

## **CHAPTER ONE**

### **INTRODUCTION AND HISTORICAL BACKGROUND**

An archival institution is an organisation or organisational unit that manages archival materials. Archival institutions exist for the purpose of acquisition, preservation and provision of access to collections of archival materials to a varied range of researchers. Archival resources in any given archival institution contain information on various subjects related to cultural, socio-economic and political aspects. The National Archives of Zambia was established for the purpose of control, custody and preservation of public records and archives. This study sought to investigate the role of the Institution in the promotion of research and its contribution to knowledge and national development.

The origins of the National Archives of Zambia can be traced back to 1935 when the Southern Rhodesia Archives was opened. Northern Rhodesia had no organised archives until 1947. In 1946, the Northern Rhodesian Government negotiated with the Southern Rhodesian Government for extension of archival services to its territory. In the same year, the Central African Council authorised the Southern Rhodesia Archives to extend archival services to Northern Rhodesia and Nyasaland. The authorisation of the merging of archival services was based on the political campaign after the second war for unification of various technical services of the three Central African countries for economic and security reasons.<sup>1</sup> This was followed by Northern Rhodesia and Nyasaland passing the Archives Ordinances of 1946. The ordinances legally established the Southern Rhodesia Archives as the archives headquarters office for Northern Rhodesia and Nyasaland. Thereafter, the name of the Southern Rhodesian Archives was changed to the Central African Archives. H. E. Hillet became the first archivist of the Central African Archives.

In 1947, an archival depot was opened at Livingstone by A. J. Saich, and it served as a transit centre for semi-current records pending their transfer to the Central African Archives which was headquartered in Salisbury.<sup>2</sup> The depot was in operation up to 1950 when it was temporarily closed owing to a staff crisis. However, in 1956 the archival depot was re-opened and relocated to Lusaka.

With the formation of the Federation of Rhodesia and Nyasaland in 1953, the administration of archives was taken over by the Federal Government. In 1958, the National Archives Act was passed which stated that each Federal Government of Southern Rhodesia, Northern Rhodesia and Nyasaland was the owner and disposer of its own property.<sup>3</sup> The Central African Archives was then renamed as the National Archives of Rhodesia and Nyasaland. Later in 1963 the Federation of Rhodesia and Nyasaland was dissolved. This was followed by Zambia's attainment of independence in October 1964. The Zambian archives ceased to be a branch of the National Archives of Rhodesia and Nyasaland but became a fully fledged archival institution. The archival institution was now renamed as the National Archives of Zambia. In 1969, the National Archives Act was passed which stated that the legal and sole mandate for the care and preservation of Zambian records was entrusted with the National Archives of Zambia.

### **Statement of the Problem**

The National Archives of Zambia has managed and preserved public records and archives since its establishment in 1947, yet it has not attracted much scholarly attention. Most of the available literature on the institution focuses on the history of its establishment and development; scholars have not bothered to demonstrate the National Archives of Zambia as a facilitator of research and knowledge construction. In view of this gap in historical knowledge, this study investigates

the role of the National Archives of Zambia in the promotion of research and its contribution to knowledge and national development.

**The objectives of this study were:**

- (a) To examine the impact of archival legislation on the operation of the National Archives of Zambia.
- (b) To investigate the role of the institution in the preservation of archival information.
- (c) To investigate the contribution of the National Archives of Zambia towards research, knowledge and national development.
- (d) To assess the challenges faced by the National Archives of Zambia.

**Rationale of the study.**

This study is a contribution to the institutional historiography of Zambia. The study also contributes literature on the National Archives of Zambia as a facilitator of research and knowledge construction. It is hoped that this study will stimulate further research on the institutions of national and historical heritage.

**Literature Review**

A survey of literature on the National Archives of Zambia suggests that a lot is written on the activities of the institution in general without clearly demonstrating its role in the promotion of research and its contribution to knowledge and national development. Nevertheless some of the available literature on the National Archives provides useful background information for the study.

Some of such works includes Baxter's, which discusses the history of establishment of the Central African Archives covering the territories of the then Northern Rhodesia, Southern Rhodesia and Nyasaland. Baxter focuses on the functions of the Historical Manuscripts Division, Historical Research Library and the Photographic Studio of the Central African Archives.<sup>4</sup> Baxter's study does not explain the Central African Archives' contribution to research; however it provides useful background information for the study.

Mukula traces the origin and development of the National Archives of Zambia by outlining the principal events and activities that related to the institution in a chronological sequence.<sup>5</sup> Although he mentions the records kept by the National Archives as covering a wide range of topics which can be utilised by people of varying interests, he does not explain the use value of archival material to knowledge and national development.

In another study Mukula discusses the sources of archival materials in the custody of the National Archives of Zambia from a perspective of primary provenance. The study identifies oral tradition, Colonial Administration, Historical Manuscripts and Legal Deposit Library as sources of archival materials.<sup>6</sup> Though in passing, the study acknowledges District Notebooks as containing a wealth information for research purposes. This study provides the basis for explaining the contribution of archive material to national development through research.

Kashweka's study on archival legislation in Zambia argues that legislation on archives does not keep pace with developments in information and communication technology. Although the study does not demonstrate how archival legislation has had an impact on the operations

of the National Archives of Zambia it is relevant to the study as it elaborates the functions and responsibilities of the institution.<sup>7</sup>

Duchien and Gibson's works on archival legislation and policies are not directly related to the National Archives of Zambia but are useful in explaining the role of archival legislation in the provision of archival services. Duchien's study on legislative foundations of the archival institution discusses the basic elements of archival legislation as being influenced by administrative, socio-economic and political systems of respective countries.<sup>8</sup> Gibson's work focuses on the role of archival legislation in general. He argues that the main purpose of archival legislation is to establish national archives and to set out its duties and functions.<sup>9</sup>

Hamooya's works on the National Archives of Zambia are relevant to the study in that they provide the basis for demonstrating the institution's role in the preservation of archival material. In his study on the value of preserving archives he argues that well managed archives can be instruments for achieving accountability and transparency. In the case of Zambia, he observes that the colonial powers and the first post- independence leaders opted to destroy those records that they thought were not to be made available to the public.<sup>10</sup> He further discusses the records and archives management practices in Zambia from colonial to post- independence times.<sup>11</sup> In his other study, Haamoya assesses the awareness and usage of archival information at the National Archives of Zambia. He notes that although the services of the institution meet the needs of the users to a certain extent more needs to be done in terms of awareness.<sup>12</sup>

Additionally, Keakopa and Ngulube's works discuss the role of archival institutions in preservation of archival materials from a general point of view. Keakopa notes that the

survival of oral traditions largely depends on archival institution to preserve them.<sup>13</sup> Ngulube acknowledges that the preservation of archival material is the responsibility of archival institutions for present and future generation. He argues that archives are to be preserved because they are the key to accountability, knowledge management and national memory.<sup>14</sup> These works are useful in explaining that access to information for research depends on preservation of archival material.

Gifford's study gives a detailed description of the major categories of materials available for research in the *Zambian Archives*. Gifford demonstrates that archival materials under study range across the years of the British South Africa company administration and colonial office administration.<sup>15</sup> Gifford maintains that studies of detailed internal history of Zambia depend in part on the records kept by the colonial administrators, committees and commissions. The study concentrates on describing the materials available for research but does not examine the value of archival material to research.

Musambachime's study focuses on the Archives of Zambia's United National Independence Party. He discusses the history of its establishment and the inventories of the African National Congress and United National Party.<sup>16</sup> Musambachime's work is relevant to this study on the basis that it demonstrates the contribution of archives to knowledge, development of literature and promotion of research.

Chuubi studies the establishment and the growth of the Nchanga Consolidated Copper Mines Archives. His study focuses on the value of the company archives to Nchanga Consolidated Copper Mine Limited. He notes that archives play a major role in the operation of the company by providing information for research by both company and non company

researchers.<sup>17</sup> The study is valuable in explaining the contribution of archival material to national development through research.

Literature that does not directly relate to archives in Zambia but discusses archives of specific countries and aspects of archives in general is significant to the study. It includes Gann's work on the relevancy of the study of archives on the part of sociologists and social anthropologists. He discusses secondary sources as inadequate sources of information for investigation of the past. He recommends the inclusion of primary material in investigations on the basis that they are not written for literary purposes but are a natural product of historical events.<sup>18</sup> Although this study lacks information on the fact that archives could be studied by researchers of varying interests, it provides the basis of explaining the primary value of archives to research.

Musembi and Ngulube have a common argument on the role of archives in development. Musembi asserts that archives are utilised to provide background data and information useful for national economic planning. He records that archival institutions contain information related to various subjects that policy makers can utilise.<sup>19</sup> Ngulube records that social scientists and researchers utilise archives in order to effectively and efficiently contribute to society's knowledge base and social development. These studies provide the basis for investigating the contribution of archives to national, cultural and literature development in Zambia through research.<sup>20</sup>

Kemoni, Phumzile and Wamukoya study the utilisation of archival information by researchers. Kemoni establishes that in Kenya, researchers use a variety of information sources to satisfy their information needs although both researchers and archives personnel

face problems in accessing information.<sup>21</sup> Phumzile and Wamukoya establish that researchers in Swaziland are hindered access to archival information due to lack of user guides and lack of skilled personnel among other factors.<sup>22</sup> The findings of these studies are useful in examining the challenges that are faced by the National Archives of Zambia in ensuring archival information is accessible to the researchers.

From the foregoing review there is an indication that none of the works evenly demonstrates the role of the National Archives of Zambia in the promotion of research and its contribution to knowledge and national development from a detailed historical perspective.

### **Conceptual Framework**

This study draws its conceptual frame work based on the Modern Archival Theory of the Twentieth Century which is grounded on the principle of wider public use of archives. The theory is ideal for the study because its main justification for archives to the users is that they offer the public a sense of identity, history, culture, personal and collective memory.<sup>23</sup>

In this study the conceptualisation of the National Archives of Zambia is that it was established for the purpose of acquiring, storing and dissemination of information of archival nature. However, the changing of archival legislations from the time of its establishment meant that its role in service provision changed. The archival material in the custody of the institution comprised of non-current public records, archives and printed publications on varied subjects appeal to a wide range of the population with different interests. Archives have been used as a point of reference by policy makers to make informed decisions thereby fostering national development. They have been used by historians to verify facts, scholars to



develop literature and academics to enhance their knowledge. The institution in accordance with the legal obligation ensured accessibility of information to the public.

The study establishes how the National Archives of Zambia has been providing services that facilitate research in the light of changing archival legislation. The study further investigates how archival material is utilised by people of varied professions to enhance knowledge and national development.

### **Research Methodology**

This study adopted a qualitative methodological approach. Data for this study came from various sources. The starting point was the University of Zambia Library particularly the Special Collection and serials section where books and Journals were consulted for secondary information. More secondary information was collected from the National Archives of Zambia Library and the National Assembly library where relevant books and Government documents such as policy documents were consulted. Substantial amount of primary data was sourced from documents such as District Notebooks and Annual Reports at the National Archives of Zambia. Primary information on the National Archives was also collected through oral interviews with the local and international users of the institution. Oral interviews with the current and former employees of the National Archives were conducted for valuable primary information for the study.

### **Organisation of the study.**

This dissertation comprises of six chapters. Chapter One deals with the introduction and historical background of the National Archives of Zambia. Chapter Two examines the Colonial Archival legislation and how it influenced the operation of the Central African

Archives and later the National Archives of Rhodesia and Nyasaland in the Colonial period particularly from 1935 to 1964. Chapter Three, deals with Archival Legislation in the post-independence period and how it facilitated the management of public records, archives and printed publications from 1964 to 2006. Chapter Four discusses the preservation strategies and measures that were implemented in the Colonial period at the Central African Archives and later the National Archives of Rhodesia and Nyasaland as well as at the National Archives of Zambia in the post -independence period to prolong the life span of archival materials. The fifth chapter discusses the research value of archival materials in the custody of the archival institution in the colonial period and the post-independence period. The chapter further discusses the challenges that were faced by the archival institution in the provision of archival services both in the colonial period and the post-independence period. The sixth Chapter is the conclusion of the study.

## ENDNOTES

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## CHAPTER TWO

### THE NATIONAL ARCHIVES OF ZAMBIA: LEGISLATION AND DEVELOPMENT DURING THE COLONIAL PERIOD, 1935-1964.

#### INTRODUCTION

Archives as past records of historical value have often been used by various nations to plan for the future and serve as part of their heritage. Therefore, governments of different nations formulate legislation to protect the archives. Legislation has also been used to ensure that archives are managed appropriately and preserved over time for accountability and historical purposes. Archives legislation has been important in the provision of a framework that facilitates the operations of archival institutions. In regard to archival legislation, Micheal states that it provides procedural guidelines and instructions regarding the functioning of archival institutions.<sup>1</sup> Chibambo and Okello-Obura also state the importance of legislation in archival management. In Chibambo's view, legal and policy frameworks ensure a strategic approach to building capacity to capture, process, store, use, conserve and preserve records of national heritage.<sup>2</sup> Okello-Obura emphasised that archives management, preservation and conservation of archival materials need to be anchored in effective legislative and policy framework to avert the crisis of inadequate and improper decision making within organisational and national establishment.<sup>3</sup> In another perspective, Chibambo, argues that the nature of archival legislation determines the operation of archival institutions. He specifically mentions that laws have had a direct impact on the ways in which governments, organisations and individuals conduct their daily affairs. He further mentions that laws affect the way in which archives are created and used since in virtually most parts of the world past records form the basis of legal evidence.<sup>4</sup>

Chibambo and Okello-Obura's arguments form the main argument in this chapter. The chapter examines the history and development of archival legislative framework used to protect, control, preserve and manage past records of enduring value in Northern Rhodesia. It shows that the archival legislation that was formulated had a direct impact in the way the archival institution conducted its functions and responsibilities in Northern Rhodesia. This chapter specifically shows how the change of governments from the British South African Company (B.S.A.CO) to the British Colonial Administration and later to the Federation of Rhodesia and Nyasaland impacted on the nature of archival legislation formulated.

## **DEVELOPMENT OF ARCHIVAL LEGISLATION**

The development of archival legislation in Zambia is traced back to the promulgation of the 1935 Archives Act of Southern Rhodesia. When the colony of Southern Rhodesia was granted responsible government in 1923, archival matters were a specified responsibility of the colonial secretary. However, there was no other formal action taken until 1935 when the government archival institution was established by the 1935 Archives Act. The tentative steps to the enactment of the Archives Act of Southern Rhodesia started in 1923 when D. Niven of the Bulawayo Public Library wrote to the prime minister suggesting the building up of a colonial archive under his assistance. The suggestion was based on the fact that the British South Africa Company (B .S .A. CO) had not instituted any legislative archives department which could have taken care and preserved its records.<sup>5</sup>

However, it was not until 1933 that the importance of establishing a national archive was considered. During the same year, a historical exhibition was conducted to celebrate forty years of existence of Matebeleland. The exhibition organised by V. W. Hiller comprised of books,

pictures, private manuscripts and public records.<sup>6</sup> This exhibition marked the beginning of the archives legislation in Central Africa because it facilitated the formation of a provisional committee which looked into the permanent establishment of a National Historical Collection and National Archives.

