

**ROLE AND TRENDS OF RECORDS MANAGEMENT WITH SPECIFIC REFERENCE
TO VHEMBE DISTRICT MUNICIPALITY, LIMPOPO PROVINCE**

BY

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**A Mini Dissertation Submitted at School of Management Sciences of the University of
Venda in Partial Fulfillment of the Requirements for the Degree of the Master of Public
Management**

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ABSTRACT

This study investigated the role and trends of records management with specific reference to Vhembe District Municipality, Limpopo Province. In order to achieve the research objectives, an in-depth literature study was undertaken. A survey was also conducted to examine the current records management practices at Vhembe District Municipality and the data was collected by means of self-administered questionnaires. The literature study proved the hypothesis to be correct, which stated that effective records management plays a significant role in the effective administration of an organization. The empirical study revealed that the records management function is not receiving the attention it deserves at Vhembe District Municipality. Even though participants acknowledged the importance of records management in the decision-making process, strategic planning process (Integrated Development Plan), the realisation of the Batho Pele Principles and the overall performance of Vhembe District Municipality, it was evident that ignorance was displayed with regard to the management of records. It has been discovered that Vhembe District Municipality has a good Records Management Policy, Procedure manual and File Plan, but adherence to these policies should be continuously monitored. Regular training has been identified as one of the areas on which Vhembe District Municipality should apply its focus to ensure sound records management

The study uses both quantitative and qualitative techniques for data collection and analysis. Quantitative techniques were mostly used in that they provide the researcher with an understanding the role and trends of records management with specific reference to Vhembe District Municipality, Limpopo Province Random and purposive samplings were used for the selection of sample for the study. Both primary and secondary data were used for analysis in this study. Secondary data were obtained from government publication, research publication, and report. Primary data were obtained through personal observation and questionnaires survey.