

National Archives Of Zimbabwe



DIRECTOR'S ANNUAL REPORT

2012



REPORT

OF THE

DIRECTOR

NATIONAL ARCHIVES OF ZIMBABWE

FOR THE YEAR 2012

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Introductory remarks

Honourable Ministers of Home Affairs

Our operating environment continued to deteriorate in 2012 mainly due to failure fully circumvent the recruitment freeze and poor funding. We continued to lose critical archiving and library skills. This negatively affected our ability to maintain our preservation infrastructure like cold rooms and shelving space.

Inadequate shelving space especially in the Public Archives Section resulted in temporary halt in transfers from Records Centres further worsening the already critical backlog in archives processing. Suspension in transfers to Public Archives has also resulted in downstream congestion in Records Centres and in public sector registries.

Broken down cold rooms are putting a strain on the preservation of our audio-visual collections. A recent survey has shown that a massive 123 items tested positive for vinegar syndrome, an indication that all is not well with the collection.

In spite of these challenges, Honourable Ministers, we were able to achieve some good progress during the year. We drafted Retention and Disposal Schedules for “Classes Common” of our public sector records. The draft now awaits consideration by the Records Committee before being gazetted.

Our cooperation with National University of Science and Technology, who provide students to us under their ‘practicum’ arrangements, continued to bear fruit as a further 234 cu ft of records were processed.

Perhaps the most notable achievement was the return of Government Papers that had been illegally deposited at Rhodes University in South Africa by the late former Prime Minister Mr Ian Douglas. This was culmination of a decade of protracted diplomatic discussions. The move has been hailed in ESARBICA as a triumph of the repatriation of migrated archives call in the African Archives Agenda.

Our efforts to secure our archival collection received a major boost with the installation of biometric access control system in our repositories. We are confident these measures will help curb losses to the national collection.

Director

I M Murambiwa

RECORDS MANAGEMENT

A number of activities hogged the limelight and it was quite an eventful year. There was a massive increase in records received and accessioned, records issued out to requesting departments and returned files. Unavailability of space at the Public Archives and Research Section and inconsistent collection of records due for destruction by the National Waste Collection, saw a drop in the number of records transferred to the Public Archives and those earmarked for destruction.

Records requests and reference services

15 boxes and 1949 (12 boxes and 4251) files were issued out in the year under review. 34 boxes and 2320 files were requested (101 and 3211 files). The majority of the requests came from NSSA, The High Court and ZAPAR. Thirty (30) records management surveys were conducted in Harare and Bindura. The centres continued to extend records management and reference to government departments and local authorities in 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.



Ms Brenda Mamvura, Acting Chief Archivist Records Centre

Accessioning

There were 4495 cubic feet (5294) of records that were accessioned into the Records Centre. Evidence of a survey undertaken in Mashonaland Central, point to a need by the registries there to make use of records management services for proper handling of records.

Processing

A total of 3411 cubic feet of records were processed in the year 2012 as compared to 6049 cubic feet in 2011.

Disposal

Transfer of Records

294 cubic feet (670) of records were transferred to the Public Archives. There was a decline on records transfers to Public Archives because the section does not have enough space to house the records. Once space is created, transfers will be expediently made.

Destructions

1408 boxes (6276) were destroyed. The centre's shredder is not working and National Waste Collection were inconsistent in collecting records due for destruction. The company no longer accept newsprint material which will be an obstacle on its own as the majority of records due for destruction are made of that material. See Appendix A for a summary of Records Centres' statistics

PUBLIC ARCHIVES AND RESEARCH SECTION

The section continues to strive to increase its services to its clients by improvements in processed material, acquisitions and preservation. To achieve this, the section for the year under review undertook to process 1600 cubic feet of public archives and historical manuscripts and collection of delineation reports from Mtoko, Lupane, Rusape and Mt Darwin in line with updating the reports and also enhancing access.

Processing

The section had planned two practicums one in Harare and the other in Bulawayo. These practicums were to generate 1000 cubic feet of processed records but due to a clash in the timetable for National University of Science and Technology (NUST) students, the first practicum failed to take off due to the students preparing for their exams in the period that was proposed for the exercise that is March and April. The Bulawayo practicum aimed at processing 500 cubic feet but only managed to produce 234 cubic feet. The eleven students participating in the practicum could only process the above figure as the other four were involved in the preparing of food used during the practicum, therefore, the limited students had an impact on the total footage to be processed.