The National Historical Committee was given official status in 1934.<sup>7</sup> Thus, under the leadership of Lionel Cripps, the committee initiated a measure of awakening public consciousness of the importance of preserving national archives and records of the colony. It drafted a bill to the Legislative Council of Southern Rhodesia which was accepted with minor modifications and in 1935 the National Archives Act was enacted.<sup>8</sup>

The Archives Act of Southern Rhodesia was not original in the making; it drew extensively on the then current archives legislation of South Africa which was framed in 1922. Burke, noted that the definition of public archives as “all such public records, documents and other historical material of every kind, nature and description as are in the custody of any government departments or as may... be transferred to or acquired by the archives office was similar to the definition adopted in South Africa.”<sup>9</sup> The definition can also be traced back to that used in Canada in 1912.<sup>10</sup>

The 1935 Archives Act of Southern Rhodesia pioneered the beginning of archival activities and legislation in Northern Rhodesia. This Act focused on the provision for proper custody and preservation of national archives in Southern Rhodesia. It provided for the establishment of an archives office and the appointment of a Government Archivist who was to advise the government on the care, custody and control of archives. The act also established an Archives Commission for the purpose of advising the Minister of Internal Affairs on archival matters.<sup>11</sup>



The provision of the position of the Government Archivist in the Southern Rhodesia Archives Act was of benefit to Northern Rhodesia. when Northern Rhodesia became interested in the preservation of its own archives and after considerable negotiation with Southern Rhodesia, it was arranged that the Southern Rhodesia office provide an archives service on the repayment of costs.<sup>12</sup> Thus, in 1945 the Government Archivist from Southern Rhodesia travelled to Northern Rhodesia to give advice on the establishment of archival services.<sup>13</sup> This culminated into the passing of the Northern Rhodesia Ordinance No 21 of 1946.

The 1946 Ordinance established the Southern Rhodesia office as the archives office of the territory (Northern Rhodesia). The Ordinance gave the Government Archivist of Southern Rhodesia legal status in Northern Rhodesia. The Archivist was empowered to exercise the same functions in Northern Rhodesia as was the case in Southern Rhodesia. Therefore, the Government Archivist was given access to government departments in order to advise on matters of care, custody and control of archives. Through this Ordinance, the Archivist examined the public archives that were in the custody of any government department in Northern Rhodesia. Burke noted that the authority given to the Government Archivist of Southern Rhodesia did not relinquish any jurisdiction of the Northern Rhodesia Government over its own public archives for the care, custody and control.<sup>14</sup> The duties entrusted to the Archivist were under the direction of the Governor of Northern Rhodesia.

In order to authorise the Government Archivist of Southern Rhodesia to exercise the powers and duties conferred upon him by the Northern Rhodesia Ordinance of 1946, Southern Rhodesia passed the Archives Amendment Act of 1946. The Amendment Act authorised the Archivist to exercise the powers and duties conferred and imposed upon him regarding the public archives of Northern Rhodesia and by its laws. For the purpose of normal discipline, the act added that the

duties of the Government Archivist performed with regard to the public archives of Northern Rhodesia were considered by the Public Services Act as duties of the office of the Government Archivist.<sup>15</sup>

## **LEGISLATION AND FORMATION OF THE CENTRAL AFRICAN ARCHIVES, 1946-1950**

The Central African Archives was established by the Nyasaland and Northern Rhodesia Archives Ordinances formulated in 1946. The Ordinances transformed the Southern Rhodesia Archives in to a Central African Archives to provide common archival services for Northern Rhodesia, Southern Rhodesia and Nyasaland. The joint archival service was on the basis that the records of the three territories were closely related. All the three territories were under the colonial administration of Britain. Despite the establishment of a joint archival service through the Central African Archives, each territory developed its own territorial archives legislation to safeguard their archival material.

In the case of Northern Rhodesia several pieces of legislation were passed to guide the preservation and management of archives in the custody of the Central Archives. Prominent among the legislation was the Northern Rhodesia Archives Ordinance of 1946 which provided for the preservation of public archives of Northern Rhodesia. It facilitated the transfer of all records, documents, other historical materials of every kind and nature in the custody of any government department before and after the commencement of the ordinance to the Central African Archives repository.<sup>16</sup> The Archives Ordinance also facilitated the opening of the first archival depot in Northern Rhodesia in 1947. Baxter noted that as a consequence of the 1946 Archives Ordinance, a depot was opened in Livingstone.<sup>17</sup> The purpose of opening the depot was

to temporarily carry out archival services in Northern Rhodesia while a permanent central repository was under construction in Salisbury.<sup>18</sup>

Furthermore, through the Ordinance of 1946, the Archives commission that was established under the Archives Act of Southern Rhodesia in 1935 was remodeled and became an inter-territorial commission representing Northern Rhodesia, Southern Rhodesia and Nyasaland.<sup>19</sup> The commission advised Governors of these territories on matters concerning public documents of historical importance.

The 1946 Ordinance was followed by the Northern Rhodesia Ordinance No 29 of 1947. It was established to amend the Archives Ordinance of 1946. The Ordinance changed the name of the commission to the Royal Commission for Central African Archives following the visit of their Majesties King George VI and Queen Elizabeth.<sup>20</sup> Although Royal approval was given to change the name of the commission, the activities of the archival institution were not altered.

Another legislation that was enforced regarding archives in Northern Rhodesia was the Disposal of Records Ordinance of 1948. The Ordinance established specific guidelines on the disposition of past records. This Ordinance facilitated a periodic destruction of valueless records. However, prior to destruction of their records, departments were notified in various general notices. Evident is a 1949 circular from the Administrative Secretary of Northern Rhodesia which enclosed the instructions for the destruction of records in respect to particular departments which had been notified in various general notices.<sup>21</sup>

In order to consolidate the law related to public archives, Northern Rhodesia revised its own legislation with a new Ordinance called Archives and Judicial Records Ordinance of 1950. The ordinance was enacted by R. C. S. Stanely, then Governor of Northern Rhodesia with the consent

of the Legislative Council to clarify the position of the Central African Archives as a repository for court records.<sup>22</sup> Through this Ordinance, all judicial records, documents and records of court proceedings that were in the custody of any court were transferred to the Central Archives Office. The Government archivist was given access to examine the judicial records in the custody of any judicial department and determined the records that were worthy of preserving.

Furthermore, the Ordinance authorised the Governor and the Chief Justice to make regulations regarding examination, disposal or destruction of judicial records which were not of sufficient value to justify their preservation in the archives office.<sup>23</sup> The authority granted by this Ordinance to the Governor and Chief Justice further facilitated the creation of the Archives Destruction and Disposal Regulations of 1950 which stipulated the procedure for destruction and disposal of judicial records. In this regard, records were destroyed in the manner prescribed by any court established by the Northern Rhodesia law or Government archivist in whose custody they were. On the other hand the regulations had a provision to prevent the destruction of records which were of public and historical value.

It should be noted that the work of the Central African Archives was by no means limited to the duties and functions imposed upon it by the 1946 Archives Ordinances by which it was created. The institution developed into one of the major archival establishments in Africa and it advanced in a position where it helped other Governments. In this regard, at the request of the High Commissioner for South Africa, the Government Archivist received permission from the Southern Rhodesia Government in 1949 to visit Basutoland. There, a survey was made of the country's records and recommendations were submitted for their better care and custody as well as plans and details of equipment required for a suitable repository.<sup>24</sup> The Bechuanaland

Protectorate also received assistance in 1948. The Archivist visited the Protectorate and sorted out the pre-1918 records and prepared a destruction schedule.<sup>25</sup>

### **ARCHIVAL LEGISLATION DURING THE FEDERATION OF RHODESIA AND NYASALAND, 1953-1963**

In 1953 Northern Rhodesia experienced a constitutional change. This was the emergence of the Federation of Rhodesia and Nyasaland with its Headquarters in Salisbury. The Federation was formed for administrative, economic and political convenience. However, the administration of archives was only taken over by the Federation in 1954. The reason advanced for the delayed integration of archives administration was the political pressure that resulted from the establishment of the new government. Therefore, the archives were administered under the provisions of the respective territorial laws amended to provide for federal control. This led to the enactment of the Archives and Judicial Records, Chapter 24 of the Laws of Northern Rhodesia in 1955. The powers that the Government Archivist had were transferred to the Federal Archivist.<sup>26</sup> Thus, records of the Federal Government were in the interim handled without a statutory authority.

It was only in 1958 that the Federation made a new act which became known as the National Archives Act of 1958. The Act was to provide for the preservation, custody, control and disposal of public archives, records and judicial records of the Federation. Under this Act, the Central African Archives became the National Archives of Rhodesia and Nyasaland. The Act enshrined the principle that each Federal Government of Southern, Northern and Nyasaland was the owner and disposer of its own archival material.

By the National Archives Act, a records committee was established for the Federation and the three constituent governments. In Northern Rhodesia, the committee was made up of the two members appointed by the governor and an Archivist who was appointed by the Director of National Archives of Rhodesia and Nyasaland. The Director of Archives was appointed in 1958 to head the records committee and manage archival affairs at National Archives of Rhodesia Nyasaland in Southern Rhodesia. The role of the committee was to make recommendations on matters that affected the selection of documents for preservation or disposal, conditions of access and conditions under which they were published.<sup>27</sup> These recommendations were subject to approval or amendment by the government.

Unlike the 1946 Ordinance that created the Central African Archives, the National Archives Act of 1958 made a fundamental distinction between records and public archives. While records were described as any documents in government custody, public archives were described as a select class created from documents in government custody.<sup>28</sup> Through this Act all records that were 30 years of age were promoted from records to archives and transferred to the National Archives repository in Salisbury (Southern Rhodesia) for permanent preservation.

The Director of the archives had authority through the National Archives Act to preserve any material in form of books and documents acquired by gift or purchase of historical value.<sup>29</sup> Although the Act provided access to public archives, there were restrictions on access to some documents deposited by certain individuals. Some of the donating owners of personal papers imposed certain restrictions at the time they deposited the documents. For this reason such records were only accessed based on the authority of the original owner or in accordance with the conditions imposed by the owner.

Archival Legislation in Northern Rhodesia during the Federation restricted the accessibility of archives through closed periods. It gave access to records at the age of 50 years in conformity with the Colonial Office Policy. However it should be noted that the National Archives Act repealed the Southern Rhodesian law under which the Central Archives was established. All public archives, records and judicial records were transferred to the custody of National Archives. Therefore, it held the material dating as far back as the 1890s.

On the subject of access to archives, the National Archives Act of 1958 reserved the right of reproduction of public archives. Therefore, publishing or reproduction of the contents of any public archives was subject to approval of the Northern Rhodesia Government. The interested parties had to make application to the authority. Infringement of this order was subject to a penalty in terms of a fine of up to two hundred pounds and twelve months imprisonment.<sup>30</sup>

The Federal Act discontinued the operations of the Royal commission which was initially established by the Archives Act of 1935. The need for the commission fell away as the archives service became a unified federal responsibility. In this regard Malcom Barrow, then Minister of Internal Affairs gave a tribute in the Federal Assembly to the role that was played by the commission in influencing archival policy.<sup>31</sup>

As a measure to ensure that the archival institution conducted its activities effectively, the 1958 Archives Act mandated the minister of Home Affairs to make regulations. This provision facilitated the making of the National Archives (copying fees) Regulation of 1962. The regulations demanded a charge on the services that were provided in connection with the making of any copies of any public archives, records or judicial records in the National archives.<sup>32</sup> However, the Northern Rhodesia Government was exempted from any payment of fees for the

services provided pertaining to the making and certifying of copies of any archives or records in the National Archives that belonged to the government. The regulation only applied to individual users of archives.

### **THE PRINTED PUBLICATION LEGISLATION, 1938-1964**

Northern Rhodesia passed a series of legislation to safeguard the collection of printed material in the territory. The idea of the formulation of printed publication legislation was drawn from Southern Rhodesia. The beginning of legislation in Zambia regarding the printed materials of the country can be traced back to the Southern Rhodesia Printed Publications Act of 1938. The printed publication legislation established that a copy of printed materials such as books and periodicals published within Southern Rhodesia were to be delivered to the Government Archivist for safe custody. Southern Rhodesia set a precedence for Northern Rhodesia in the formulation of printed publications legislation.

In 1947, Northern Rhodesia proposed a bill that with necessary modifications was similar to the Southern Rhodesia Printed Publication Act of 1938. One minor modification made was the removal of the name Southern Rhodesia in substitution for Northern Rhodesia. The bill proposed the provision for the registration of newspapers, the printing and publication of books and the preservation of printed works published in the territory. In 1948, the bill was passed under Chapter 154 of the Laws of Northern Rhodesia and was cited as Printed Publications Ordinance of 1948.

The Printed Publications Ordinance elaborated the required imprint on books printed and published within Northern Rhodesia. In this regard, the books were required to indicate the name and address of both the printer and the publisher failure to which publishers were subjected to a



fine. Default in payment of such a fine was liable to four months imprisonment.<sup>33</sup> The Ordinance also specified the period in which the books published in the territory were to be delivered to the Chief Archivist. Publishers delivered the books to the Chief Archivist in Salisbury (Harare) within two months of publication at their expense. This principle was in accordance with the Archives Ordinance of 1946 and the complementary legislation of Southern Rhodesia which placed the archives office under the authority of the Chief Archivist of Southern Rhodesia.

In a situation where a publisher failed to follow the provisions of the Ordinance, the court was mandated to order such a publisher to deliver a copy of a book to the Chief Archivist. It can be argued that the penalties established in the Ordinance compelled the publishers to fulfill their obligations. Evident is Hiller's observation of the large collection of printed material in the Central African Archives. He noted that due to the Southern Rhodesian Printed Publications Act of 1938 and the corresponding ordinances for Northern Rhodesia, a vastly majority of all printed materials published in the Federation were deposited in the Central African Archives.<sup>34</sup>

The Publications Ordinance provided for the registration of newspapers printed or published in the territory and established guidelines on the registration of newspapers. In this regard, publishing of newspapers was only conducted after the publishers registered with the Chief Archivist at Salisbury and after other details such as the names and place of abode of proprietors were registered. These were needed for easy follow up in case a concerned proprietor defaulted.

Additionally, the preservation of printed publications was also guided by subsidiary legislation. This was facilitated by the powers conferred upon the Governor of Northern Rhodesia by the Printed Publications Ordinance of 1948 to make regulations that safeguarded printed material in the territory. This authority culminated into the making of the Printed Publication rules of 1948.

This Ordinance received an amendment through Ordinance No 13 of 1956 which stated that the editor was responsible for examining the contents of the publication rules before being effected.<sup>35</sup>

## **CONCLUSION**

The chapter has demonstrated that from the early period of colonial rule in Northern Rhodesia, archives were considered as a national heritage and vital in planning for the future. Archival legislation was formulated in such a way that it protected national archives and ensured that they were appropriately managed for accountability and historical purposes. Apart from providing a legal framework that facilitated the operation of the archival institution in Northern Rhodesia, the archival legislation provided guidelines and instructions with regard to the custody, control and preservation of the archival materials.

