with new modifications from the Office of the President and Cabinet. To that end, a new client service charter, which is client based, was

produced. After consultations with staff and stakeholders, a new fees and charges schedule for the Archives was produced. Inquiries, reference work, reports and the like also occupied the Editor during the year under review.

## STAFF AND PROFESSIONAL MATTERS

### Professional Development

Mr Maboreke attended a workshop in China from the 23rd of February to the 1st of March to further discuss the MOU between Zimbabwe and Inspur Group Company for information technology co-operation. The Director attended the ESARBICA Executive Board Meeting in Windhoek, Namibia held between 16th–18th June. Mr Muchefa attended the UNESCO Memory of the World Experts Consultative Meeting in Poland from 25th–28th June. Ms Mamvura accompanied the Director to Girona, Spain for the 2nd ICA Annual Conference from 11th–15th October. Mrs Mudzaki attended the FIAT/IFTA Conference in Netherlands from 22nd–25th October.

Mr. O. Sigauke and Mr. S. Chizanga participated at Records Management workshop at Zimbabwe Open University Manicaland Region. Mr. Sigauke presented on National Archives and its functions whilst Mr. Chizanga presented on registry organisations, structure and procedures. Ms Karadzandima presented a paper entitled "*Capturing a fading memory, racing against time*", liberation war narratives, documentation preservation and representation in Zimbabwean museums at Mutare Museum's Golden Jubilee celebrations in October. The Chinhoyi Records Centre was selected into the Provincial Water and Sanitation Sub Committee (PWSSC) of the Rural Wash project. The centre was requested to give records management advice to the Rural District Councils who are implementing the Rural Wash project.

### Staff Matters

Inadequate staffing level continues to impact negatively on service delivery. Instead of 119 staff members, the department has 86. The shortage includes three management level posts which is an undesirable situation. The appointment of Mrs Nyaude to assume the post of Chief Archivist in the Library Unit is a positive development and hopefully 2015 will see the filling up of those vacancy gaps. Gweru and Chinhoyi operated with full staff members whilst Masvingo and Mutare operated without office orderlies. Bulawayo National Archives still requires three general hands, a Records Management Officer and a substantive Chief Archivist. In the second quarter the centre further lost Mr Kandishaya who moved to the main Library in Harare and Mr Mtunzi who transferred to the Office of the President and Cabinet. In August, Mr Muchefa moved to the Audio-visual Unit from Public Archives and Research



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section. Mr Bishi from the Public Archives section resigned from the department in May. Ms Mavhenge, also from Public Archives and Research, transferred to the Ministry of Education. The section, however, received three new archivists and two

office orderlies from Ministry of Youth, Public Services and Social Welfare and department of Mines, respectively. Mr Mabwe attained Bachelor of Commerce Accounting (Honours) Degree from Midlands State University.

APPENDIX A

*Records Management (summary of Statistics, previous year figures in brackets)*

Centre	Surveys	Accessions	Processed	Destructions
Harare	69 (81)	5 290 (4 420)	4 518 (4 245)	2 199 (746)
Bulawayo	6 (16)	1 524 (2 209)	1 548 (808)	243 (502)
Gweru	14 (13)	131 (80)	48 (295)	Nil (Nil)
Masvingo	18 (12)	785 (270)	743 (407)	218 (705)
Mutare	23 (7)	224 (504)	210 (287)	275 (123)
Chinhoyi	7 (37)	489 (463)	489 (463)	Nil (Nil)

APPENDIX B

*Public Archives and Historical Manuscripts accessioned and processed*

High Court, Civil Records: 1967–1968

Justice, Civil Records: 1981–1982

Justice, High Court, Civil Records: 1983

Justice, Magistrate, Civil Records: 1986–1987

Justice, Magistrate, Civil Records: 1988–1989

High Court, Masters Office, Deceased Estates: 1988–1989

Mrs Harvey manuscripts:

- Natural Resources Board Committee.
- Regional Water Authority
- Cold Storage Commission
- Agriculture matters, Beef Reports and Annual Reports

Minutes and Correspondences of Southern Rhodesia Missionary Conference: 1929–1937



**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
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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
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**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
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**BIBLIOGRAPHIC SERIES**

No. 3 Zimbabwe Political Materials Published in Exile, 1959 –1980 (I.J Johnstone, Comp), 1987 .....	\$ 5,00
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**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

**NATIONAL ARCHIVES OF ZIMBABWE**  
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**E-mail: archives@archives.gov.zw**  
**Website: www.archives.gov.zw**

**DIRECTORATE**

Director	Mr. I. M. Murambiwa MBA, M. Phil, BA (Hons)
Acting Deputy Director	Mr. D. Maboreke MSc in Library and Information Science, BA (Hons), Grad CE, Cert. Rec. Mgt
Executive Assistant	Ms S. Mupambwa HND Office Administration