The section was to process an additional 600 cubic feet but managed to process 574 cubic feet due to subordinated archival personnel. The three new Archivists who came in the third and fourth quarter did not contribute much as they were still under induction. Total footage processed was 1003 cubic feet as compared to 806 for the year 2011. Shelving space continue to haunt the Public Archives and Research Section impacting negatively on backlog clearance due to halted transfers from the Records Centre.

Access

The reading room received 2169 researchers as compared to 2495 visits for the previous year. 42 schools and colleges visited the institution as compared to 48 visits last year.

Manuscripts

The section received two historical manuscripts deposits of Sir Roy Welesnsky papers delivered by Mr I.J Johnstone. The deposit was accessioned and placed under accession number Acc 3519: WE7/3. The other deposit was from Midlands Stamp Club Gweru Gallery. It is accessioned under Acc 3520.

Computerisation

Computerisation of the pre-1923 archives catalogue is on going. The data entered so far stands at 40359 and is at the alphabetical RU. It is hoped that before the close of 2013, the section would have completed data entry of the pre-1923 catalogues.



Ms Debra Mavenge, Research Archivist

NATIONAL REFERENCE LIBRARY

The year under review was a good year in terms of work output. The section managed to execute tasks with the little resources that were available. Staff shortage has impacted negatively on the processing of material, however, two students on attachment alleviated the situation. Furthermore, Ms Chanetsa, transferred from the Records Centre was a welcome addition to the section in terms of personnel. There is still a problem as regards editing the 1999/2000 ZNB which the section hopes will be addressed in the coming year. The resignation of Mrs Masumbuko from the section, has left a gap in terms of experience and expertise.

General Collection (Figures of previous year in brackets)

The Library collection now stands at 51601 (50965). The number of books deposited is less than half the number of ISBNs requested which is an indication that publishers are not complying with the Printed Publications Act (1975). Cataloguing of books and monographs stood at 269 (267) and biographies were 32 (34). Notable subjects covered include economics, capacity building, the war of liberation, development of churches and fictional.

Subscription to foreign journals is proving difficult due to the payment system in the government. The system makes it difficult to make swift subscription payments. As a result, the serials office is not receiving foreign publications which were formerly subscribed to. The year under review saw the International Agency for ISBNs creating user accounts and passwords for all agencies nationwide. The move was meant to deter publishers from creating own numbers without the permission of the agencies.

Government Publications

In an effort to cover missing government gazettes, parliamentary debates and statutory instruments, the section embarked on an exercise to acquire them from other institutions having the collections. Gulla-Ndebele and Partners is one such organisation that managed to avail collections for reproduction. The Parliament of Zimbabwe also donated Hansards for the section to choose from.

Government Gazettes	60 (65)
Statutory Instruments	202 (159)
Votes and Proceedings	23 (23)
Debates	71 (31)
Bills	1 (8)
Acts	7 (9)
New serial titles	6 (3)
Binding/Repairs	41 (68)



Ms Wendy Mubariri, cataloguing books in the Library

Illustrations

The year saw an increase in digital orders, 1493 (399) as a result of the ease in digital reproductions. The absence of reprographic equipment has also contributed to this. Digitisation of the photographic collection is therefore, long overdue and needs to be done as soon as possible.

TECHNICAL SECTION

AUDIO-VISUAL UNIT

The year under review started and ended on a relatively good note. Although there were some challenges faced, there is potential for growth and development that this report will highlight.

Acquisition

Consultations were made with various stakeholders in the film and sound industry in order for them to deposit their collections. A database for potential depositors was created as well as special guidelines and procedures for the acquisition set aside. The unit is working towards preparing an acquisition policy for collections. A total of 31 CDs consisting of 204 audio programs were acquired.

Preservation

I. Cold rooms- The cold rooms were not functional and this was a major challenge which frustrated our preservation efforts. Expert technical advice pointed out that the cold room technology that is being used is out dated and therefore difficult to perfectly service. A total of 104 films were cleaned with isopropyl alcohol in order to curb rust, moulds and other damaging factors. However, this is a temporary measure, for it is critical to equip the cold rooms with dehumidifiers.

