



**REPORT**

**OF THE**

**DIRECTOR**

**NATIONAL ARCHIVES OF ZIMBABWE**

**FOR THE YEAR 2011**

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## **Introductory remarks**

Honourable Ministers of Home Affairs

2011 was predictably a difficult and frustrating year. The vacancy list continued to grow as we failed to secure Treasury concurrence to recruit even for posts that Public Service Commission had exempted from the general freeze.

Operations were also affected by Treasury's erratic release of budgeted funds, a significant portion of which, as has now become tradition, was released towards year end.

Resource challenges resulted in meagre transfers from public records to public archives. The Public Archives Section is lacking in shelving space as well as personnel to process public archives.

Our Audio Visual Unit experienced public access challenges due to mal-functioning equipment for viewing and listening.

In spite of these challenges, Honourable Ministers, we were able to process 806 cubic feet of public archives. This was achieved through our cooperation with National University of Science and Technology who provided students to us under their 'practicum' arrangements.

Our Records Management Section also saw an increase in accessions to 5294 for the year. The section also hosted a highly successful seminar on Retention and Disposal of Hospital and Personnel Records. An outcome from this seminar is expected to be in the form of a national public sector programme on records retention and disposal.

2011 also saw the involvement of the Department in the successful implementation of the UNESCO funded project, "Safeguarding the Intangible Cultural Heritage Elements of Njelele".

Honourable Ministers I sincerely look forward to better fortunes especially with regards to budget releases and filling of vacant positions in 2012.

**Director**

**I M Murambiwa**

## **RECORDS MANAGEMENT**

The largest in Central Africa and one of the National Archives of Zimbabwe's largest departments, the Harare Records Centre deals with the management of more recent records. The records are housed in special high density Records centres designed to reduce storage costs to a minimum. The multi-million dollar custom built premises were opened in 1988. There are also Regional Centres in Bulawayo, Masvingo, Chinhoyi, Mutare and Gweru.

Members of the public wishing to consult semi-current records should make an application to the department concerned; be given the permission and be given the quantities numbers to bring to the Records Centres.

### **Records Requests and Reference Services**

Records reference services are always being given to the general public as it is one of the mandates of the National Archives. A total of 4 251 files were requested by creating departments, while 1855 files were issued out to user agents. As records management section we managed to hold a one day stakeholder consultative meeting on the 20<sup>th</sup> of December 2011. A number of careers guidance programmes were attended by our officer in Chinhoyi, Gweru, Masvingo and Mutare. A sizeable number of PDC meetings were also attended by the Provincial Archivists. There were also a number of records and information management surveys which were done in Shurugwi, Binga, Chivhu, Wedza and Bikita. However, we feel that as a section we could do more to try and market our services and justify our existence otherwise, we risk becoming irrelevant.



*Maudy Mapiye. Records Manager processing*

## **Accessions**

2011 saw 5 294 cubic feet (cu.ft) worth of records being accessioned into the records centres as compared to 4,305 cu.ft from the previous year. However, Records Centres still face space shortage.

## **Processing**

A total of 6 049 cu.ft of records were processed by the records centres in the year 2011 as compared to 3 848cu.ft from 2010. A remarkable increase of more than 3 500 cu.ft records were processed proving that resources were available and also the manpower.

## **Disposals**

### **i) Transfer of Records**

A meagre of 670 cu.ft worth of archives were transferred from the Records Centres to Public Archives and research section against the backdrop of more than 22100 cu.ft worth of these records which have become archival. This huge backlog has become a hindrance, affecting all the Records Centres. The Public Archives and Research Section cannot take in all the “archives” because the section does not have enough storage space and also that some ‘archives’ no longer have any archival value because their ‘value’ has been overtaken by time and events.

### **ii) Destructions**

A cumulative total of 6 276 cu.ft worth of time expired records were destroyed during the year 2011. However, Harare Records centre still has about 1 500 cu.ft of records which need to be destroyed. These could not be destroyed because of shortages of staff and also the inconsistencies by National Waste Collection. It is no longer as reliable as before.

