

Special points of interest:

- * Career tips for women.
- * Gweru Records Centre 25th Anniversary Held in September.
- * Records Management Continuum: The basics
- * World Day for Audiovisual Heritage. "Saving our heritage for the next generation".

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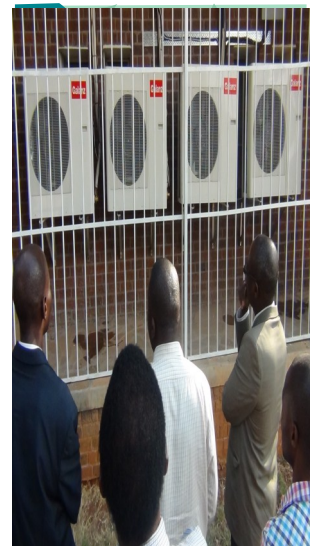
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From the Editor

Welcome to the second issue of the National Archives of Zimbabwe Newsletter. I hope you enjoyed the first issue of this year and that, through your views and comments, we continue to publish a newsletter that reflects the united Archives that we are striving for excellence in records and archives management. As earlier stated in the last issue, the editorial team hopes to make this newsletter a quarterly publication. Through your positive support we will make that a reality. Allow me to wish you a merry Christmas and a prosperous new year. Happy reading and look forward to a new and vibrant 2014!

Bonus.

It is said that a fool and his money are soon parted. It was all smiles as the 13th cheque was presented to civil servants calming down nerves of some who anticipated gloom over bonuses. Prior to getting payslips, one could feel the anxiety that hung over the faces of members as they held on to the tradition that they had grown accustomed to over the years, bonus!, However, to be warned is to be forearmed, January lurks by the corner and with it the dreaded January disease. Spend wisely and be watchful.



Commissioning of air condition installed at the Auditorium in October 2013

World Day for Audiovisual Heritage 27 October 2013

Audiovisual documents, such as films, radio and television programmes, are our common heritage and contain primary records of the 20th and 21st centuries. They help to maintain the cultural identity of a people; but countless documentary treasures

have disappeared since the invention of image and sound technologies that permit the peoples of the world to better share their experiences, creativity and knowledge. The National Archives of Zimbabwe commemorated this day as well which ran under

the theme "Saving our heritage for the next generation". This is to raise general awareness of the need for urgent measures to be taken and to acknowledge the importance of audiovisual documents as an integral part of national identity.

Gweru Records Centre celebrates 25 years of existence

The Centre was opened on 1 July 1988. The founding archivist was Mr. Maunze, with Mr. L.T. Dube as the Records Management Assistant and Mr. Mhashu, the Office Orderly. The first archival centre in the Midlands Province was the Rural Police Station building which doubled as the office and the repository. The Centre has retained the building to this day. However, the building is now used only as a repository.

The first three years recorded some success in a number of areas. As a result, new challenges emerged. One of these was the issue of shortage of

office and repository space. Thus, in 1991, the Centre founded a new repository at Patel's Building along Main Street. The repository was soon abandoned as the Centre moved in 1992 to a more spacious location, that is the Old Prison Complex, the home of the National Archives in the Midlands to this day. Currently, the Centre has five repositories, that is, the Northern repository, the Southern repository, Room 15, Room 17 and the Rural Police Station repository. The five repositories have a holding capacity of 7 092 cubic feet of records. The Centre is proud to be asso-

ciated with excellence in records management during the past 25 years. It has fiercely and fearlessly managed to defend and pursue the mandate bestowed upon it; that of acquiring, preserving and providing access to documentation to public departments in the Midlands and beyond. Of course, the journey has not been all rosy. There were times the Centre had to trudge and plod a dusty road filled with potholes. Nevertheless, success can be measured not only by riding the tide of a wave, but also by riding against it! See pictures on Page4.

"Nevertheless, success can be measured not only by riding the tide of a wave, but also by riding against it"!

.....Get to know the team behind the Midlands success

(a) Archivists

Mr. F. Maunze July 1988 – Dec. 1995

Mr. F. Garaba May 1996 – 2002

Mr. Mtetwa 2002 – 2002

Mr. P. Dewah 3 June 2002 – 2005

Mr. M. Ndokera March 2006 – June 2011

Mr. S. Mutsagondo 1 July 2011 – to date

(b) Records Management Assistants

Mr. L.T. Dube July 1988 – Dec. 1993

Mr. J Kaimbanemoyo 1994 – 1997

Mr. Takadiyi 1997 – 1 Nov. 1999

Mr. T. Dziringayi 2 May 2000 – 1 Jan. 2002

Mr. G. Tsvuura 10 Nov. 2003 – Aug. 2005

Mr. R. Mushongi 18 Dec. 2005 – Dec. 2008

Mrs. T.L. Mupindu May 2009 to date.

We salute these ladies and gentlemen, past and present, for a job well done. The institution cherishes the support it has enjoyed and received from its major stakeholders like the government of Zimbabwe, public departments, colleges and universities. It is our hope that such a relationship will continue into the future.

Electronic Records: Towards paperless information (continuation)

Effective life-cycle management of records is a key concept in records management. Without proper life-cycle management, records clog up expensive space and it becomes impossible to retrieve important administrative, financial and legal information. If government bodies do not control records through the earlier stages of their life-cycle, records that have low administrative value are kept for too long and those

of archival value cannot be identified and safeguarded.