The genesis of archival activities in Northern Rhodesia is largely attributed to the creation of the Southern Rhodesia Archives by the Southern Rhodesia Archives Act of 1935. The establishment of the archival institution in Southern Rhodesia brought about awareness among the colonial government officials in Northern Rhodesia regarding the importance of establishing an archival institution to preserve its own archives. This awareness influenced Northern Rhodesia in to passing an Archives Ordinance in 1946 which sought for extension of archival services from Southern Rhodesia. The ordinance was a factor in the successful organisation of archival materials in Northern Rhodesia because it facilitated the opening of the Northern Rhodesia Regional depot at Livingstone in 1947. Although Northern Rhodesia managed to establish an archival depot in its territory, it largely depended on the skills of the Government Archivist of Southern Rhodesia to advise on the proper care and custody of its archives.

The value that Northern Rhodesia had on its archival material is evident from a series of archival regulations and rules that were formulated to protect the archives. In addition to the Ordinance of 1946, the Disposal of Records Ordinance of 1948 was passed which established specific guidelines on the disposition of past records. This was followed by the Archives and Judicial Records Ordinance of 1955. Through this Ordinance, all judicial records, documents and records of court proceedings in the custody of any court were transferred to the Central African Archives. Northern Rhodesia also passed legislation to safeguard the collection of printed materials. It administered the Printed Publication Ordinance of 1948 which required every publisher to deliver a copy of any book published in Northern Rhodesia to the Central African Archives.

The formation of the Federation of Rhodesia and Nyasaland opened a new chapter in the archival history of Northern Rhodesia. It was during the Federation that the National Archives Act of 1958 was enacted which created an atmosphere of autonomy in the way archival services were conducted. It was through this Act that Northern Rhodesia was thoroughly empowered to be in charge and responsible for its archives. The Act provided for the appointment of an archivist and a records committee for the Regional Archives in Northern Rhodesia unlike the 1946 Ordinance which mostly placed the archival institution under the charge of the Government Archivist of Southern Rhodesia. Generally the chapter demonstrated that the nature of archival legislation in the colonial period was simple in the initial stages of the establishment of the archival institution but became much more detailed with the changing ideas of the nature of how the archival services were to be conducted. The subsequent chapter looks at the shift in the legislative framework that guided the operation of the archival institution in the post-independence period.

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## **CHAPTER THREE**

### **MANAGEMENT OF PUBLIC RECORDS, ARCHIVES AND PRINTED PUBLICATIONS IN POST-INDEPENDENCE ZAMBIA: THE LEGAL FRAMEWORK, 1964-2006.**

#### **INTRODUCTION**

The previous chapter discussed the legislation and development of archives in Northern Rhodesia. The chapter discussed how the legislation instituted in the colonial period impacted on the operations of the archival institution with regard to collection, custody, control and preservation of archival material of historical value. This chapter focuses on the archival legislation instituted in the post- independence period and how it influenced the management of public records, archives and printed materials published in Zambia. Therefore, both Chapters One and Two provide the background information that formed the basis on which the National Archives activities such as custody, preservation and management of archives and records were conducted, thereby contributing to research, knowledge and national development.

The discussion in this chapter demonstrates that during the initial years of independence the activities of the National archives of Zambia focused on retrieving the records of historical value pertaining to Zambia still in the custody of the National Archives of Zimbabwe (National Archives of Rhodesia and Nyasaland). It demonstrates how the archival law of the former Federation of Rhodesia and Nyasaland facilitated the management of semi-current records (records not open for public inspection) and archives (archival material that was open for public inspection) prior to the institution of a statutory instrument to guide the operations of National Archives of Zambia.

The discussion indicates that the period from 1969 to 1991 the National Archives of Zambia operated under the National Archives Act of 1969, the first Act that was enacted after

independence. The discussion demonstrates that although the National Archives Act was comprehensive enough to include the management of various types of semi-current records that existed at the time, it did not mandate the National Archives to regulate management of records and archives at each stage of their life cycle.

The change of government in 1991 from UNIP to the Movement for Multiparty Democracy Government (MMD) is discussed as having facilitated the revision of the National Archives Act. The chapter particularly shows that although the revision of the Act did not induce major changes apart from the adjustment of penalty fees, the instituting of the new government, facilitated expansion programmes at the National Archives of Zambia.

Lastly, the chapter explains how the National Archives managed the printed publications produced within Zambia under the Printed publications Act. The chapter shows that although the managing of printed material was guided by the law, the institution was by no means limited by it. It also conducted activities that were not sanctioned by the Act to facilitate the proper management of the materials.

### **NATIONAL ARCHIVES OF ZAMBIA IN THE INITIAL YEARS OF INDEPENDENCE, 1964 -1968.**

When Northern Rhodesia attained independence in 1964, it became known as Zambia. The United National Independent party (UNIP) took over government from the Federal Government. Under the leadership of Kenneth David Kaunda, UNIP obtained majority votes and formed a government on behalf of the Zambian people. Consequently, the Northern Rhodesia Archives ceased to be a branch of the National Archives of Rhodesia and Nyasaland and was renamed the



National Archives of Zambia. The institution was now under the management of a Director of Archives stationed within Zambia.

The initial programme that was conducted by the National Archives of Zambia was the retrieving of records pertaining to Zambia located in the Archival institution in Zimbabwe. During the Federation, services such as the Archives, Railways and Currency had been integrated. Therefore, records that belonged to Malawi, Zambia and Zimbabwe were brought under one administration without repercussions on the British Central African territorial governments. This explains why some records from Zambia were housed in Zimbabwe, Malawi, South Africa and London. The administrative structure at the time allowed the authorities of these countries to keep the records in part or in whole because that is where the headquarters of the administration system were established.<sup>1</sup>

In 1975, through the support of UNESCO, several records on mineral rights were retrieved from (London) Britain and repatriated to Zambia. This was after UNESCO was approached by the East and Central Africa Regional Branch of the International Council Archives (ECARBICA) to help in the retrieval of documents pertaining to Zambia.<sup>2</sup> Rennie, noted that when the Central African Federation broke up, a considerable quantity of records in Zimbabwe were repatriated to Zambia.<sup>3</sup> The administrative documents of the High Commissioner for South Africa were also sent to Zambia.<sup>4</sup>

In the initial years of independence, particularly from 1964 to 1969, the National Archives of Zambia continued to operate under the archival legislation of the former Federation of Rhodesia and Nyasaland. This was because the Zambian Government had not yet instituted a legal framework to govern the institution. According to Stiles, during this period, revision of new

archives legislation was being considered in the light of departmental experience and development.<sup>5</sup>

While operating under the Federal Act principles, the National Archives was able to bring into custody several quantities of records that were received from various government agencies. A valuable addition was a collection of files that consisted of correspondence and reports related to the administration and policing of Barosteland, slave raiding by the Portuguese and Lewanika's concession to the British South Africa Company.<sup>6</sup>

Under the Federal Act Regulations, records disposal schedules were conducted by the National Archives in consultation with the departments to which they related. The schedules were intended to regulate preservation, control and disposal of departmental records. The prepared schedules were checked and formally issued by the Director of National Archives and the heads of departments concerned to be used by the officers handling the records of the department.<sup>7</sup>

The Federal Act facilitated the collection of maps, pictures and historical records. In 1968, an appeal was made to government offices throughout Zambia to send their old maps to the National Archives. Consequently, a number of maps were received which filled the gaps of the map collection in the custody of the National Archives. The pictorial section acquired photographs of early mining on the Copperbelt as well as posters of historical interest from the Zambia Information services that were mostly used by the overseas publishers for illustration of books on Africa.<sup>8</sup> Another appreciated accession was a collection of reproductions of drawings by the Czech explorer, Emil Holub used in the illustration of life and culture in parts of Zambia towards the end of the nineteenth century.<sup>9</sup>

## **MANAGEMENT OF SEMI-CURRENT RECORDS AND ARCHIVES, 1969-1990**

In 1969, the first Archives Act after Zambia's independence was enacted. It was cited as the National Archives Act Chapter 268 of the Laws of Zambia. This Act replaced the previous Federal Archival Legislation. The Act was meant to provide for the custody, preservation, control and disposal of public archives and semi-current records in Zambia. The formulation of the National Archives Act in Zambia, like most archival legislation in other commonwealth countries, was largely influenced by the Public Records Act of 1958 of the United Kingdom. The Public Records Act established a cohesive framework for public records at the public records office and other places of deposit. It aimed at prohibiting destruction of records without approval, establishing an archival authority to give or deny such approval and empowering the authority to receive records not authorized for destruction.<sup>10</sup> It also mandated the transfer of records generally after twenty to thirty years and to confer right of public access.

The National Archives Act of 1969 which was influenced by the Public Records Act of the United Kingdom did not empower the National Archives of Zambia to regulate records management. Parer observed that the legislation generally focused on issues that involved the preservation of government records, public access and rights of appeal.<sup>11</sup> How records were initially created was not given necessary attention by the Archives Act yet records were always transferred from public institutions to the National Archives for permanent preservation. Parer further states that the archival institution in this case mainly became the end player in a process over which they had limited control.<sup>12</sup>

However, the 1969 Archives Act gave attention to definitions of public archives and records. In this regard, public records were all records that were specified by the Director of the National

Archives as being of enduring value and had been transferred to the institution.<sup>13</sup> The Act also defined records as papers, documents, registers, printed materials, books, maps, plans, drawings, photographs, microfilms, cinematography films, sound recordings and photocopies.<sup>14</sup> The definition of records was comprehensive enough to include the various types of records that existed at the time the Act was being formulated. Thus it facilitated the management of a wide range of records. Stiles recorded that in the 1970s the National Archives was in custody of microfilms, maps, photographs, tapes and stamps.<sup>15</sup> Mukula also noted that the National Archives maintained a collection of photographs and maps and further noted that the institution also had a studio for photographic reproduction and microfilming.<sup>16</sup>

On the contrary, Kashweka argued that the definition of records as provided for in the National Archives Act of 1969 was limited. It did not take into account the impact of information and communication technology on records management and the changes that were to be brought by the impact on the creation, maintenance, use and disposal of records.<sup>17</sup> In 1985 UNESCO conducted an analysis study on the archival legislation in Commonwealth Countries and recommended that archives legislation was to define records in a comprehensive way. The definition was not only to consist of enumeration of record types current at the time the legislation was being passed, which were bound to be out of date.<sup>18</sup> It was on this basis that the National Archives Act was noted not to have taken into account the changes and development that were to occur in the realm of archival and records management.

The National Archives Act stated that public records were any government records that were in the custody of the government or had been transferred to the National Archives. Public records also referred to as “any records of a corporation, society, association, institution or organisation which was prescribed by the Minister of Home Affairs, by statutory instrument and which were

in the custody of such corporation, society, institution or organisation or have been transferred to the National Archives.”<sup>19</sup> At this point it can be argued that the National Archives Act authorised the management of semi- current records not only from government departments but from private organisations and institutions. Cabinet Circular N0 10 of 1985 equally, requested private institutions to ensure that materials such as tour reports, minutes and correspondence were deposited with the National Archives. A significant difference with the archives acts in the colonial era is that the acts then mainly emphasised the management of records from government departments.

The National Archives Act legalised the establishment of the National Archives of Zambia for storage and preservation of archives. Through this act the National Archives was made responsible for the management and safeguarding of semi-current records. These were valuable records which were to be considered as archives in future.<sup>20</sup> The National Archives carried out this responsibility through the records centres which were established in selected towns of Zambia. In 1972, a record centre was opened in Mufulira. The Kabwe Records Centre was opened in 1974 followed by the Lusaka and Chipata Record Centres in 1976. In Livingstone the centre was opened in 1980 and in 1998 another records centre was opened in Mansa.<sup>21</sup> Although records centres were not established in Western, North- western and Northern provinces due to financial limitations experienced by the National Archives at the time, it was arranged that Western Province be managed by the Southern Province Record Centre, North-Western by the Copperbelt Records Centre and Northern Province was managed by the Central Province.

The personnel that were entrusted to manage the records centres conducted records survey in the registries of government ministries and departments in the provinces where the centres were located. This was for the purpose of determining the records that needed transferring to National

Archives headquarters for permanent storage. The personnel advised on proper physical storage standards of records. Thus, the National Archives functioned as an extension of the government registries through the provision of storage facilities for semi- current records in record centers.

The second section of the National Archive Acts provided for safe keeping and preservation of public records and their inspection by the public in places other than the National Archives. This provision mandated the Minister of Home Affairs to declare some facilities as places of deposit for public records. This saw the declaration of the ground floor of Freedom House in Lusaka Freedom Way Road through statutory instrument N0 61 of 1977 as a place of deposit for public records that related to the United National Independence Party (UNIP) and all political parties that had existed in Zambia.<sup>22</sup>

In as much as the declaration of more places of deposit of public records was meant to improve the country's archival services and enlarge the volume of records under professional supervision, the creation of the UNIP archives at Freedom House, brought about uneven development with regards to records management in Zambia. This was because when Zambia became a one party state in 1973, UNIP as a political party was declared supreme and its decisions were now implemented through the cabinet and parliament. In the same year, the party decided to establish a research bureau at the party headquarters to provide research facilities for party officials and government functionaries. Consequently, more emphasis and resources were spent on records management programmes of the party at the expense of the National Archives of Zambia. The records management programmes at Freedom House ended up with more resources and facilities at its disposal than the National Archives of Zambia. Thus the poorly funded National Archives could no longer function to expected standards.

The National Archives Act also set out the responsibilities of the Director of the National Archives regarding management of archival material. It particularly stated that the Director was required to direct, manage and control the National Archives, preserve, describe and arrange all public archives and store any public records which were transferred to the National Archives.<sup>23</sup> In this regard the Director was given wide ranging responsibility over a varied range of public archives which date from the commencement of the colonial government in about 1895. These included the records of the British South Africa Company and records of all departments and courts that were maintained by the colonial administration. The Director was also made responsible for post colonial government records and archives which cover many aspects of Zambia's culture, economic, social and political history.

Gifford noted that the Zambian Archives contained the full administrative record of the territory of Northern Rhodesia from the earliest days of the British South African Company and reports of neighbouring governments which were of historical importance and essential to comparative study of Zambia's colonial history.<sup>24</sup> Stiles also recorded that the archives had records of missionaries, explorers, statutory bodies, private individuals, societies and district note books.<sup>25</sup>

Sections eleven and twelve of the 1969 Archives Act, prescribed the procedure for access to public archives. The archival material that was placed under the custody of the National Archives was either in closed or open period. This meant that all records that were transferred to the National Archives for safekeeping remained closed to the public for twenty years while some records due to their nature of confidentiality continued to remain closed to members of the public for an indefinite period. Certain types of information deposited with the National Archives such as that relating to defense, prisons, public health and foreign affairs matters could not be made available to the researchers without consent of the office of creation.<sup>26</sup>

The formation of the National Archives Advisory Council was facilitated by the Act for the purpose of providing advice to the minister on matters relating to the retention or destruction of public archives, transfer of public archives to the National Archives, access by members of the public to the public archives and services of the National Archives. For example, in 1972, the Advisory Council prevented access to the documents that were deposited by the Cabinet Office on One Party Participatory Democracy which contained some unfavorable information that could not have served the members of the public any good purpose. The Advisory Council was also responsible for the recommendation of Freedom House as a place of deposit of former political parties' past records.