**PUBLICATIONS PROGRAMME**

Editorial Archivist	Mr K. Mavingire BA, Dip Media and Communication Studies
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**ARCHIVES AND RESEARCH SECTION**

Archivists	Mr T. Chigodora BA Mr D. Mutungwe BA (Hons) History Ms P. Mutumhe BA (Hons) History Ms B. Chikukwa B.Sc. Records and Archives Management Mr A. Chikomba BA (Hons) History
Executive Assistant	Mrs S. Mlambo Dip Secretarial Studies

**LIBRARY SECTION**

Chief Archivist	Mrs P. Nyaude MSc in Library and Information Science, BA
Archivist	Mr K. Tonhodzai BA
Assistant Librarian	Ms W. Mubariri ND Lib. and Info. Science
Assistant Librarian (Serials)	Ms T. Makoni HND Lib. and Info. Science
Assistant Librarian	Ms F. Chanetsa ND Lib. and Info. Science
Assistant Librarian	Mr A. Kandishaya ND Lib. and Info. Science
Executive Assistant	Mrs E. T. Makomeke (née Mhlanga) HND Office Administration

**MAIN RECORDS CENTRE**

Acting Chief Archivist	Ms M. Mamvura MSc in Library and Information Science, BA
Records Management Assistants	Ms S. Kambaza HND Rec. and Info. Science Ms P. Mawarire NC Records Management Ms P. Chikono NC Records Management Ms M. Mapiye NC Records Management

**ORAL HISTORY PROGRAMME**

Oral Historian	Ms R. J. Karadzandima BA (Hons), Cultural Heritage Studies
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**REPROGRAPHIC UNIT**

Reprographer	Mr S. Mutenha, NC Photography
Darkroom Assistant	Mr C. Mupfupi, In-house training in reprography



**CONSERVATION UNIT**

Document Conservator  
Doc. Conservator Operative

Mr. E. Kore Cert. Print Finishing and Converting  
Mr. T. Ndaba In-house training and Conservation

**AUDIO- VISUAL UNIT**

Archivists  
Miss F. Kutsakatika BA (Hons), Archaeology  
Mr L. Muchefa MSc. International Studies, BA

**AUTOMATION**

Mr V. Nduna BSc Records and Archives Management

**ACCOUNTS**

Accountants  
Mr. I. Mabwe ND Acc  
Mrs S. Makubaza SAA Dip Acc  
Mr. A. Ruwo IAC CIS Part B  
HR Assistant  
Ms L. Muzenda Bsc (Hons) Human Resources and Industrial Relations, Dip. Personnel Mgt  
Registry Clerk  
Mrs K. C. Mukundwa Dip. Records and Info. Mgt  
Private Secretary  
Ms S. Mupambwa HND Office Administration  
Commissionaire 1  
Miss. L. Makuwaza Cert. in Reprography  
Commissionaire 3  
Mr D. Matongo Cert. in Profeciency

**BULAWAYO NATIONAL ARCHIVES**

**P.O. BOX 2358**

**BULAWAYO**

Chief Archivist (Matabeleland)  
Mr. M. Kwesu MSc in Library and Information Science  
BSc Lib. and Info. Science  
Archivist  
Mr. S. Bhebe BA, MSc Lib. and Info. Science  
Records Management Officer  
Mr A. Kandishaya ND Lib. and Info. Science;  
Ms M. Muzira ND Records and Archives Management  
Secretary  
Ms A. Bunure ND Sec. Studies  
Commissionaire 1  
Ms Z. Sibanda NC Sec. Studies

**GWERU RECORDS CENTRE**

**OLD PRISON COMPLEX**

**P. O. BOX 825 GWERU**

Archivist (Midlands)  
Mr. S. Mutsagondo BA (Hons), MBA  
Records Management Officer  
Mrs. T. L. Mupindu Dip. Rec. Mgt  
Secretary  
Mrs. F. Mbire HND Sec. Studies

**CHINHOYI RECORDS CENTRE**

**OLD CHINESE COMPLEX**

**P.O. BOX 1332 CHINHOYI**

Archivist (Mashonaland West)  
Mr. M. Sibanda BA (Hons)  
Records Management Assistants  
Mr E. Shumba ND Rec. and Info. Science  
Secretary  
Mrs. Mazvanya ND Sec. Studies

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

Archivist (Manicaland)

Records Management Officer

Secretary

Mr O. Sigauke BA (Hons) History

Mr S. Chidzanga ND Rec. Info. Mgt

Mrs. Muchete ND Sec. Studies

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

Archivist

Records Management Officer

Secretary

Mr. B. Magama BA

Mr A. Makomichi NC Rec. and Info. Mgt

Mrs S. Tafamba Pitman Sec. Studies