Records management continuum—Four actions occur throughout the records life-cycle;

- Creation of records;
- Placing record within a logical, documented system that governs their arrangement and facilitates their retrieval throughout their life-cycle;

- Their maintenance and use; and
- Their appraisal for continuing value, recorded in disposal authorities and given effect when they are no longer needed.

When managing records, the life-cycle concept and the records continuum are combined in a seamless process. We will conclude this series on E-records in the next issue.

Career Tips for Women

Misguided and misdirected focus derails, diminishes and depletes an individual's performance at work. Women tend to invest too much time and energy in activities that do not make any positive contribution to their lives. Below are a few tips for women on how to make it in the corporate world.

1. The work place is not a platform for your personal life. You are being paid to work therefore practice compartmentalizing and focus on what you do
2. If you are unhappy with what

By Loveness Makuwaza

was said or implied, approach the relevant authorities. Do not bottle stuff without resolving issues.

3. Education is the ladder you need to that dream career not using your body to get to the top.
4. Know who your close friends are be wary of acquaintances who pretend to have your interests at heart when the truth is that they do not. It is familiarity without intimacy.

If you have anything to say concern-

ing this article or any of the articles in this newsletter, you are welcome to comment by directing all enquiries to the **Editorial Team**. To show you how important your feedback is, the next quotation will, maybe, inspire you, "We are all influenced by it (criticism). The responsibility of the critic to us as performers is important and necessary and vital. How important it is, and how the critic weighs his responsibility to the profession against his responsibility as a journalist, is where the two things divide and worry us all, I'm sure". Janet Baker.

The way to go.

The year 2013 has been quite eventful for both archival business and for the nation. For the nation the New Constitution is something that is immeasurably great, the first of its kind since the 1979 Constitution. COPAC quickly liaising with NAZ on the fate of records created during constitution making-process. This is the dream of an archivist to negotiate for space, to bargain, to be granted that responsibility to effec-

By Livingstone Muchefa

tively acquire, preserve and ultimately give access to records of historical value. The archivist of the day must fight against being perceived as one who "lives in the past, extracting quaint and useless facts from dusty documents". Today's information practitioner should emulate the spirit of those gone before us who were vibrant in writing and publishing spreading the gospel of archiving in Southern

Rhodesia. Between 1954 and 1962 there were two books and thirty-six articles published then lectures at the University. What were their qualifications? It was basic education but their influence was great. Successors did their part but my submission is that we have greater potential. Our quest is to see Zimbabwe back to the old glories when it was a precondition to receive international training.

What is interesting is the momentum and pace at which historically viable records are gathering.

Staff News

In Retrospect: Mrs Angeline Kamba



. Mrs A. S. Kamba (1981 – 1990) had the distinction of being the first black

Director, first woman Director and captain of the ship during the Golden Jubilee celebrations.

With the attainment of independence in 1980, the National Archives joined the International Archival community and quickly asserted itself as one of the foremost of Archival institutions in Africa. This is evidenced by Zimbabwe's assumption of the Chair of the East and Central African Regional Branch of the International Council

on Archives (ECARBICA) in 1982 when, Director A.S.

Kamba was the Vice President of the International Council on Archives (ICA). That same year the National Archives hosted the Seventh Biennial Conference and Seminar of ECARBICA and Mrs Kamba was elected as the 1982-4 Chairperson. In 1985 she was elected Vice President of the ICA, a post she held for four years. We salute her.

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Gweru Records Centre Silver Jubilee celebrations in pictures



Last word

On 22 May 1973 the SASCAM Day Centre was opened by Sir Humphrey Gibbs, former Governor of Rhodesia and President for the SASCAM Society. The abbreviations stood for: Salisbury Society for the Care of the African Mentally Handicapped. Now everyone is familiar with the word 'Masasikamu'. Now you know where it came from.

Kudakwashe Tonhodzai finally did it! Here is to all of you pessimists out there who did not think the brother had it in him to finally marry and end bachelorhood. To those who are not familiar with the lad I am referring to, I am referring to Kuda from the Library section who was devoted more to dressing than finding a

partner. I dare say, that could have been his trump card to finding the lass to settle with. In a bid not to raffle feathers I say congratulations and may he be an example to others still single but contemplating matrimony (I am not going to say names).

There are whispers in the corridors and in repositories about an end of year party and the possibility of boozing sprees but the mood is somber even negative. I think the focus is on the bonus and a future that is not quite certain but certain elements have vowed to continue with the brown bottle no matter what the future holds expressing quiet optimism which is what we want.

We also hope there will be no surprise resignations come 2014 as the institution is short staffed already.

Come June next year do not be alarmed if you spot soccer enthusiast with sleepy red-shot eyes, it will really be due to lack of proper sleep because of the late kickoff of some of the World Cup games in Brazil. Some will kick off as late as lam (CAT) because of the time difference with Brazil. We will not rule out absenteeism as well which will make the HR's job easier! It is tight fellow soccer fans. Kudos to those with PVR decoders or the new DSTV Explorer who will record the games and view them later. Hope ZESA will not disappoint them. Until next time, chao!