#### **DEVELOPMENTS IN RECORDS AND ARCHIVAL MANAGEMENT, 1991-2006**

In 1991 Zambia, experienced another change of government from the United Independence Party (UNIP) to Movement for Multiparty Democracy (MMD) after the latter won the tripartite elections. The change of government in 1991 was the starting point for the development and expansion of programmes at the National Archives.<sup>27</sup> Among other developments was the construction of a new Archives wing to house the archival documents, micro-photographic, repair sections, search room and administration offices which was necessitated by need for more space. The archival building that was officially opened by Sir Everlyn Hone in 1963 had by the 1990s become inadequate due to the expansion of archival activities. The plan for constructing a new archival building was proposed in 1972 but was only successfully embarked on till 1994 when the Movement for Multi-party Democracy was in government.

The National Archives Act of 1969 was equally revised but with no significant changes. The revised act was cited as the National Archives Act Chapter 175 of the laws of Zambia, 1995



edition. The minor changes concerned the upward adjustment of penalty fees regarding offences such as exportation and removal of archives and other documents and reproduction of public archives without authority. In the case of unauthorised removal of public archives and records from the National Archives penalty fee was increased from eight hundred kwacha to twelve thousand Kwacha.<sup>28</sup> The unauthorised reproduction of public archives attracted an increase in penalty fees from four hundred kwacha to six thousand Kwacha.<sup>29</sup>

Additionally, by the revised act, statutory instrument N0 30 of 1995 was issued which ordered the revocation of the UNIP Party archives at Freedom House as a place for public records. Hence, on the commencement of the order, all public records held in the archives room in Freedom House were supposed to be transferred to the National Archives. However, by 2006 the order had not been followed, archives were not transferred instead UNIP set up another archives within Lusaka.<sup>30</sup> The party did not surrender the party records to National Archives for political and security reasons.

By the mid 1980s, the National Archives was beset by a backlog of records which had not been properly arranged. This situation had limited the number of records which could be used by researchers.<sup>31</sup> However, in the early 1990s, the National Archives of Zambia started a programme of appraising these records and preparing finding aids accordingly. Mutiti stated that by 1999, the National Archives had more records arranged and described in the last seven years than the total number of records described in all the previous years put together.<sup>32</sup> This in turn facilitated the institutions' focus on bringing in records that were left uncollected in the outlying districts. The programme was made possible by the operations of records centres whose officers toured their respective provinces to collect semi-current and non-current records.

The revised Act also mandated the Director of the National Archives to acquire documents and materials of enduring or historical value by purchase and through donations. In relation to this provision, the Institution recorded an increase in archival deposits. With the coming of the Movement for Multiparty Democracy between 1991 and 2000, the records under the custody of the National Archives increased by sixty-four percent and in 2005 there was a further increase by sixty-nine percent of the total holdings.<sup>33</sup>

Further developments were necessitated by the provisions of section five (f) of Chapter 175 of the Archives Act which mandated the National Archives to be the custodian of the documents of the Non-Governmental Organisations. The section particularly stated that at the request of a corporation, society, association, institution or organisation which was prescribed by the Minister by statutory instrument, the Director of the National Archives could examine any public records in their custody and advice on the care and custody of the records.<sup>34</sup> Through this provision, a Non-Governmental Archives Unit was established in 2004 at the National Archives of Zambia for the purpose of safe guarding the non-governmental documentary deposits. Prior to the establishment of the unit, the documentary deposits were not fully utilised, accessible and were in imminent danger of decay due to lack of informed support.<sup>35</sup> Thus “A First Guide to the Non-Government Archives in Zambia” was compiled in 2004 to increase awareness of the rich potential of the non-governmental archives. It was also hoped would facilitate historical research.

The compilation of the First Guide on non-governmental archives was facilitated by the Director of the National Archives of Zambia and a team of researchers set up in 2003 and funded by the Local Cooperation fund of the Finnish Embassy. The initial stage in the compiling of the guide was research based on four different archival categories namely personal papers, missionary and church archives, archives of political organisations and archives of non-Governmental

Organisations. The first part of the research by the unit was based on personal collections which started with compilation of a comprehensive list of office bearers in all nationalist organisations and members of the first independent Zambian government in 1964. Included was a selected group of former politicians of European and Asian descent. Thereafter, requests were made to the identified individuals or their immediate descendants to deposit at the National Archives the documentary collections in their possession. The records obtained as a result of that exercise stemming from a wide- cross section of Zambian society revealed the important individual trajectories and broader historical processes that were neglected.<sup>36</sup>

The newly acquired records enriched and supplemented the historical manuscripts series that already existed at National Archives. For example the unit inaugurated a series of political collections at National Archives which was constituted by means of individual donations. A collection of the Northern Rhodesia African National Congress (NRANC) past political records were donated by Simon Zukas, the pioneer of the Ndola Anti- Federation Action Committee in 1950, Mulenga Sokoni who was one of the leaders of Northern Rhodesia National Congress, Kapasa Makasa the first chairman of the Chinsali branch of the Northern Rhodesia African Congress and Siakalumbi. W. K, the former vice treasurer of Northern Rhodesia African Congress from 1954 to 1956.

The unit further conducted a survey on the missionary and church archives with a view of gathering information on the state of their archives. Through the survey, it was discovered that although some of the missionary and church records were in the custody of the National Archives, the majority remained outside the preserve of the institution. Some of the church and missionary archives were found in poor state of organisation. Therefore, the unit embarked on

reorganisation of these archives by introducing a standard system of classification and the resulting indexes were deposited at the National Archives.

With regard to archives of non-governmental organisations the unit embarked on a minor sensitization campaign intended to impress upon the NGOs' leaders on the potential future historical value of the records under their care.<sup>37</sup> The sensitisation was meant to equip the NGOs with skills in record- keeping to prolong the life span of records that would contribute to contemporary historical dynamics in the Zambian society. The unit also conducted some inventory work based on some selected NGOs' dating back to the colonial period.

### **MANAGEMENT OF PRINTED PUBLICATIONS, 1964-2006**

When Zambia attained independence in 1964, the administration of the National Archives was still largely patterned after the National Archives of Rhodesia and Nyasaland. The institution was divided into two departments namely; the Archives and Records Management and the Library section. In this respect, the National Archives was in custody of archives, semi- current records and printed materials such as books, periodicals and newspapers. The Library section was essential as it complemented the archival collections preserved in the National Archives. In this view Baxter, recommended that no archives could be complete without a library because a researcher benefited by getting information from the archives and published materials.<sup>38</sup> During the period from 1964 to 1969, the National Archives of Zambia continued to operate under the archival legislation of the former Federation of Rhodesia and Nyasaland as earlier stated, the management of printed publication materials continued to be guided by the printed Publication Ordinance of 1948.

The Printed Publication Ordinance continued to facilitate the development of the national collection of printed material. It obliged every publisher of books, newspapers and periodicals in Zambia to deposit a copy with the National Archives. Thus, this Ordinance ensured that books, periodicals and newspapers published in Zambia were registered and that copies of all publications were received. Periodicals and news papers such as *The Azania News*, *Voice of UNZA*, *Unity Newsletter*, and *Medical Journal of Zambia* were registered between 1966 and 1969.<sup>39</sup>

The Printed Publication Ordinance provided that all works that were printed within Northern Rhodesia were to be preserved in the Central African Archives Library. Under this provision, the National Archives of Zambia was enabled to legally preserve the printed materials that were published in Zambia. In 1966, when the printed materials that were housed in government offices were in danger of deteriorating or being lost, they were transferred to the Archives Library for safe keeping which in turn filled in the gaps and built up collections in the library.<sup>40</sup> Similarly, the Archives Library temporarily preserved the printed works of the former Federal Assembly Library when a new Assembly building in Zambia was under construction. However, during this period, these printed works remained available for reference by members of the National Assembly.<sup>41</sup>

Although the 1948 Ordinance limited the preservation of printed works to those works that were published within Zambia, the National Archives extended the preservation role to the materials that were published outside Zambia and acquired through donations. This included gifts of books, documents and periodicals which were donated by numerous donors such as the British Information Service, United States Information Service, Indian High Commission and British National Book Centre. In 1967, His Excellence the Ambassador of Japan, J. Urabe donated a

large collection of Japanese books to the National Archives.<sup>42</sup> By receiving publications from other countries meant that the collections in the Archives Library were not only restricted to aspects of Zambian life and culture but also covered a wide range of various subjects outside Zambia.

In certain situations the National Archives used its discretion to offer services not prescribed by the Printed Publication Ordinance. The Archives Library as a mandated legal depository library was not supposed to lend out books for reference outside the Archives premises. However in the years between 1966 and 1968 there were so many requests for borrowing books that the institution decided to introduce book loans and readers tickets were issued on membership basis.<sup>43</sup> Individuals who subscribed as members of the Library were allowed to borrow books to read outside the Archives premises. The National Archives had the capacity to operate as a lending library. It had accumulated about five thousand, six hundred and seventy- three books.

The Printed Post-Independence Publications Act was finally enacted in 1969 and was cited as the Printed Publication Act, Cap 265 of the Laws of Zambia. This Act authorised the National Archives to manage the legal deposit publications, thereby serving as a permanent depository of information resources produced in Zambia. Thus, in accordance with cap 265 all copies of books and other printed materials published in Zambia were by law to be deposited in the Archives free of charge.<sup>44</sup> Section four (one) of the same chapter further obliged the publishers of every book published in Zambia to deliver a copy to the Director of the National Archives within two months of publication.<sup>45</sup>

Although this provision enhanced the management of documents published within Zambia, the acquisition was not effectively taking place because according to the stipulation of cap 265, the

onus of depositing the publications was with the authors. The Director of National Archives was not under obligation to remind or force the publishers to deposit their published materials in the Archives Library. As a result, a number of publishers took advantage of this weakness in the Publication Act and overlooked the legal deposit regulation and illegally circulated books and periodicals in Zambia.<sup>46</sup> The 1980 National Archives Annual Report indicated that not all materials that were printed and published in Zambia were deposited with the Director of National Archives.<sup>47</sup>

However, section four of the Printed Publication Act provided that any person who failed to comply with the legal depositing regulation was to be fined and in addition the courts were mandated to impose a penalty to order the person convicted to comply by delivering a copy of the book to the Director of the National Archives. In 1981, the National Archives indicated an intention to take offenders to court for infringement of the regulation.<sup>48</sup>

In addition to the printed materials that were received through legal deposit, the library obtained copies of publications on Zambia that were published outside Zambia and other collections on Africa and the world in general through purchase. At the same time the system of acquisition of books for the Archives Library was diversified, in that the Institution mandated the Librarians to conduct a book survey and recommend for purchase. According to Mwale, the Librarians were allowed to recommend the buying of books that they considered important to be preserved and accessed by the public.<sup>49</sup> Librarians were also authorised by the Director of National Archives to subscribe with publishers outside Zambia for books, periodicals and journals. By 1970, the Archives Library had a very extensive collection of government publication, not only from Central Africa but from other parts of Africa and the United Kingdom. In addition there were over eight thousand books in stock and five hundred newspapers and periodical titles.

Apart from acquisition and preservation of printed materials, the National Archives made available the printed publication to the public for research. The printed materials were not lent out as was the case when the Institution was still operating under the Printed Publication Ordinance, but were only accessible for reference on request. This was an institutional policy that was formulated by the new management formed after the enactment of the Printed Publication Act of 1969. In 1970 P. M. Mukula became the first Zambian Director of the National Archives after Independence. Other positions such as those of a senior Librarian and Archivist previously held by expatriates were given to Zambians. The first new management in the post independence era formulated different institutional policies to guide the daily operation of the National Archives among others was prohibiting lending out of printed publications from the premises of the National Archives.

Section six of the Publications Act enabled the Director of the National Archives to keep a register indicating the names of proprietors, printers and publishers of books and newspapers in which all particulars of the publishers within Zambia were indicated. The production of this information was necessary for court proceedings against those individuals who failed to comply with the Legal Deposit Regulation. In the same vein, this information facilitated the compilation of the National Bibliography for the purpose of giving information and details of the printed materials that were acquired by the National Archives and were available in Zambia. Keeping a record of the details of publishers and proprietors was important in tracing and identifying all the publications produced within Zambia and ensuring they were collected.

In 1995 the 1969 Laws of Zambia were revised following the change of government that occurred in 1991 from UNIP to MMD. Consequently, the Publication Act was revised and was cited as the Printed Publication Act Chapter 161 of the Revised Laws of Zambia. The



modifications made were only those that were concerned with penalty fees in monetary terms or forms. The penalty fees for those who failed to comply with the Legal Deposit Regulation were adjusted upwards. Therefore, the revision of the Act did not introduce significant changes in the management of the printed materials.

## **CONCLUSION**

The sole mandate of management of public archives, records and printed publication in Zambia after independence in 1964 was granted to the National Archives of Zambia by the National Archives Act and Printed Publications Act of 1969. The archival activities of care, collection, custody and control were conducted in accordance to the stipulations of these Acts. The legal framework was a guiding factor in the operations of the National Archives. Hence the institution conducted its archival duties with legal authority.

Although the National Archives of Zambia operated as an autonomous institution after independence, its initial manner of operation was largely patterned after the federal archival institution. This was because archival legislation in independent Zambia was only effected in 1969, thus between 1964 and 1968 the National Archives operated under the archival legislation of the former Federation of Rhodesia and Nyasaland. Even though the Federation was long dissolved in 1963, its archival legislation remained effective, valuable and usable in Zambia until 1969 when the first National Archives Act was enacted after independence. It was through the guidance the Federal Act that the National Archives was able to collect a considerable quantity of records and printed publication from various government departments for custody and preservation. It further facilitated the conducting of other archival duties among others carrying

out of disposal schedules and retrieving of records pertaining to Zambia that were in the Archives of Zimbabwe. Thus, a considerable quantity of records was repatriated to Zambia.

The enactment of the National Archives Act in 1969 brought about significant positive changes in the operation of the National Archives. There was diversification in the management of archival resources at the National Archives, which can be attributed to the comprehensive and specific nature of the Archives Act. It embraced the management and preservation of archives and records not only from government departments but from non-governmental organisations, associations and institutions. The Director of National Archives was legally mandated to acquire and preserve archival resources produced outside Zambia through donation and purchase. It can be argued that the archives legislation in the years after independence played a significant role in facilitating the collection and management of a wide range of archival resources which appealed to various interests and research needs of not only the Zambian public but the international community as well.