## **PUBLIC ARCHIVES AND RESEARCH SECTION**

This section strives and continues to make the actual archives of the nation available to the public. This has been done through providing information on what the archives contain, exhibition of particularly interesting and important material and also managed to give tours to schools and other groups. These “Public Archives” consist of Central and Local Government records of historical significance that are over 25 years of age and which have been selected

for permanent preservation. These are also supplemented by Historical Manuscripts (unofficial documents from private sources).

The year started off on a promising note as it opened with all existing Archivists still with the section. The work plan was largely focusing on trying to reduce the ever mounting backlog. It is pleasing that the section managed to undertake all its targeted key result areas as per Department Integrated Performance Programme (DIPA). The section had planned on undertaking a practicum with National University of Science and Technology (Nust) students which initially had been targeted for two weeks but unfortunately it had to be cut to one week. However commendable cubic feet of records were processed within that short period. It was commendable because instead of processing the initial target of 500 cubic feet, 380 cubic feet of records were processed. Unfortunately the section failed to conduct the initial targeted two practicums and ended up doing only one because of financially constraints.

The section took a positive stance of being proactive in the acquisition of archives. The targeted two visits were conducted in Bulawayo at Joshua Nkomo Private Museum and another at the Hwedza District offices. A serious deficient was discovered in this area whereby it was noted that delineation reports from the period 1965- 1985 were missing from our collections as they were still at DA's offices nation-wide. It was proposed that these records should be brought to the National Archives repository as is the mandate of the institution.

The section managed to process 806 cubic feet of records including 111 cubic feet for Bulawayo Archives. This was a big improvement comparing with 2010 figures which were a total of 539 cubic feet again including figures from Bulawayo. This year's figures were affected by a temporary stop of processing as it was noted that boxes were being placed on the floor which in turn were absorbing moisture which in the long run leads to records' degradation. It was only resumed when new shelving material was purchased.

This year the reading room recorded a total of 2 495 visits compared to 2 347 last year.

Guided tours continue to be a service that is offered to schools and groups. 48 schools visited the institution for guided tours compared to 31 last year. It seems more and more schools are slowly becoming aware of the existence of the institution which is occasionally confused with the institution of Museum and Monuments.



*Miss Loveness Makuva. Receptionist*

### **Computerisation of the pre 1923 Public Archives**

The year started off on a new note as the section started the computerisation of the pre-1923 Public Archives as the computerisation of the post 1923 was completed. A computerised catalogues system has already been installed at the control desk. It is our hope that the section will be able to computerize the remaining pre-1923 archives in its quest to embrace the technological revolution and not be left lagging behind.

### **NATIONAL REFERENCE LIBRARY**

The main function of the National Archives Library is the acquisition for a permanent copy of every work published in or about Zimbabwe or by a Zimbabwean, regardless of subject, form or language. Works on the Southern African Region and on topics which have a bearing on the history and development of this country are also collected, as is the reference material necessary to support the administrative, professional and research activities of the staff.

The year 2011 was a better one for the section as compared to the previous five years in terms of work output and acquisition of material resources. The section acquired two computers and a printer for the cataloguers and serials librarians. The processing and data entries for 2008/09 publications is complete. The Zimbabwe National Bibliography (ZNB) for the period 1999/2000 was handed over to the editor for final editing and printing. Staff shortage has impacted negatively on the processing of library material. However students on attachment have helped to relieve the situation.

The library collection now stands at 50965. The number of books deposited is less than half the number of International Standard Book Number (ISBN) requested which is an indication that publishers are not complying with the Printed Publications Act (PPA). The Act states that every book that is published within the country is to be deposited (a copy) at the National Archives). However a lot of publishing houses are not complying with this law.



*Priscilla Mawarire. Retrieving books in the main Library*

### **Government Publications**

The year has shown a decrease in the number of publications that are coming from the different government departments. The person responsible has made it her mandate to visit the various responsible personally and try to find out what is taking place. This, again, calls for a rigorous enforcement of the Printed Publications Act (PPA).