II. Vinegar Syndrome testing- A total of 123 films tested positive for vinegar syndrome. The collection is deteriorating. See Appendix B for summary of results.

Security

Security was guaranteed by the installation of biometric access system which hinders access to authorised personnel only. In order to curb the problem of theft of books, all books were moved from the main office to the storeroom where access is restricted to audio-visual archivist and the equipment technician.

Processing

36 hours of film was transferred to VHS. Cataloguing was done for 8 HVS tapes.

Access

A total of 36 researchers visited the unit an improvement from 23 in the previous year. The functionality of the equipment determines the number of visits to the unit. More visits are experienced when the machines are working and true of the opposite. Equipment for accessing all formats is available and working but it requires servicing to avoid breakdowns. A thank you should go to Mr Kashiri's expertise in working with the equipment. The tape deck in the sound room however, requires replacement.

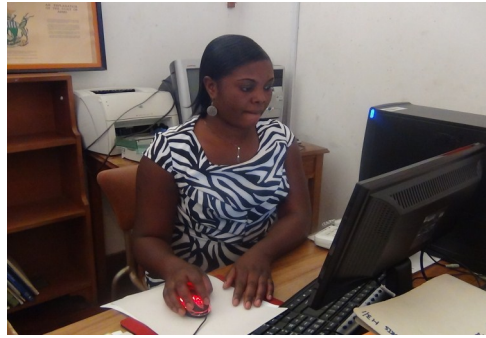
ORAL HISTORY

The year 2012 was not very fruitful in terms of fulfilling the unit's objective of collecting oral history materials from minority groups as only one field trip was carried out in Bulilima and Mangwe districts from the 8th to the 16th of March 2012. This was to document the history and culture of the Kalanga tribe. Two interviews on the sacred places of Hwange were carried out with Chief Dingani Nelukova and Chief Mahabhikwa. Register for Ex-detainees and Women Nationalists was compiled.

Consultation for Oral History materials.

Popular topics for enquiry were;

- a. Chieftainship
- b. Minority groups
- c. Rhodesia Native Bureau interviews
- d. The Liberation Struggle



Ms Rudo Karadzandima, Oral Historian

Workshops attended

The unit attended the Indigenous Knowledge System conference in Bulawayo from the 28th of August to the 1st of September. The unit also organised the Oral Traditions Association of Zimbabwe (OTAZI) conference in December 2012.

Equipment

There is need for the unit to acquire 4 digital recorders as only one recorder is working at the moment. At least 5 mattresses and 3 sleeping bags are needed for field trips. Other equipment needed are as follows;

- a. 5 litre gas stove
- b. 5 external hard disk drives for back up
- c. 1 digital camera
- d. 1 video camera

Resources permitting, field trips should be carried out to complete the documentation of minority tribes in Zimbabwe.

CONSERVATION UNIT

The unit worked very hard during the year as there was a constant supply of materials. Most of the critical activities were carried out. Old newspapers that were fragile and torn were deacidified and repaired. Minutes of Local Authorities of Chitungwiza and Kwekwe were bound and covers were made from leather and canvas. The spines were blocked. Service Records and Crime Registers were also bound into oversize volumes. Page makers, folders and index cards were also made during the year under review.

Books that were identified during stock take that needed restoration from the library were rebound as well as hard cover counter books. Statues were cleaned and polished. During the last quarter of the year document conservation surveys were carried out in Gweru and Bulawayo by the document conservator, Mr Kore. Documents with mould growth together with torn books were brought to Harare for repairs.

Materials and equipment

The unit received enough materials for use during the year. The guillotine needs to be serviced and the blades sharpened

<u>Year</u>	<u>2011</u>	<u>2012</u>
Items bound	145	171
Items repaired	2574	3122

Others

181 index cards made

19 folders created

111 page makers made

370 of items guarded and filed



Mr Kudakwashe Mavingire, Editor

EDITORIAL AND PUBLICATIONS PROGRAMME

Mr Kudakwashe Mavingire assumed the post of Editor after the previous incumbent, Rumbidzai Kambasha, resigned. The Editor assumed work from 1 July and carried over the work left by the previous Editor. The editing of the 2011 Director's Annual Report was done and copy for printing given to Printflow, who were awarded the job to print.

The 2010 reports were distributed to various departments and subscribers.