The comprehensive nature of the archives legislation after independence had its negative impact on the operation of the National Archives. In an attempt to ensure that a large volume of records were placed under professional supervision, the Archives Act of 1969 provided for the management of records and archives in places other than the National Archives. This saw the establishment of UNIP archives at Lusaka's Freedom House in 1977 which disadvantaged the National Archives with regard to allocation of financial resources. The UNIP government overlooked the financial needs of the national archival institution and concentrated on management programmes of UNIP archives. The National Archives was only redeemed from its poorly funded state in 1991 when the MMD government came into power.

However, the year 1995 marked a new era in Zambia's archival legislation history because the Archives and Printed Publication legislation was revised. The revision of archival legislation was a turning point for the National Archives because the UNIP party archives were revoked and the MMD government embarked on restating the archival institution to expected standards of operation. A new archive building was constructed to ensure effective and proper management of archives and records. The building facilitated proper preservation of archival information.

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## **CHAPTER FOUR**

### **PRESERVATION OF ARCHIVAL RESOURCES, 1935-2006**

#### **INTRODUCTION**

Archival Institutions have housed national memories of particular countries in form of archives. This has been necessitated by the governments' acknowledgement of the importance of preserving their documentary and non-documentary national heritage. Therefore, Archival Institutions have been given the mandate to preserve the valuable national archival resources through archival legislations. The preservation of archival materials in a variety of forms and formats has been a cultural necessity and a central responsibility of every archival Institution. The essence of archival preservation is the acquisition, organisation and distribution of human, physical and financial resources to ensure adequate protection of historical information of enduring value for access by present and future generations.<sup>1</sup> Preservation of archival resources encompasses planning and implementation of policies, procedures and processes that prevent deterioration or renews the usability of selected groups of materials.

This chapter starts with a discussion on the generation of archival materials during the British South African Company rule. It discusses the administrative activities of the British South Africa Company in Central Africa as having facilitated the creation of records which provided a foundation of archives keeping in Southern Rhodesia which was later introduced to Northern Rhodesia. It also discusses how the Central African Archives endeavored to prolong the usable life of archival materials that were in its custody as a way of ensuring indefinite access to them by future generations. It further discusses the preservation practices and strategies that the National Archives of Zambia embarked on in the post-independence period to prolong the life span of archival resources. Lastly, the chapter focuses on the preservation measures used by the



National Archives to prolong the paper based archives, microfilms, photographs and audio-visual archives.

## **GENERATION OF ARCHIVAL MATERIALS IN THE COLONIAL PERIOD, 1935-1964**

The keeping of archival documents in Northern Rhodesia was facilitated by the establishment of colonial administration in Central Africa through the British South Africa Company. In 1889, the British Government granted royal authority to the British South Africa Company to colonise Central Africa which included Northern Rhodesia, southern Rhodesia and Nyasaland.<sup>2</sup> Rennie states that when Northern Rhodesia and southern Rhodesia were under the British South Africa Company administration, they were treated for many purposes as one area.<sup>3</sup>

The British occupation of Northern Rhodesia was achieved in two phases. Firstly, North-western Rhodesia was occupied followed by North- Eastern Rhodesia towards the end of the nineteenth century. In 1911 North-western Rhodesia and North-eastern Rhodesia were amalgamated under the name of Northern Rhodesia. Thereafter, the territory fell under the jurisdiction of the High Commissioner for South Africa. However from 1911 the jurisdiction was exercised by direct correspondence and through a resident commissioner based in Southern Rhodesia.<sup>4</sup> This interconnection facilitated the creation of copies of correspondence to and from the South African High Commissioner and the Southern Rhodesian Resident Commissioner.

The interconnections between Northern Rhodesia and Southern Rhodesia were intensified when Sir Drummond Chaplin, administrator of southern Rhodesia, was appointed concurrently as administrator of Northern Rhodesia in 1921. Consequently, records were generated relating to the administration of Northern and Southern Rhodesia. In this regard, Mukula noted that the records that related to Northern Rhodesia were kept in Southern Rhodesia.<sup>5</sup> Some of the records

were created centrally because both Northern and Southern Rhodesia were under the British South Africa Company. Therefore, correspondences of incoming and out letters to the London Office of the B. S. A. Company on particular subjects of value such as native affairs were created. By 1924 the B. S. A. Company had created at least one hundred and fifty files dealing specifically focused on affairs in Northern Rhodesia.<sup>6</sup>

At this point, it can be argued that the rule of the B. S. A Company's administration in Northern and Southern Rhodesia facilitated the creation of records which became the foundation for keeping archival documents in the two territories. The termination of the B. S. A. Company rule in 1924 is considered to have been the starting point of archival preservation in Southern Rhodesia. It was at this point that the British Colonial Government realized that the B. S. A. Company had not instituted a system for safe keeping of past records. After the Company's rule was terminated, some of the records generated from its administration pertaining to the administrative affairs of Northern and Southern Rhodesia remained in Southern Rhodesia with the responsible government departments.<sup>7</sup> The other records that were of no local interest but of historical importance were sent to the B. S. A. Company headquarters in London.<sup>8</sup>

In 1929 L. S Amery, the colonial secretary demanded for appraisal on the condition of state organisation of records. This demand was revisited by his successor as Colonial Secretary W.O. Ormsby Gore who emphasised that preservation of records in a satisfactory state was to be regarded as a priority in the duties of colonial government. He argued that the delay in the institution of suitable protective measures would lead to the inevitable loss of documents of value.<sup>9</sup> These sentiments contributed to the establishment of the Southern Rhodesia Archives in 1935 for preservation of past records.

## **ARCHIVAL PRESERVATION IN THE COLONIAL PERIOD, 1935-1964**

The early development of preservation of past records in British Central Africa was largely due to the establishment of the Southern Rhodesia Archives in 1935. The archival institution was established in 1935 for the safe custody of valuable documents that had accumulated during the company's administration. Eventually, the records that emanated from the British Colonial Administration were also preserved in the same Archival Institution. The process of collection of records from colonial government departments for custody in the archival institution was preceded by administering of questionnaires which helped to establish what records existed, their bulk and condition.<sup>10</sup> This was followed by preservation of records that were selected for their historical Value.

The preservation of past records of enduring value in Southern Rhodesia influenced the development of archival preservation in Northern Rhodesia. According to Baxter, in 1946 the neighbouring territory of Northern Rhodesia also became interested in the preservation of its own archives.<sup>11</sup> Thus in the same year Northern Rhodesia passed an Archives Ordinance which empowered the Southern Rhodesian Archives to safe-guard and preserve the records of Northern Rhodesia and Nyasaland in the Southern Rhodesia Archives. Thereafter, joint archival preservation programmes were conducted.

It has been argued that proper preservation of archival materials depends on a well structured archival building. Hoskins and Nsibirwa argue that an archival building is an important source of security for archival collections and the way it is maintained is the key to preservation.<sup>12</sup> In this regard, the Central African Archival building was purpose-built. It was specifically constructed and designed to ensure prolonged survival of documents. Scientific tests conducted before the

construction of the building indicated that climates like that of Northern and Southern Rhodesia where humidity was relatively high needed air-conditioning.<sup>13</sup> Air-conditioning equipment was installed to ensure even temperatures suitable in prolonging the life span of documents.

Baxter argues that, much thought had gone into the planning of the Central African Archival Building so that archives could have security against natural and unnatural disasters.<sup>14</sup> The archival building was constructed with contingent equipment to use in case of natural and unnatural disasters. It had an extinguishing system in place as a preventive measure against fire. The archival institution instituted fire precautions through the enforcement of a no-smoking ban in the premises to protect the archival materials from destruction through fire.<sup>15</sup> The Central African Archives building was constructed in a way that allowed thorough ventilation and movement of air in all parts of the building that retarded the natural process of decay of archival materials.<sup>16</sup>

Archival preservation encompasses planning and implementing policies, procedures and processes that prevents further deterioration or renewed the usability of archival materials.<sup>17</sup> In line with this view, the Central African Archives established a policy of restricting deposits to manageable proportions through destruction schedules. This was achieved through the Records Destruction Committees which were formed for the purpose of recommending retention periods of different types of records which was dependent on the views of various government departments from Northern and Southern Rhodesia and Nyasaland. In this regard, government departments from these territories prepared schedules of records that were to be destroyed which were first to be scrutinised by the Destruction committees. Thereafter, the committees made recommendations which were submitted to the commission for Central African Archives for

approval.<sup>18</sup> This was followed by the issuance of standing instructions which permitted government departments to destroy certain types of records.

Records destruction as a practice by the Central African Archives served as a preservation strategy for records of enduring value. The disposal schedules prevented the accumulation of valueless materials that endangered the condition of records that were worthy of preserving. The procedure reduced the wastage of space and storage equipment by continued retention of valueless records and facilitated the creation of space for preservation of important records. Kirkwood noted that appraisal programmes shaped the holdings of archives repositories and consequently through it, social memory was documented.<sup>19</sup>

Storage methods were part of the preservation measures instituted at the Central African Archives. The archival institution was in custody of various types of archival material in different forms and formats such as photographs, maps, pictures and manuscripts. As a way of ensuring their longevity, the Central African Archives used suitable storage methods for their specific chemical make up to prevent deterioration. Barkhuizen noted that records could easily be damaged through incorrect handling, storage and display methods.<sup>20</sup>

The Central African Archives had a photographic studio which was used for the storage of photographic archival materials.<sup>21</sup> Archival materials in form of pictures were kept in pictorial rooms while manuscripts rooms were used for the storage of note-books, letters, diaries and minutes books.<sup>22</sup>

The cataloguing, documentation and accessioning were equally important aspects of the preservation strategies of the Central African Archives, as they facilitated easy access to documents which reduced the unnecessary handling of archival materials. All records that were

received in the Archives were first cleaned and those documents that were mouldy were fumigated as a way of preventing them from further deterioration as well as tainting other documents.<sup>23</sup> The archival materials were also sorted and classified according to their respective types with full knowledge of their administrative and historical background. Before the documents were finally boxed and placed in the repositories, an inventory was prepared for easy access.

It was noted that Archives were created without consideration of their permanent preservation and many were written on poor paper with bad ink which stood little handling. Smith noted that paper production methods that were used during the late nineteenth and early twentieth century were faulty.<sup>24</sup> He further noted that manufacturers stopped using cotton and linen rags in favour of cheaper ground wood paper with a short life span.<sup>25</sup> Wood paper was the basis of most of the archival documents that were kept at the archival institution in the colonial era thus it deteriorated very rapidly. Therefore microfilming was used as a preservation strategy while the original documents were still legible for the future. Microfilming provided a secure back up for original documents in case of deterioration or loss.<sup>26</sup>

After the Central African Archives were transformed into the National Archives of Rhodesia and Nyasaland in 1953, each territory became directly responsible for preservation of their archival material. In Northern Rhodesia, preservation programmes were not fully carried out because the improvised archive building in Lusaka was inadequate and incapable of giving complete preservation and protection.<sup>27</sup> Hence not all records transferred from the government departments to the archives were kept. The main preservation measure instituted at this point was destruction of valueless records. Northern Rhodesia had a Records Committee that was appointed in terms of the National Archives Act of 1958. The committee was empowered to

make recommendations to the government on matters that affected records, principal of which were questions of their retention or destruction. After approval by the government, standing instructions for the disposal of records were considered.

It was only in 1963, that a purpose built archival building was officially opened in Lusaka along Government Road, opposite the University of Zambia's Ridgeway Campus. It facilitated the full implementation of preservation measures. The building was purposely constructed to prolong the life span of archival materials. It was constructed of modern fire-proof material and was air-conditioned.<sup>28</sup> It was one of the most advanced archival buildings within the scope of Central and East Africa Regional Branch of the International Council in Archives at that time.<sup>29</sup> The archives were kept in strong rooms on steel shelves to protect them from vermin.<sup>30</sup>

The archival institution in the colonial period also had a responsibility of preserving printed materials. The preservation measures instituted regarding printed materials involved policy and procedures that enhanced the usability of printed information. Storage environments were controlled to keep temperature and humidity consistent and at optimal settings to retard the natural processes of decay. Removal of selected original publications from service and replacing them with surrogate copies like microfilm and photocopies to government departments and other users that needed them was another preservation measure. Microfilming was mostly applicable to newspapers; the Central African Archives microfilmed all newspapers which enabled government institution to obtain copies in which they were interested, even though the originals were inaccessible.<sup>31</sup>

Restricting the Archives Library to government officials and accredited scholars who were working on recognised schemes of research was another preservation strategy that was meant to

protect the printed materials. This strategy was implemented in the initial years of the Central African Archives. The reasoning behind this policy was that if a wider public was admitted to the Library, its unique collection would deteriorate fast due to frequent use. However, this policy relaxed during the federation when the general public was allowed access to the archives though users were not allowed to consult the printed materials outside the archives search rooms. In Northern Rhodesia, this policy was more applicable from 1963 when the new archives building was opened which had the provision of a search room.

### **ARCHIVAL PRESERVATION IN THE POST INDEPENDENCE PERIOD, 1964-2006.**

Since 1964 the National Archives of Zambia has acquired more archival materials in addition to the colonial holdings. Some of the records acquired were products of new technology in the production of print media. The institution embarked on appropriate preservation approaches to ensure their longevity. Fumigation, deacidification and lamination were used as preservation approaches by the conservation department at the National Archives. The fumigation exercise was conducted by applying a chemical called meth bromide on paper documents as a protection against insects. For example in 1981, the National Archives had all district notebooks fumigated at the University of Zambia. The Deacidification process was carried out by immersing documents in limewater to protect paper records from insect attacks. Lamination was carried out to protect documents from human and environmental damage. It was a process where a document was covered in between two sheets of melinex laminating film. Lamination was mostly conducted on those papers documents that were frequently used by researchers and such documents had to be deacidified before being laminated.



Reformatting strategies were essential in preservation of archival material at National Archives. Reformatting of documents played a major role in preserving information as it involved the copying of threatened archival materials from one medium to another. Since the National Archives was only in possession of reprographic and microfilming equipment, most of the documents have been preserved through reprography and microfilming as reformatting methods. Reprography or reproduction was mainly used for deteriorating and brittle documents that were copied onto more stable materials like alkaline paper while decaying nitrate negatives were copied onto stable film to ensure that they remained usable.<sup>32</sup> Some of the documents preserved through microfilming were those of the Federal Government of Rhodesia and Nyasaland. Microfilming was used for the preservation of records that were deteriorating; some records were microfilmed in order to limit use of delicate originals.

Provision of suitable and correct storage environment was cardinal in prolonging the life span of archival material. Each type of archival material required specific storage environments. The collection in the National Archives comprised of paper-based materials, microfilms, photographs and audio-visual archives. The paper-based materials have constituted the largest group in the collection. Chishala stated that in preserving paper documents at the National Archives the air condition machine was installed in the building to supply the required temperature.<sup>33</sup> She stated that 18°C was the recommended temperature being used in all the storage rooms to prolong the life span of paper documents.<sup>34</sup> The archives in form of films, video and sound recordings were stored in plastic containers.<sup>35</sup> These enclosures protected the items from dust and dirt which could introduce moisture to the surface of the film and photographic prints which could in turn have scratched the emulsion of both photographic prints and their negatives and of film. Barkhuizen noted that the audio-visual archives required correct storage methods as their

chemical make-up were prone to deterioration rapidly if environmental conditions and storage enclosures were ill-considered.<sup>36</sup>

Suitable accommodation was a necessity in the physical preservation of archival materials at the National Archives of Zambia. It is noted that the physical defense of records largely depended on suitable housing.<sup>37</sup> The archive building that was constructed during the colonial period was not big enough to accommodate all the records that were deposited. After independence the volume of paper work had increased due to the new departments that were created in the various ministries.<sup>38</sup> This culminated in congestion in the repository which reduced the life span of some documents. The 1981 Annual Report indicated that some of the documents in the repository were damaged due to huge backlogs of documents.<sup>39</sup> In order to prolong the life span of the collections, in 1992, the National Archives of Zambia embarked on the extension of the archive building which was completed and opened in 2000.