Government Gazettes	65 (86)
Statutory Instruments	159 (199)



Votes and proceedings	23 (0)
Debates	31 (46)
Bills	8 (10)
Acts	9 (6)
Reports	6 (3)
New titles	3 (6)

Comparative statistics for the year 2010 vs.2011 (Figures for 2010 in brackets)

### **Illustrations**

The Illustrations collection contains Zimbabwean photographic records. This collection dates back from the 1880's to present. It numbers over 40 000 photographs. Within its collection, it has paintings and prints of renowned artists such as Thomas Baines. The orders that were processed amounted to 399 whilst 658 visits by the public were recorded. This year has seen an increase in the number of digital orders as a result of the ease with which reproductions can be made digitally and also the absence of reprographic equipment. Digitisation of the photographic collection is long overdue.

## **TECHNICAL SECTION**

### **AUDIO VISUAL UNIT**

The Audio Visual Unit continued to undertake the duties of accessioning and cataloguing film and sound archives for permanent preservation and research purposes. The year began on a very low note with many of the frustrations that reached the peak towards the end of 2010 spilling into the New Year. During the first half of the year major activities were at stand still due to non-working equipment. However, the other half of the year saw major improvements in the unit.

#### **Equipment**

The telecine kit (Two VCRs, projectors [16mm &35mm]), Steenbeck editing table, Sony television set and VCR which went down towards the end of last year were not working

throughout the first half of the year. The equipment was however repaired during the third quarter of the year and was functioning properly to the year end. A new Computer projector was also acquired during the third quarter of the year.

### **Acquisition**

Acquisition of new materials remained a challenge for the unit throughout the year. A paltry 3 CDs and 10 films were acquired during the year. Efforts to make both public and private institutions deposit audiovisual materials at the National Archives were fruitless. The only meaningful response was made by Liberty Cinema, unfortunately the materials provided were not in line with the NAZ collection development policy.



*One of Archives longest serving members. Mr. Kashiri*

### **Preservation**

Preservation issues proved to be the major challenges of the year. Temperature control was compromised throughout the year as cold room 1 and 2 were not working for the good part of the year. Only cold room 3 was working, operating at an average temperature of 15 degree Celsius. Despite these frustrations new plastic film cans were acquired and replacement of rusty metal cans with plastic cans was one of the main activities during the year. It is hoped that the cold rooms will be repaired soon as efforts to do so are being made.

### **Access**

For the first half of the year, provision of access was a serious challenge for the Unit. This was caused by non-functionality of equipment play back equipment. As for the processing of materials, 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 downfall in the number of visits from last year's researchers from 56 to 26. This number excludes guided tours.

## ORAL HISTORY

Oral History sources continue to supplement and compliment the other documentary sources at the National Archives. The Oral history section has enjoyed an eventful and fruitful year in terms of work output and equipment availability. The section was supposed to carry on with the project on minority groups which had been started in 2010. The minority groups that had been covered were of the Batonga of Gokwe South, though they are mixed with Ndebeles and Shonas who moved from Mashonaland areas to the area under discussion. The far Northern part of the Batonga had not yet been covered which covers Binga area.

The Second quarter commenced with retaining ex restrictees and interviewing them on site. The interviews began with a visit to Gonakudzingwa detention camp in the Gonarezhou Trans frontier Park. The third Quarter succeeded the Gonakudzingwa visit with the unit visiting Sikombela site in Zhombe district and carrying out interviews with the surviving ex detainees from this site. The third quarter of the year saw the section being involved in a UNESCO funded project entitled “Safeguarding the intangible cultural aspects of Njelele”. Njelele is Zimbabwe’s main religious shrine in the Matopos. The Matopos, also known as Matonjeni or Mabweadziva, are the headquarters of the Mwari religion. The Matobo landscape is on the UNESCO World Heritage List. Njelele is the premier shrine in the Matobo landscape. Other shrines include Dula, Zhilo, Wirirani and Manyanga. The project sought to fully document Njelele’s intangible cultural aspects through oral interviews, participation in Njelele activities and capacity building workshops in managing intangible cultural heritage and in peacekeeping. This project brought diversity into the collection as the unit had the opportunities to do participatory research

Research areas covered in 2011.