The official launch of the new book *National Archives 75@30: 75 years of Archival excellence at the National Archives of Zimbabwe*, was held at Bulawayo National Archives in November. Guest speaker at the launch was Dr Lawton Hikwa from the National University of Science and Technology. Information managers and, records and archives personnel also graced the occasion. The platform was a good marketing base of the new publication and a lot of requests for the text followed after the launch.

The Editor managed to present a paper at the Oral Traditions Association of Zimbabwe (OTAZI) conference on "Memorialisation and Documentation of Dark Histories" held in Bulawayo in December.

A new brochure was designed depicting the new changes at the Archives. It is ready for printing once funds are available. The Archives Newsletter has been revived to capture various articles from staff members which will later be integrated on the website for a broader readership.

Programmers for the Atlantic Documentation Services, the software used to compile the Zimbabwe National Bibliography (ZNB) for the period 2009-2010 were invited to come and reprogramme the software to enable editing on the final draft. A technician came and took down the requirements and hopefully will be able come with an upgrade to the software to enable progress of the ZNB.

The Editor also participated at the Zimbabwe International Book Fair held in Mutare in September.

STAFF MATTERS

There were notable staff movements especially in the records management sections. Ms P Mawarire was upgraded to the post of RMA in July and Ms s Mupambwa joined the Records Centre as the Executive Assistant on 2 May 2012. Mr O Sigauke replaced Ms B Mamvura who had transferred from Mutare Records Centre to Harare Records Centre in October. Mr Ndokera, who was the Acting Chief Archivist at the Records Centre resigned in June. The lateral transfers from the Ministry of Education, Sports and Culture and the institution managed to acquire the services of Archivists Mr A Chikomba, Mr O Sigauke, Mr M Sibanda, Mrs Matariro (nee Mavenge) and Mr G Bishi. Mr Chikomba, Mr Bishi and Mrs Matariro are in the Public Archives Research Section which greatly alleviated the section's manpower shortage. Mr Sigauke and Mr Sibanda were sent to Mutare and Chinhoyi Records Centre respectively.

In Bulawayo, the centre managed to host a belated Christmas party at the Bulawayo Archives. Mrs A.N. Sibindi from Public Works Department filled the post of Human Resources Assistant. Mr O Rufu replaced Senior Office Orderly Mr G. M Mpofu who retired in October. Mr C Mtunzi, general hand, was upgraded to the post of Office Orderly.

PROFESSIONAL MATTERS

The institution managed to attend and participate at various local, regional and international professional fora. The records management personnel attended a Appraisal and Scheduling Workshop held from the 12th to the 15th of June on developing of Retention and Disposal of records at the Management Training Bureau. Mr Mutsagondo, Mr Shumba, Ms Kambaza and Mr Magama attended a Records and Registry Management course in Victoria Falls from the 15th to the 17th of August. Mr Maboreke went to Brisbane, Australia, for the International Council on Archives (ICA) congress on “A climate of change” from the 20th to the 24th of August.

In June , Mr Tonhodzai went to Kenya for the Standing Conference of Eastern, Central and South Africa Library and Information Association (SCECSAL) conference on library professions and how national libraries can be gateways of information and knowledge. Mr Tonhodzai went on to represent the institution in Ethiopia for the UNESCO Memory of the World training workshop held from the 9th to the 15th of November.

Ms Felizarda Kutsakatika went to Cape Town in November for the ‘Perspectives in the Preservation and Promotion of Audio-visual Heritage in South Africa’ seminar which was co-hosted by INA of France and DOXA of South Africa. The seminar was a platform for the exchange of knowledge and experiences in digitisation and preservation plans for audio-visual archives.

The Director accompanied Minister of Home Affairs to Zambia for the 5th Commemoration of the Kavalamanja/Kakaro battles from the 8th to the 14th of March. In July, from the 9th to the 14th, the Director was in Gaborone for the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA) Executive Board Meeting

Mr Kwesu and Ms Kambaza accompanied the Director to Rhodes University from the 9th to the 17th of September to collect documents that had been illegally deposited there during our transition to independence.