The provision of additional space was another preservation measure that was embarked on by the National Archives to safe guard the records that could not be accommodated at the institution's main repository due to shortage of space. In 1968, prior to the extension of the archive building, a large warehouse was secured in Lusaka along Chachacha Road for printed publications, records and the map collection which served to avoid the indiscriminate loss of historical records.<sup>40</sup> In 1976 the basement of the old Bank of Zambia building was allocated to the National Archives for preservation of records from government departments.

The National Archives conducted records survey to assess the scope and nature of deterioration within collections. Records survey promoted the preservation of archival materials, as it facilitated the discovery of endangered materials. In 1986, P. M. Mukula the Director of National

Archives then, accompanied by some archivists toured some government departments in Luapula province where it was discovered that a lot of closed documents were kept in a state of disrepair and filthy conditions.<sup>41</sup> In the same year, another group of members of staff from the National Archives toured Serenje district where it was also discovered that records were kept in a poor state. Records were often kept in store rooms where drums of fuel, utensils, old clothes and spare parts were kept.<sup>42</sup> Through these tours, the institution was able to facilitate the preservation of documents by giving advice to government departments on the importance of proper storage and maintenance of archival materials.

Indirect preservation was another method that the institution implemented in safeguarding the archival materials. This was the establishment of policies on the use of the holdings by the public and staff. Among other policies, for the security of archival materials, the National Archives restricted the access to the records constituting the nation's memory. It particularly instituted a clearly defined criteria and conditions of access to the archival holdings, in that all foreign visitors who intended to use the archives were required to obtain a recommendation from a designated agency such as a university or senior government officials whereas nationals were given access on the endorsement of their employers or government officials.

It was also the institution's policy to give guidance to first time users of the archives. Robert acknowledged that archives required an initial meeting between a staff member and the researcher before the researcher was allowed to work with the holdings.<sup>43</sup> In this regard the clients were given instructions on how to use the documents such as the prohibition of using ball pens or indelible pencil or any ink on the documents. Physical security also facilitated the preservation of documents. According to Silembe the archivists exercised vigilance in the search room when the archival materials were in circulation to ensure that they were properly utilised.<sup>44</sup>

The prohibition of access to fragile or damaged materials was another policy that was established regarding the preservation of archival holdings. The National Archives exercised an absolute ban on access to materials that were extremely damaged where mere handling could have caused disintegration. Extreme cases of deterioration were mainly caused by termites, insects and long years of poor storage. The cases of extreme deterioration were prominent in the early years of independence because the archival building that was in use was not entirely suitable for preservation of valuable materials. In 1966, the building had a problem of a leaking roof and a cracked wall.<sup>45</sup> Hence some of the documents were damaged due to dampness and others by termites that accessed the repositories through the cracked wall.

The National Archives became much more involved in the training of staff in proper ways of preserving archival materials. In 1968, B.T. Burne, then Director of National Archives negotiated with the University of Zambia to incorporate some archival subjects in library courses.<sup>46</sup> This was because there was no institution in Zambia that trained archivists. The Director participated in preparing a syllabus that was used in the training.

The staff at National Archives also acquired training in preservation of archives through the Southern Africa Regional Branch of the International Council on Archives (ESARBICA) formed in 1969 to facilitate study visits, seminars and workshops to the National Archives members of staff. Through such interaction they were provided with a forum for the exchange of professional ideas and expertise in the administration and preservation of archives. In 1992, some members of staff attended the ESARBICA workshop in Lusaka on “The Fate of Public Records in a Revolutionary Climate.”<sup>47</sup> Ngulube observed that ESARBICA established and strengthened relationships amongst professionals and institutions concerned with preservation of archives.<sup>48</sup>

The National Archives had the responsibility of ensuring long life span of printed publication such as books, newspapers and periodicals. This was made possible by the extension of the archive building which was custom-designed for the purpose of preserving printed publications. In this regard, books were kept on metal shelves and the stack rooms for the printed materials were air conditioned to prevent paper from embrittlement. Training of members of staff in librarianship was a way of ensuring effective preservation of printed materials. Ngulube, acknowledged that training of personnel in librarianship at archival institutions equipped them with knowledge and skills which were necessary in preservation of legal deposit materials.<sup>49</sup> The National Archives sent some of its members of staff to train in librarianship at Evelyn Hone.

The National Archives enforced the legal deposit legislation which facilitated the library to acquire various collections of printed materials for preservation. In order to ensure proper security and preservation of printed publications printed materials were to be used for reference purposes only and within the confines of the Archives' research rooms. The books, newspapers and other periodicals were not lent out to the public. Printed materials that were damaged or in poor state were either physically repaired or reformatted. In 1981 some of the Presidential Assented Acts, Annual Reports and newspapers were taken to Government Printers for binding.<sup>50</sup> Some copies of *the Northern News* which were in a deteriorated state were reproduced through microfilming.

## **CONCLUSION**

The chapter indicated that the essence of establishing archival institutions both in the colonial and post-independence periods was for the purpose of preserving archival information of national heritage. Archives as past records of historical value have been important to

governments of both the colonial and post-independence times in planning for national development. This is evident from the efforts of the governments in formulating legislation to protect the archives and ensure that they were properly preserved for accountability and research purposes. Apart from the formulation of legislation, archival institutions initiated preservation measures and strategies to ensure the longevity and adequate protection of archival resources for inquiry by the present and future generations.

In the colonial period, initial preservation measures were conducted on archival materials that were generated from the administration activities of the British South Africa Company and the British Colonial Administration. The kind of preservation carried out was more of a preventive nature because it involved the implementation of policies and procedures that prevented the deterioration of archival materials. In the early stages of the establishment of the archival institution, access to archival information was restricted to colonial government officials as a way of protecting archival materials from damage. However, as the institution became much more established and grounded in the provision of archival services, various preservation strategies were devised to prolong the life span of archives and records of historical value.

The archival institution embarked on the destruction of valueless records as a strategy which secured enough space for records that were worthy of preserving. A purpose built archive building was constructed with air-condition equipment to provide the needed even temperatures suitable for preservation of archival documents. Contingent equipment was equally installed as a preventive measure against fire. Ensuring correct storage methods for different forms and formats of archival material held at the institution was part of the preventive measures instituted. However despite the efforts and resources invested in protecting the archival material, a large

quantity of it remained endangered due to challenges of inadequate space and storage equipment for archival resources.

In the post-independence period, the approach towards preservation of archives was holistic in nature; it did not only treat symptoms of damage but also corrected the underlying causes of deteriorated archival materials. Preservation measures included the assessment of the scope and nature of deterioration within the collections, physical repair of damaged archival materials as well as reformatting of archival materials through microfilming and reprographing, ensuring appropriate storage environment that met the standards of particular forms and formats of archives and facilitating training of members of staff in preservation of archival resources.

Basically, the underlying principles of preservation in the colonial and post-independence period were similar to a large extent. In both periods there was much emphasis on suitable accommodation, correct storage environments and formulation of policies in an effort to save various archival resources from destruction. Even the preservation of printed publication was equally carried out almost in a similar manner where the same policy of restricting the use of these materials to the confines of the archives search rooms applied. All in all the preservation practices of the colonial archival institution provided a basis for the archival institution in post-independence period to devise better preservation strategies to cope with changing ideas and technology in archival preservation.

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## CHAPTER FIVE

### RESEARCH VALUE AND CHALLENGES OF ARCHIVES IN THE COLONIAL AND POST-INDEPENDENCE PERIOD, 1935-2006.

#### INTRODUCTION

The previous chapter discussed the preservation of archival materials in the colonial and post-independence periods. Preservation provided the basis for research through the instituting of measures that prolonged the life span of archival information. Moyo acknowledges that research stems up from preservation as valuable archival information was safeguarded from destruction to be utilised for research purposes.<sup>1</sup> The preserved archival information has a wide range of administrative, cultural, economic, social and intellectual research values that were cardinal in national development. According to Dolgih, archival values exist because archives contain information about people, organisations, social, economic and political development and trends were useful for research on the nation's past.<sup>2</sup> In addition, Ellis states that archival information as a long term memory enabled better quality planning, decision making and action by providing for continuity, access to the past, experiences, expertise and knowledge and a historical perspective.<sup>3</sup>

This chapter discusses the use value of archival information through research and the challenges faced in the colonial and post-independence periods. The B. S. A. Company administrative records are discussed as having provided the basis of research activities of archival nature in colonial Central Africa. It is demonstrated that in the initial stages of the establishment of the Central African Archives research activities were restricted to colonial government officials but with the formulation of the policy of Public Access in 1950 access to archival information in the Central African Archives was extended to a wider public. The discussion includes the challenges faced by the archival institution in the colonial period.

The chapter further discusses the role of the National Archives of Zambia in the promotion of research after independence by highlighting the programmes and strategies instituted by the institution to promote the utilisation of archival information. The discussion also demonstrates the use value of various collections of archival materials in the custody of the National Archives to the local and international users. The discussion shows that although the colonial and the post-independence periods were distinct some of the challenges experienced in the colonial era remained persistent and poured into the post-independence period.

### **RESEARCH ACTIVITIES IN THE COLONIAL PERIOD, 1935-1964.**

In Northern Rhodesia, the B. S. A. Company records became the basis of reference for administration purposes by the British colonial administrators and the Federal Government. Baxter noted that the administrative records were of value to the British colonial administration because they reflected policy and activities, justified precedents and showed the various changes that had taken place in administration which assisted in effective administration.<sup>4</sup> He further stated that the B. S. A. Company records were a groundwork on which effective administration was built.<sup>5</sup> In the same regard, Dolgih noted that archival records were an essential tool for achieving administrative efficiency as they provided ready access to government's past experience.<sup>6</sup>

Giffords also noted that the B. S. A. Company records had detailed reports concerning the company's administration which included annual reports of the company that showed financial aspects of the Rhodesian administration up to 1924.<sup>7</sup> They also contained considerable information on the finance and management of every mine that was developed in Northern

Rhodesia and Southern Rhodesia.<sup>8</sup> The records also provided useful memoranda concerning constitutional, land and developmental policies of the company.

The Rhodes-Livingstone Institute which was established in 1938 for the purpose of conducting social research in Northern Rhodesia also contributed to the formation of the basis of archival research in Northern Rhodesia through the provision of official documents for the creation of Archives. In 1947 when an archives depot was established in Livingstone following the incorporation of Northern Rhodesia public records into the Central African Archives, some documents from the Rhodes-Livingstone Institute were deposited to form the initial collection. Colson mentioned that when she was the Director of the Rhodes-Livingstone institute between 1948 and 1950, she was requested by an official who was appointed to create official archives for Northern Rhodesia to give a number of documents that were held at the Rhodes- Livingstone Institute Library that seemed more appropriate for an archive.<sup>9</sup> The Rhodes-Livingstone Institute was in custody of various documents in the form of manuscript records of early administrators among which were a series of letters by Mckinnon and A. R. Young describing their encounters with Arab slavers in the Bemba territory. There were also reports, letters and case books that dated from the late 19<sup>th</sup> Century which were collected from the colonial government stations.<sup>10</sup>

After the B. S. A. Company administration was terminated in 1923, Northern Rhodesia came under the British colonial administration which eventually created records that were referred to as secretariat records. These records particularly emanated from the administrative structure of the British colonial administration and they were deposited in the Central African Archives. In this regard, the administrative structure in Northern Rhodesia consisted of a Governor, Chief Secretary, and Secretary for Native Affairs, Directors of various departments and provincial departments. The secretariat records facilitated research activities that pertained to administration

because they contained information on general policy and major administration issues of every government department.<sup>11</sup> Although secretariat records were housed at the Central African Archives headquarters in Salisbury, they were still highly utilised by government officials in Northern Rhodesia.<sup>12</sup> Official enquiries of documents in the secretariat series were answered by post and files were sent on loan to depositing departments by mail.<sup>13</sup>

It should be noted that from 1935 to 1949, research activities at the Central African Archives were restricted to government officials. This was because during that period the institution was mainly in custody of past government administrative records as its primary aim was to serve the colonial government and its officials. Hiller argued that the Central African Archives was a government department devoted to the cause of efficiency and economy in administration.<sup>14</sup>

However, in 1950, the policy of Public Access was instituted which entailed that the use of the Central African Archives for research activities was extended to the public by opening all records that were more than thirty years for inspection. This liberal policy was intended to benefit scholarly researchers who were interested in the Central African past. In Northern Rhodesia, the initial retention period was fifty years before the archival documents were open for public inspection. It was observed that with the introduction of the liberal policy, there were increased research activities at the Central African Archives. Individual researchers conducted protracted research into subjects as varied as the early development of Northern Rhodesia, the history of medicine and labour migration.<sup>15</sup>

Additionally, there were conditions that were attached to the policy of Public Access. In this respect, the rules of access to the colonial archives demanded that all persons apart from government officials signed a declaration form. The document stated that access was allowed on

condition that the final draft of any written material which contained information derived from the archives was to be submitted to the colonial government for approval.<sup>16</sup> Colson acknowledged that in 1950, she consulted various district notebooks on the understanding that she was not to cite anything or write for publication without official approval from the Colonial Office.<sup>17</sup>

The introduction of the policy of public access had a considerable influence in the way the library started operating. The section primarily oriented towards serving the needs of the colonial government departments officials eventually became accessible by the public. In the context of printed material, the policy authorised public access to information resources in custody of the Library. By virtue of the fact that the Archives Library was the only legal deposit library for Northern Rhodesia, Southern Rhodesia and Nyasaland it became a regional library. This facilitated the increased use of the various sources of information that were in the Archives Library by the public. Hiller observed that there was an increased use of the Archives Library by the students, research workers and members of the public.<sup>18</sup>

The institution further developed new systems of organisation, maintenance and utilisation of records. In 1954, a new records management programme was introduced which ensured proper cataloguing of large volumes of current and semi-current records. This increased the number of documents that were made available to the public for research purposes. Before the setting up of the records management service programme, the Central African Archives had concentrated on processing the archives of the B. S. A. Company which meant that no work had been done on the mass of records that had accumulated since 1923 because there was no proper system for managing records.



The archival institution was in custody of historical manuscripts, maps, photographs and Portuguese documents. These collections promoted research in varied ways. In this regard, historical manuscripts collection were in the form of letters, diaries, note-books and private papers of administrators, explorers and concession hunters. These historical manuscripts were important in research because they supplemented public archives. Although, the public archives were essential in the writing of history, they only recorded those events which came under the attention of the colonial government hence there were many details that were not recorded in the files. Therefore, the historical manuscripts provided additional information on events that occurred in Northern Rhodesia.