- Sacred places i.e. Ntabazikamambo, Chigara hills, Chipinge
- Ndaou Chieftainship i.e. Gwenzi, Mapungwana and Musikavanhu
- Ndaou dressing
- Rain making beer brewing ceremonies
- Costumes for rain making ceremonies
- Choreography linked to rains
- Traditional ceremonies
- Minority groups.

## Equipment.

The year 2011 has seen the unit acquiring new equipment which is also in line with the ever changing technology. The unit received the following equipment with the funding of UNESCO which has gone a long way in enhancing work output as well as helping in the process of having an electronic database of the collection.

- 2 digital cameras and one were donated to the Bulawayo archives.
- A digital video camera.
- A digital voice recorder
- Hard drive for data storage.
- A laptop
- D.C to A.C converter.

## **Material culture collected.**

- Ingubamazwi- a chest shield made of skin was made and it is said to have been worn by chiefs to show their royalty
- Amabhechu was also made by the participants this was used to cover both the front and the back.
- Mahlai – it is made of seeds from wild trees and when dancing these will produce a nice sound and is worn around the leg. Isighuba-this is a head gear made of ostrich feathers and some skin and is very typical of the amabhiza or ihoso dance
- Hoso- this is gourd with seeds which is used in the amabhiza dance in coordination with the other instruments.
- Tshongo-it is a fly whisk usually from a wild beast used in the dances in coordination with the songs and dances.



*Oral Historian, Rudo Karadzandima. Interviewing and capturing history*

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

Popular topics for enquiry were;

- Land issues
- Chieftainship
- Liberation struggle
- Women in politics
- Traditional beliefs and customs

### **CONSERVATION UNIT**

Conservation Unit worked hard to maintain the archival documents in good physical condition. The unit tried hard to prevent the deterioration of these documents and repair any damage that may threaten their existence.

Deacidification, washing and tissing remained the major activities for the year under review. Very old and fragile newspapers were deacidified and tissued to repair and strengthen them. Tissing and sewing was carried out on library books. Maps were repaired and some were deacidified and mounted on calico. Council meeting papers from the Bulawayo, Kwekwe, and Chitungwiza local authorities were bound in leather and PVC materials. Rebinding was also carried out on library books. Students on attachment from the Harare Vocational Training Centre worked tirelessly to clear some pending work from the previous year (2010). Crime registers from the research section were cleaned, repaired and straightened.

<u>Year</u>	<u>2010</u>	<u>2011</u>
Items bound	176	145
Items repaired	2 107	2574

### Others

80 maps were repaired

436 files and folders were made



**Ringisai Kanyoka**

### **EDITORIAL AND PUBLICATIONS PROGRAMME**

The Editorial department experienced a fruitful year though not a lot of activities were lined up. The Directors Annual Reports for the year 2010 is out awaiting distribution to the various departments.

The Zimbabwe National Bibliography (ZNB) for the period 2009-2010 is waiting final editing with minor glitches being experienced because of the CD-ISIS software in use.

The Editor has now been working with different Archivists so as to come up with material that can be used for a new brochure. The one that is currently being used is old and does not depict the new changes that can be witnessed at the institution.

Exhibitions are still being held so as to try and market the institution and also make the public know and be aware of what the institution has and how it helps the nation. The institution still attends and participates in exhibitions like the Zimbabwe International Trade Fair (ZITF), Harare Agricultural Show and the Book Fair.