APPENDIX A (Records Management)

Summary of Statistics (previous year figures in brackets)

Centre	Surveys	Accessions	Processed	Disposed
Harare	30 (37)	4495 (2914)	3411 (4068)	1408 (4877)
Bulawayo	6 (22)	1558 (1124)	874 (907)	1337 (754)
Gweru	26 (35)	638 (444)	217 (320)	294 (311)
Masvingo	5 (28)	160 (417)	273 (359)	279 (334)
Mutare	5 (12)	196 (-)	922 (-)	- (-)
Chinhoyi	- (15)	511 (395)	511 (395)	- (Nil)

APPENDIX B (Audio Visual Unit)

Summary of results for 2012,2011 and 2010 vinegar syndrome results

1.

	LEVEL 0	LEVEL 1	LEVEL2	LEVEL3	TOTAL
2012	59	51	10	3	123
2011	52	50	5	5	112
2010	32	58	1	4	95

As indicated in the table above, the collection is deteriorating and necessary measures should be employed to arrest the damaging factors.

2. Climate control

Average temperature

Cold Room 1:	not working
Cold Room 2:	not working
Cold Room 3:	not working

Humidity Levels

Uncontrolled (Dehumidifiers not working)

Non-functional cold rooms are a cause for concern as preservation efforts are being thwarted because of this. There is need to repair the cold rooms and restore dehumidifiers.

APPENDIX C

Oral History Section Output Statistics (Previous year figures in brackets)

PERIOD	JANUARY -DECEMBER 2012
Preliminary interviews conducted	2 (3)
Interviews conducted	Audio tapes 189, Digital audio interviews 15, (82 and 25) video interviews 9 (25)
Draft transcripts	Nil (-)
Checking of draft against tapes	Nil (-)
Draft transcripts sent for interviews for	Suspended
Interviews fully processed	189 audio, 15 digital audio, 7 videos (82,25,25)
Donations received	Nil (-)
Index cards prepared and filed	211 on digital videos (-)
Transcripts transferred from flimsy paper to bond	25 (-)
Transcripts sent for binding	25 (-)
Inquiries	9 (34)
Audio tapes	189 (107)
Digital audio	15 (25)
Videos	7 and 2 on Kalanga Culture and sacred places of Hwange (25)

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

NEW PUBLICATION

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

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Archivists L. Muchefa BA;
A Chikomba BA (Hons)
A. Bishi BA (Hons) History
D. Mavenge BA;
T. Chigodora BA;
Executive Assistant S. Nyatsvimbo Dip Secretarial Studies

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Archivist K. Tonhodzai BA;
Assistant Librarian W. Mubariri HND Lib & Infor Science
Assistant Librarian (Serials) T. Makoni HND Lib & Infor Science
Assistant Librarian F. Chanetsa ND Lib & Infor Science
Illustrations Assistant Mr. Z. Kadzora NC Science Technology

MAIN RECORDS CENTRE

Acting Chief Archivist

Ms M. Mamvura BA

Records Management Assistants

S. Kambaza HND Rec & Infor Science

P. Mawarire NC Records Management

P. Chikono NC Records Management

M. Mapiye NC Records Management

ORAL HISTORY PROGRAMME

Oral Historian

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

CONSERVATION UNIT

Document Conservator

Mr. E. Kore Cert. Print Finishing & Converting

Assistant Conservator

Mr. T. Nyandoro Inhouse Book binding &
Conservation

AUDIO– VISUAL UNIT

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Miss F. Kutsakatika BA (Hons),
Archaeology

AUTOMATION

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Mr. R. Zvidza Acc 1, Dip. Management

HR Assistant

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

Registry Clerk

Mrs. J. Matonhodze

Private Secretary

Mrs. R. Guveya

Commissionaire 1 Miss. L. Makuwaza

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, MSc Library and Info. Science
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 BA, 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	E. Shumba ND Rec & Infor Science
Secretary	Mrs. Mazvanya ND Sec

MUTARE RECORDS CENTRE

EMBASSY BUILDING

P. O BOX 639 MUTARE

Archivist (Manicaland)
Records Management Officer
Secretary

Mr O. Sigauke BA (Hons) History
S. Chizanga N. D Rec. Infor. Mgt
Mrs. Muchete ND Sec

MASVINGO RECORDS CENTRE
ZIMRE BUILDING
FOURTH FLOOR MASVINGO

Archivist
Records Management Officer
Secretary

Mr. B.Magama BA
A. Makomichi NC Rec & Infor. Mgt
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