The Livingstone and the Coillard papers were some of the manuscripts collected. David Livingstone was one of the missionaries who contributed in opening Central Africa to the Western World. His papers were in form of correspondences and journals. Livingstone papers were acquired through the efforts of the Central African Chief Archivist who travelled to England in 1952 to collect the papers from Agness Bruce, Livingstone's daughter.<sup>19</sup> These papers formed the basis of the first Livingstone biography written by William Garden Blaike.<sup>20</sup> The Coillard papers were in form of letters and a diary.<sup>21</sup> Francois Coillard was a pioneer of the Paris Evangelical Mission in Barotseland of Western part of Northern Rhodesia in the nineteenth Century. The Coillard papers were used by C. W. Mackintosh in writing a biography of Francois Coillard.<sup>22</sup> His papers were also essential in the writing of the early history of European influence in Barotseland which was largely based on the activities of the Paris Evangelical Mission.

The historical manuscripts facilitated the publication of the *Oppenheimer Series*, a compilation of important historical manuscripts. The series contributed towards laying the foundation of historical research in Central Africa because it made a considerable number of historical

manuscripts available to the public and scholars for research. For example, in 1951, a volume on the *The Barosteland Journal of James Stevenson-Hamilton, 1898-1899* was included in the *Oppenheimer Series*. It was based on a party of British officers who tried to establish the navigability of the Zambezi River and gave a detailed picture of the Barosteland under Lewanika at a time when they came under the protection of the British Crown.

A map collection in the Archives provided a valuable resource for research. Maps were important in the provision of information necessary for state, business and private activities.<sup>23</sup> For example the Central African Archives was in custody of a manuscript map of South and Central Africa prepared by David Livingstone. The map was covered with notes on the tribes and geographical features of South and Central Africa as well as the position of the Victoria Falls. It was used for educational purposes during exhibitions on the history of David Livingstone's journey in Central Africa. A number of important and useful additions were also made to the map collection. These were maps of Portuguese East Africa which dated between 1896 and 1939; archaic maps that related to Central and Southern Africa were also acquired. These maps were valuable to ethno- historians as they depicted some old African Kingdoms mentioned in early Portuguese texts.<sup>24</sup> These maps were useful for research in local and national history.<sup>25</sup>

The pictorial collection was another segment that facilitated research in the colonial period. In 1949 a photographer was appointed for the purpose of taking photographs and filming for the Central African Archives. Between 1949 and 1950, the photographer had taken more than four hundred photographs in the Africana collection.<sup>26</sup> By 1955, the institution was in custody of photographs depicting Northern Rhodesia at time when its urban appearance was undergoing rapid change. There were also pictures of events and personalities from 1895 to 1940 such as those of Royal visits of 1953 to 1957.<sup>27</sup>

The collection was able to satisfy the diverse pictorial requirements of different individuals and organisations. In this regard, copies of prints were supplied to organisations such as the British Broadcasting Corporation, Rhodesia Television and the Central African Film Unit. Newspapers and periodicals such as the *Rhodesian Selection Trust's Horizon* and the *Central African Journal of Medicine* utilised the pictorial collection in their productions. Baxter noted that authors, scholars and members of the public used copies of photographs from the archives in their works.<sup>28</sup> He further noted that pictures were of value to historians and ethnographers because they saved long descriptions in their works.<sup>29</sup>

The archival institution offered copying services which enabled the researchers to reproduce the photographs for different uses. The pictorial collection was also useful in educating the public during exhibitions. For example in 1951, the curator of the Rhodes- Livingstone Museum used a number of photographs to display during a historical exhibition. The photographs contributed to enhancement of public knowledge as the public was able to visualise and recapture past events.<sup>30</sup>

The provision of a photographer in the establishment of the Central African Archives facilitated the promotion of research. In 1950, the institution acquired district Note- Books from the Northern Rhodesia administration. These district Note-Books recorded significant details of local administration, ethnography and tribal customs. This valuable information was brought under the custody of the Archives for research purposes through the microfilming services of the Archives photographer.

The institution acquired various documents through the services of the archives photographer. Although the archival institution was in custody of most of the public records of Northern Rhodesia, Southern Rhodesia and Nyasaland, it embarked on consolidating and extending the

field of historical vision by collecting Portuguese records as the Portuguese were the first Europeans to make their way into Central Africa. In 1949 the photographer was engaged in filming of Portuguese records in Europe. The collection contributed to the work of scholars who were engaged in Portuguese and African studies. When the Central African Archives was established, the year 1890 was regarded as the starting point of European history in Southern Africa. Through the acquisition of the Portuguese collection, *The Historical Documents of East and Central Africa* was published which shed light on five hundred years of European recorded history in Africa.<sup>31</sup>

The archival resources in the National Archives of Rhodesia and Nyasaland facilitated scholarly research because scholars used the information in the National archives to write books. For example *The Birth of Plural Society* by L. H. Gann was a product of the archival information from the archival institution. H. W. Macmillan submitted that Gann was the first historian to work systematically through the mass of relevant files and papers that accumulated in the Central Africa Archives and local government offices of Northern Rhodesia in the compilation of *The Birth of Plural Society*.<sup>32</sup> In 1959, the Northern Rhodesia Government decided on the compilation of the history of Northern Rhodesia and L. H. Gann who was then an Archivist in the National Archives of Rhodesia and Nyasaland was given the task to author a book based on his experience on the historical work on the *The Birth of Plural Society*. In compiling *The History of Northern Rhodesia: Early days to 1953*, Gann consulted the public records in the National Archives of Rhodesia and Nyasaland and the colonial records in London.

At the National Archives, Gann was given access to closed records on Northern Rhodesia. The Secretary to the State of Colonies granted Gann right of access to documents that were classified as “Top Secret” on condition that the publications of those records were subject to his approval.<sup>33</sup>

Gann also consulted the private manuscripts of Lord Malvern and Sir Welensky though the authorship of confidential dispatches, letters and minutes was not revealed in the book. This was in respect to the condition that was set by the Secretary of the colonies which stated that direct quotations from official records were to be avoided for security reasons.<sup>34</sup> Additionally, Gann's most important source was a series of Colonial Office records which contained African affairs and letters received and dispatched by the office.<sup>35</sup>

## **CHALLENGES OF THE ARCHIVAL INSTITUTION IN THE COLONIAL PERIOD 1935-1964**

Although the Archival institution in the colonial period played a significant role in the promotion of research, it faced a number of challenges in its service provision. The most prominent among the challenges was inadequate accommodation for the archival materials. This was because, initially, the semi-basement premises at Milton Building in Salisbury (Harare) were only meant for records that emanated from B. S. A. Company and British colonial administration in Southern Rhodesia that were in small quantity. However, when the Southern Rhodesia Archives assumed the responsibility of the Public Records from Northern Rhodesia in 1946, the space became inadequate and it led to overcrowding in the Salisbury repository. Therefore, the institution resorted to temporal expedients for storage of excess records. The provisional accommodation was incapable of providing complete protection. For instance in 1950, the space originally allocated for stores was converted for storage of records and a cycle shed which formed part of the semi-basement premises was also taken over as a store-room.<sup>36</sup>

The improvised storage rooms exposed the archival materials to deterioration because they were not purpose built for the prolonging the life span of archives. The buildings were not suitable for

permanent preservation of archival materials because they lacked safety and security features, environmental monitoring and control equipment that could have ensured prolonged survival of archival materials.<sup>37</sup> Hiller noted that the archival documents were exposed to humidity due to rapid changes in temperature.<sup>38</sup> In this regard, the suitable relative humidity that was ideal for storage of documents was fifty-five percent. However, the experiments conducted on the premises in 1952 indicated great variations in the humidity and temperature which led to the ultimate break down of the fibers from which paper was manufactured.<sup>39</sup>

The closure of the Livingstone depot in 1950 worsened the inadequacy of space at the main repository in Salisbury. Brelsford noted that the assistant archivist for the depot resigned and the deputy archivist was obliged to leave for health reasons.<sup>40</sup> He further noted that there were no replacements as the department was operating on a minimum establishment.<sup>41</sup> Consequently the archives from the Northern Rhodesia depot were moved to Salisbury which resulted in further overcrowding in the main repository.

The inadequacy of space led to another challenge of scattered premises for archival materials. Due to overcrowding in the main repository, the institution was forced to secure more space in different locations. In 1953, a disused link trainer building was secured at Cranborne in Salisbury and in 1954, another similar building was secured.<sup>42</sup> Although these buildings were considered ideal for use as repositories since they were made of brick and concrete, the arrangement posed a challenge of managing departments in different locations. Brelsford recorded that the photographic studio was located at Cranbourne three miles from the headquarters of the Archives.<sup>43</sup> Hiller also recorded that shifting records from one premises to another led to rapid deterioration of the documents due to incorrect handling.<sup>44</sup>

Furthermore, the closure of the Livingstone depot in Northern Rhodesia deterred the full operation programme of record management in Northern Rhodesia. The closure led to the decreased tendency in depositing of records by government departments which meant that potentially valuable records were endangered. By 1951, a year after the depot was closed it was noticed that only one deposit was done since the transfer of the documents to Salisbury.<sup>45</sup> In the same year a study of the accessions register revealed that a large number of government departments had little or no records to deposit. Hiller attributed the challenge to a combination of indiscriminate destruction of records and the ravages of termites and harsh climate.<sup>46</sup>

The Livingstone depot was re-opened in 1956 and relocated to Lusaka within the same year. This caused a further challenge in the provision of archival service because the building that was initially used to house the records was inadequate and insecure as it was put up for temporary purposes.<sup>47</sup>

The Central Africa Archives experienced staff shortages. As a result, it was unable to meet all its demands. For example, in 1951, a request by the curator of the Rhodes- Livingstone Museum for an exhibition to be organised at the opening of the new museum building was turned down as the available staff were engaged in another historical exhibition that took place during the Nyasaland Diamond Jubilee.<sup>48</sup> The institution was also faced with a considerable backlog in that a large volume of records had accumulated but were not processed because of inadequate labour and the records which had accrued between 1923 and the 1950s were difficult to bring under reasonable control. Consequently, many documents were mutilated by mice and termites as they lay in appalling storage conditions in basements and sheds.

The challenge of backlog was worsened due to lack of trained personnel in records management, since the Central African Archives was established in 1946. The first members of staff were only trained in 1955. By then some valuable archival documents were already destroyed. E. Burke who was then Chief Records Management Officer received an American Fellowship in 1955 to study archival and records techniques in the United States. He was followed by S. Turner in the same year for a similar course.<sup>49</sup>

### **PROMOTION OF RESEARCH IN THE POST-INDEPENDENCE PERIOD, 1964-2005.**

On dissolution of the Federation in 1953, a Federal Committee which consisted of a chairman, secretary and a representative from each former Federal territory was formed to make recommendations on how the archival resources in Salisbury were to be shared proportionately. Thus from 1964 to 1974, the committee physically examined the federal records and, at intervals, some were repatriated to countries from where they had been imported. For Zambia, these were the records that formed the colonial collection in the National Archives of Zambia when it was set up as a national archival institution after independence. In addition to the colonial collection the National Archives of Zambia acquired post-independence past records from government departments, non-government organisations and individual members of the public. The institution facilitated access to this information by the public for research purposes.

As a way of promoting research and usage of archival materials, the institution compiled finding aids. In 1971 the first volume of *A Guide to the Public Archives of Zambia* was compiled by I.C. Graham and B.C. Halwiindi who had earlier been sent to the United States to study. This publication laid a foundation in the field of retrieval tools in that since that year progress was maintained in the producing of finding aids. Accession lists, catalogues, descriptive lists,



inventories and national bibliographies were compiled to facilitate accessibility of archival information to the researchers.<sup>50</sup> These retrieval devices covered archival materials that were open to public access hence they promoted the utilisation and exploitation of archival information resources at the National Archives of Zambia.

The development of finding aids were essential in sustaining progress in improving access to archival and manuscript holdings.<sup>51</sup> Finding aids increased the usefulness of archival information.<sup>52</sup> Availability of a variety of finding aids enhanced access to holdings in archival repositories.<sup>53</sup> Mkunsha, acknowledged that finding aids at the National Archives of Zambia were helpful in retrieving information on the Chieftainship in the Chibombo District of Central Province.<sup>54</sup>

Further promotion of utilisation of archival information in the custody of the National Archives, was conducted through exhibitions, publications, radio, television and public lectures. Publicity was an important element in promoting the use of archives.<sup>55</sup> During the independence anniversary celebration in 1971, the National Archives mounted an exhibition of district notebooks, postage stamps, old books and newspapers at Evelyn Hone College.<sup>56</sup> The National Archives participated in the Pamodzi show held during the tenth anniversary of independence in 1974 to publicise the archival holdings. In 1975 the National Archives put up an exhibition at the Zambia National Agricultural Show to give an insight to members of public on the nature of archival holdings.<sup>57</sup> Historical records, private papers, official publications, maps, photographs and library materials were exhibited.

Exhibitions at trade fairs and Agriculture shows were important activities which enlightened members of the public on the existence of such valuable archival information.<sup>58</sup> Exhibitions

became annual events where documentary heritage of the nation was displayed and explanations given pertaining to Zambia's historical past.<sup>59</sup>

The use of radio, publications and television programmes were essential in creating public awareness of the existence of archives.<sup>60</sup> Television and radio programmes enticed the public to appreciate and utilise the archives.<sup>61</sup> In reference to the National Archives, D. E. Stiles then Librarian of the National Archives of Zambia was interviewed in 1968 on a radio programme called '*Libraries and You*' presented by the Ministry of Education. He discussed the importance of archives in Zambia and the archival materials in the custody of the Institution. The archival programmes on radio gave an opportunity to listeners to learn more about the archives.<sup>62</sup>

The National Archives further promoted the use of archival materials through the provision of postal and photocopying services. This was meant for members of public who were unable to access archival information physically. Knowledge of the existence of archives was not of any utility if the public were denied access due to physical barriers.<sup>63</sup> The National Archives supplied archival information to researchers who had a challenge of distance through the post office. Researchers from outside Zambia who made postal requests for archival information from the institution were assisted provided the required information was clearly specified in the order.<sup>64</sup> The institution's photocopying and microfilming facilities were available to the researchers on payment. The facilities were also available to those researchers who were physically present but wanted to save on time. Simmons noted that many researchers preferred to have the records photocopied and microfilmed to avoid the tedious and business of copying records by hand.<sup>65</sup> Copying services were done by the archives staff on behalf of the researchers for security of the documents.

## **RESEARCH VALUE OF ARCHIVAL RESOURCES AT THE NATIONAL ARCHIVES OF ZAMBIA 1964-2006.**

The clientele at National Archives comprised of both local and international researchers or users who utilised the archival materials for many different purposes. The archival information held multiple purposes in terms of their value to individuals, organisations, the government and the general public.