## **STAFF MATTERS**

The year 2011 witnessed numerous staff movements throughout the records management section. Mr Ndokera was transferred from Gweru Records Centre to join Harare Records Centre as the Acting Chief Archivist. The then Chief Archivist, Mr D. Maboreke relinquished records management section duties to concentrate on the duties of the Deputy Director's office. Mr S Mutsagondo, the then Archivist at Harare Records Centre, was transferred to Gweru to replace the undersigned. Mr E Shumba, the Records Management Assistant (RMA) transferred from Harare to Chinhoyi to fill in the then vacant post of the RMA. The post for Chinhoyi archivist is still vacant. Miss M Mapiye and Ms P Chikono were upgraded to the posts of RMA in May and August 2011 respectively. Mr I Chigodora, an Archivist from Research Section, temporarily joined the section for four (4) months.

In Bulawayo, the office lost the services of Mr M Mthetwa and Mr M Sifani who were then both office orderlies, to Public Work Department and Bulawayo Polytechnic College respectively, on transfer and regarding. This happened after they had both acquired certificates in Records Management.

Ms Nyagwande left the institution leaving the Public Archives Section severely short staffed as it is operating with four Archivists instead of six.

Ms F. Kutsakatika, from the Audio Visual unit, was away on maternity leave. Miss Rudo Karadzandima was transferred to the Oral History Section from the Illustrations Office. She is now the current Oral Historian, a post that was left vacant after Miss T. Dube temporarily left to further her studies.

## **PROFESSIONAL MATTERS**

The year 2011 was a very good one for both the domestic and foreign visits. The Acting Chief Archivist Mrs Nyaude and Mr Maboreke the Acting Deputy Director were invited to attend the African Council on Archives in Algeria, it was a three day conference which was largely attended by the Western and Northern African Countries, this was a result of the clash

of the ACA meeting with the ESARBICA conference which was also being held at the same time. The African heads of Archival institutions agreed to form an African Archives Association as a platform that would be in a better position to address African concerns than ICA which is dominated by western countries. A constitution was drafted and circulated among African states seeking recommendations and input especially from those who were not represented in the conference.

The institution hosted the East and Southern Region Branch of the International Council on Archives (ESARBICA) Audio-Visual workshop. This saw participants coming from the whole Region coming to be trained in the handling and preservation of Audio Visual Archives. Mr V Nduna Also participated in the International Federation of Film Archives (FIAF) summer school and ICCROM Safeguarding of Sound and Image Archives (SOIMA) summer school. The library section participated in the International Standard Book Numbering 2011 Annual General Meeting. It was hosted by the National Library of South Africa in Pretoria, South Africa from the 13th to 16th of September and the Zimbabwe Archives was represented by Kudakwashe Tonhodzai (Serials Archivist). The main reason for this meeting was to note progress in the issuance of ISBNs and to find ways to assimilate digital publications into the ISBN system. One of our Librarians, Tariro Makoni, attended the National Library and Documentation Services conference meeting held at Carribea Bay Hotel (Kariba) in July. It was so as to address the challenges faced by librarians in all of Zimbabwe despite the kind of library.

Mr M. Ndokera, Mr M Kwesu, Ms P.Marowa and Ms B Mamvura started an MSc Programme in Library and Information Science with NUST on a block release programme. Mr Ndokera and Ms Mamvura accompanied the Director to attend the bi-annual ESARBICA conference in Maputo, Mozambique, from the 6th to the 11<sup>th</sup> of June 2011. Mr S. Bhebhe went to India from October to December 2011 for a course in Modern Library Operations and Procedures. He also completed MSc studies in Library and Information Science. The director also travelled to Rhodes University and Spain on official business.



**APPENDIX A**  
**Summary of Statistics**

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

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

<b>2.     <u>Totals on Database</u></b>	<b>2010</b>	<b>2011</b>
1. Film (Positive)	2477	2477
2. Film (Negative)	269	269
3. Video	319	330
4. Audio Tape Reels	386	386
5. Audio Tape Cassettes	1228	1276
6. Gramophone Records	10 406	10 406
7. Compact Discs	23	26
8. Slides	1045	1045
9. Books	204	206
10. DVD	16	19
11. RN	82	82
12. Spotlight	257	257

**APPENDIX B**  
**Climatic control**

**Average Temperature**

Cold Room 1:	not working
Cold Room 2:	not working
Cold Room 3:	15 Degrees Celsius

**Humidity Levels**

Uncontrolled (Dehumidifiers not functioning)

## **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..... \$2 0.00

### **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*

NATIONAL ARCHIVES OF ZIMBABWE  
GUNHILL, BORROWDALE  
PRIVATE BAG 7729 CAUSEWAY  
TEL: 792741-3/ 795695  
E-mail: archives@archives.gov.zw  
Website: www.archives.gov.zw

## **DIRECTORATE**

Director	Mr I. M. Murambiwa BA (Hons), M.Phil, MBA
Deputy Director	Mr. D. Maboreke BA (Hons), Grad CE, Cert. Rec. Mgt, Msc in Library and Information Science

## **PUBLICATIONS PROGRAMME**

Editorial Archivist	R. Kambasha BA (Hons), Museum studies
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## **ARCHIVES AND RESEARCH SECTION**

Acting Chief Archivist	P. Nyaude BA;
Archivists	L. Muchefa BA; K. Mavingire BA; T. Chigodora BA;
Executive Assistant	S. Nyatsvimbo Dip Secretarial Studies

## **LIBRARY SECTION**

Principal Librarian (Acting Chief Archivist)	Mrs. L. Masumbuko HND Lib & Infor Science, Cert. Mrktng of Lib Services
Archivists	K. Tonhodzai BA;
Assistant Librarian	W. Mubariri HND Lib & Infor Science
Assistant Librarian (Serials)	T. Makoni HND Lib & Infor Science
Illustrations Assistant	Mr. Z. Kadzora NC Science Technology

## **MAIN RECORDS CENTRE**

Acting Chief Archivist	Mr. M Ndokera Bsc (Hons). Psychology
Records Management Assistants	S. Kambaza HND Rec & Infor Science F. Chanetsa ND Rec & Infor Science M. Mapiye NC Records Management

## **ORAL HISTORY PROGRAMME**

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

Document Conservator	Mr. E. Kore Cert. Print Finishing & Converting
Assistant Conservator	Mr. T. Nyandoro Inhouse Book binding & Conservation

## **AUDIO- VISUAL UNIT**

Archivists	Mr.V. Nduna Bsc (Hons) Records & Archives Mgt Miss F. Kutsakatika BA (Hons), Archaeology
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## **ACCOUNTS**

Accountants	Mr. I. Mabwe ND Acc S. Makubaza ND Acc Mr. R. Zvidza
HR Assistant	L. Muzenda Bsc (Hons) Human Resources and Industrial Relations, Dip. Personnel Mgt
Mrs. J Matonhodze	Registry Clerk
Private Secretary	Mrs A Chikwavaire

Commissionaire 1	L. Makuwaza
Commissionaire 2	M. Mapiye
Commissionaire 3	Mr. D Matongo

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

Chief archivist (Matebeleland)	Mr. M Kwesu Bsc Lib & Infor Science
Archivist	Mr. S Bhebe BA
Records Management Officer	A. Kandishaya ND Lib & Infor Science; M. Muzira ND Records and Archives Management
Secretary	A. Bunure ND Sec Studies
Commissionaire 1	Z. Sibanda

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

Archivist (Midlands)	Mr S Mutsagondo
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**

Records Management Assistants	E. Shumba ND Rec & Infor Science
Secretary	Mrs. Mazvanya ND Sec

**MUTARE RECORDS CENTRE**

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

Archivist (Manicaland)

B Mamvura BA

Records Management Officer

S Chidzanga N. D Rec. Infor. Mgt

Secretary

Mrs. Muchete ND Sec

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

Archivist

Mr. Magama BA

Records Management Officer

A. Makomichi NC Rec & Infor. Mgt

Secretary

S. Tafamba