Firstly, the National Archives promoted academic research of a historical nature by preserving primary sources of information. These sources of information were important raw materials for historical investigation because they accumulated as natural products of originating offices or activities. Primary sources of information contributed to the compilation of academic works such as doctoral dissertations, thesis, academic essays and paper presentations.

Some of the works that developed from the use of primary sources were those of James Edward Kinneear and B.C. Kakoma. Kinneear compiled a thesis on *African Education in the 1930s* through the use of early reports of the Department of African Education in Northern Rhodesia and the Missionary Society papers of the colonial period. Kakoma's work on the *Administrative History of the Lunda Area from the Establishment of Colonial Rule* was partly compiled from the colonial administrative records of the B. S. A. Company and Secretariat records.

In 1986, H. W. Macmillan then a lecturer at the University of Zambia compiled lecture notes on Western Province drought and anthropology from the District records and provincial reports of North-Western Rhodesia.<sup>66</sup> Gerwald Jan-Bart acknowledged using archival information from the National Archives for writing academic papers and presentations on The Spanish Flu of 1918,

First World War, the Role of Technology in Zambian History, Lupa Goldfields and the Barosteland in the 1950s.<sup>67</sup> Macmillan also pointed out that he used the archival documents from the National Archives of Zambia in the compilation of his dissertation, books and articles. Amongst the works produced through the use of archival information were *The Scottish Traders in Eastern Zambia*, *Jewish Traders in the Western Half of Zambia*, *Copperbelt History and History of Anthropology*.<sup>68</sup>

The National archives promoted scholarly research through the preservation of a wide range of information that covered social, economic, cultural and political subjects which was used in the writing of books. In this line, Mutumba Mainga noted that in her work on *the Buluzi under the Luyana Kings: Political Evolution and State Formation in the Pre-Colonial Zambia* she used oral written sources from the National Archives.<sup>69</sup> Mutumba particularly made use of district notebooks for Buluzi, Batoka, Kasempa, Kalomo, Gwembe, Livingstone and Namwala in her work to reconstruct the main features of the Makololo state and its impact on the Buluzi in the middle of the nineteenth Century. The other archival sources used were papers of the Administrator of Northwest Rhodesia and papers of Northern Rhodesia Secretariat.<sup>70</sup>

In writing of a book; *Reaction to Colonialism: A Prelude to the Politics of Independence in the Northern Zambia, 1893-1939* Henry Meebelo consulted archival sources in the form of the B.S.A Company's correspondences, Native Welfare Association documents and district notebooks on Abercon (Mbala), Broken Hill (Kabwe), Kasama, Ndola and Livingstone, Chinsali and Isoka. Andrew Roberts acknowledged having used Archival documents from the National Archives in the years 1964-1965 to write *A History of the Bemba*.<sup>71</sup> Among the documents used were the North- Eastern Rhodesia records, District note books for Kasama, Mporokoso, Mpika and district commissioner's diaries.

The National Archives Library held numerous secondary sources in form of books, journals and periodicals that were published within and outside Zambia. Through the Legal deposit status, the institution acquired printed materials on a wide range of subjects used in academic and non academic studies, writing of books and production of audiovisual presentations for radio, and television. The students particularly from the University of Zambia and other learning institutions have used the archives library resources for academic assignments and works. Etambuyu Mubiana, a former student of Nkrumah Teachers College, confirmed having used the archives library in 1994 for information on the traditional beliefs and rites of a child in the Zambian culture.<sup>72</sup> The National Archives Annual Reports for 1966 and 1967 also indicated that the library was widely used by the students of the University of Zambia for academic purposes.<sup>73</sup>

The media institutions benefitted from the resources in the archives library. The resources were mainly used to supplement the audio-visual materials in the production of radio and television programmes. For instance, although the Zambia National Broadcasting Corporation (ZNBC) had its own audio-visual archives which covered events on cultural, social, economic and political events that occurred in the colonial and post-independence period, they did not reveal all the aspects and facts of the events. Hence reporters made use of the National Archives for in-depth information to supplement the information gaps in the audio-visual productions. The written information in form of newspapers was an important resource in the production of television documentary programmes. Kenneth Maduma, a journalist, stated that in the production of a television programme '*Looking Back*' which aired on Zambia National Broadcasting Services between 1976 and 1977, he made use of the Northern News (Times of Zambia) from the National Archives for information which was used for quotations.<sup>74</sup> The programme focused on political personalities that sacrificed their lives for independence.

Another journalist, Justin Nshimbi, confirmed having used the periodicals from the archives library to supplement recorded audio material in a radio programme *'From the Archives'* which aired from 1991-1993 on Zambia National Broadcasting Corporation on radio 2. The radio programme was meant to revive the events of the past for the generations that were not present and memories of those who were there. Nshimbi stated that the programme covered events such as the First Independence celebration. The *Northern Rhodesia Times* was used for information on the first speeches that were made Queen Elizabeth of Britain and Kenneth Kaunda, the first Zambian president.<sup>75</sup> The Leshina and Chachacha uprisings were some of the other events presented on radio through the use of archival information.

The National Archives had an audio-visual collection. These were in form of video, sound recordings and films on a variety of subjects ranging from political and sociological issues to economic, educational, health and cultural issues. The collections were sourced from public media organisations such as the Southern African Broadcasting Services, Zambia National Broadcasting Corporation and the Zambian Information Services. The collection was used to educate visitor groups such as students who visited the National Archives to familiarise themselves with the work and holdings of the institution.

The philatelic and currency collection at the National Archives was an important educational resource. The collection comprised of postage stamps from the colonial to the post-independence period acquired from the Zambia Postal Services. The currency collection consisted of coins and notes used before and after independence. These were deposited by the Bank of Zambia. The currency and philatelic collection represented different aspects of Zambian life and events. In this regard, the postage stamps deposited by the Director of Postal Service in 1981 covered a wide range of issues such as World Forestry Day-Speedpod, World

Telecommunication, health and traditional musical instruments. These collections were displayed during exhibitions and Zambian Agriculture shows to educate and enlighten the public on Zambia's past culture, events and life. Some of the collections were permanently displayed in the Archives Gallery to educate the visiting public on the postal and currency history of Zambia.

The National Archives was an important cultural resource for anthropologists in the study of Zambian past societies. The district notebooks kept at the National Archives were a valuable source for ethnographical, administrative and historical subjects. Gann noted that the district officials lived in close contact with the indigenous people hence they recorded their observations and what was orally told to them.<sup>76</sup> District notebooks in which district information was entered formed useful sources of ethnic histories in writing tribal and cultural history. Gann stressed that the observations of the early administrative officials in Northern Rhodesia were of tremendous value in piecing together details concerning native societies.<sup>77</sup> In this case, J. A. Barnes' work on the history of the Fort Jameson Ngoni of Northern Rhodesia was achieved through the use of district notebooks.

Through the study of district notebooks Barnes demonstrated the cultural changes which took place among the Ngoni. He particularly noted that the Ngoni were once a great conquering nation who raided neighbouring tribes to replenish their manpower and cattle but the British conquest destroyed the military and political structure upon which the Ngoni way of life depended and brought a social revolution.<sup>78</sup> Additionally, A. I. Richard's study of the effects of labour migration on the Bemba of Northern Rhodesia was supplemented by records which originated from the North-Eastern Rhodesian district administration.<sup>79</sup>

The district notebooks were valuable resources in the publication of calendars of the District notebooks. The calendars contained summaries of all entries that were made in the district notebooks in chronological order. P.M. Mukula, used the fragmented information from District notebooks to write a comprehensive history of Northern, Luapula North- western and Western provinces by combining all information on a particular subject of a district. Thus through the use of District notebooks from these provinces, he was able to compile the *Calendars of the District Notebook: Luapula Province (1878-1963)*, *Calendars of District Notebook: Northern Province (1862-196)*, *Calendars of the District Notebook: Western Province (1851-1963)*. The calendars of district notebooks were useful in verifying the correct names which were corrupted by the Colonial Administrators.<sup>80</sup> Mutumba Bull assisted in correcting the names and terms that appeared in the *Calendars of Western Province*. The purpose was to enable researchers to identify the modern equivalent names recorded.

Archival information was useful in the verification of historical facts of a traditional nature. Archives were viewed as being part of our cultural heritage and that they have significant relationships with other forms of the past and present human activities.<sup>81</sup> In this line, traditional rulers were frequent users of the National Archives in search of information that related to genealogy, boundary and succession disputes. Traditional rulers found them useful as they contained the only written records of their own succession. Chief Chipepo of Southern Province used the archives as evidence over a boundary dispute in his chiefdom.<sup>82</sup> Individuals and chiefs who faced succession disputes used the archives to trace the procedures and lines of succession.<sup>83</sup> Mumba confirmed that a chief from Bene Ngumbo clan used the calendar of the district notebook of Northern Province from the National Archives to trace his geneology.<sup>84</sup>



The photographs were used in construction of pictorial history. The 1968 and 1969 annual reports indicated that a number of enquiries were made from overseas publishers who wished to illustrate books on Africa. The photo collection was also used in local publications. In 1971 B. S. Krishnamurtity from University of Zambia borrowed a number of pictures from the National Archives which he reproduced to use for illustration in a book on the history of Zambia. Records from the National Archives showed that in 1970 and 1971 pictures related to the struggle for independence were obtained by the *Times of Zambia and Daily Mail*. Additionally, the 1972 annual report indicated that in the same year, the demand by researchers to have some photographs illustrated in books, newspapers and magazines greatly increased.

Archival information in the National Archives was of legal value to the public. While the public had obligations and responsibilities to the government, it also conferred certain rights and privileges upon the citizens. A similar relation existed between the government and a wide range of organisations, institution and corporate bodies. The documentation of these relationships and obligations was in the custody of the National Archives. These were in form of copies of constitutions, statutory instruments, Acts of Parliament and were used as legal evidence to enforce the government and individuals to fulfill their obligations. In this regard, Grey Zulu, the former Secretary General of the UNIP government, acknowledged having used the Parliamentary Acts and statutory instruments in search of information on retirement policy of senior government officials.<sup>85</sup> He used the information he obtained from the archival documents to establish a case against the former MMD government for his entitlements and benefits which he did not receive after the UNIP Government was ousted from power.

The National Archives contributed to the promotion of administrative efficiency in the government. It served as the collective institutional memory of the government because

according to the National Archives Act of 1969, all government ministries and departments were obliged to deposit valuable non-current records with the institution. Therefore, the National Archives provided sources of administrative information from deposited files, reports and other documents which contributed to government efficiency.

These previously created records in the custody of the National Archives provided precedents that were essential in verifying past decisions and conducting of legal, political and diplomatic obligations. Government administrators and planners needed to understand the actions of their predecessors if there was to be balance in their work and to avoid duplication of plans and projects.<sup>86</sup> Acquaintance with previous problems and mistakes of past administrators helped in choosing appropriate administrative paths.<sup>87</sup> Thus, in the formulation of national policies reference to previous policies was of considerable value as policy makers were provided with an account of programmes and measures that were implemented in the past and information on why they were abandoned or succeeded.

In reference to the above, the National Archives was a valuable source of legal information for the legal fraternity in the formulation of laws. Mubiana, an assistant commissioner in the Legislative drafting and law revision department at the Ministry of Justice, acknowledged that the legal documents in the National Archives provided guidance in drafting of laws which were passed to parliament as bills.<sup>88</sup> Old volumes of law, Government Gazettes and statutory instruments were used for reference of background information to avoid duplication of previous laws.

National development planning depended on archival information from the National Archives. Musembi notes that national development planners relied on past national economic information

in the custody of National Archives.<sup>89</sup> Effective planning was based on exact and complete evaluation using information on earlier developments, successes and failures in national archives.<sup>90</sup> In planning for national development, the government planners acquired comprehensive information on population statistics from the National Archives. The Central Statistics Office, like any other government department, deposited the reports of all previous census conducted in Zambia. The information and details in the reports were useful in national planning. For instance, the fourth census in the history of census-undertaking in Zambia conducted in 2000, determined the size of population, its composition and distribution, levels and trends of fertility, mortality, information on housing, agriculture and economic activities.<sup>91</sup> Davison Mapiza, a chief planner under National Planning of the Department of Finance, confirmed that in planning the distribution of national resources, vital statistics from the Central Statistics Office in the custody of the National Archives were utilised to determine how the allocation of resources was to be conducted.<sup>92</sup>

### **CHALLENGES OF THE NATIONAL ARCHIVES IN THE POST-INDEPENDENCE PERIOD 1964 - 2006.**

Despite its efforts in promoting research activities, the National Archives faced various challenges which affected its operations. Firstly, the institution was faced with challenges in retrieving some of the migrated archives from Britain, South Africa and Zimbabwe where records in relation to colonial Zambia were created. The records left Zambia administratively, illegally and legally.<sup>93</sup> The loss of Zambia's records was attributed to the nature of colonial administration it underwent. Zambia was initially under the British South Africa Company's rule which had its main offices in London and Pretoria. Then, there was an emergence of the British Central Africa Federation of Rhodesia and Nyasaland with its headquarters in Harare. These

countries in which the headquarters were established insisted they had legitimate claim over the records generated during the course of administrative duties.<sup>94</sup> The absence of some of the documents from the National Archives of Zambia created a gap in the colonial history of the country.

The other challenge associated with the retrieval of colonial records was that some of the pre-Federal and Federal records were created centrally. When the Federation of Rhodesia and Nyasaland was formed in 1953, Malawi, Zambia and Zimbabwe passed under the same colonial administrative body which was headquartered in Zimbabwe. This was followed by the integration of services such as archives, railways and currency. The records that emanated from the Federation were centrally created and they belonged to all the three former Federal territories. Hence, the records remained in the National Archives of Zimbabwe because dividing the records proportionally could have created gaps in the classes of administrative records.<sup>95</sup> The National Archives could have acquired the records through micro photographing but was unable to bear the costs. This created a challenge of distance for researchers from Zambia who needed to study these records for reference because they had to travel to Harare.

Some records were taken illegally from Zambia by the colonial administrators. These administrators operated under an administrative code which cautioned them not to take any official documents that were in their possession during the course of official duties. However, some of the colonial administrators had no respect for the administrative code under which they operated. After Zambia's independence, on departure some of the colonial officials took some of the documents without permission.<sup>96</sup> The documents that were taken from colonial Zambia formed part of the manuscript collection of Africana in the Rhodes House Library in England.

The institution faced the challenge of limited and erratic funding from the government. This created problems in program implementation and service delivery. The work of the National Archives involved research and fieldwork which entailed a lot of movement and capital funding but the funding from the government was not commensurate with the type of work involved. The money that was allocated to the National Archives of Zambia was not enough for its development.<sup>97</sup> Low financial resources had a direct impact on the effective implementation of policies in archival organisations.<sup>98</sup> For example, in 1996 erratic funding, led to the delay of the completion of the National Archives Headquarters building which restricted the operations of the institution.<sup>99</sup> The institution was unable to effectively collect and preserve all records that it was mandated to acquire by law due to inappropriate and inadequate storage space.

The records centers in Chipata, Kabwe and Mufulira operated in improvised buildings. Inadequate funding from government could not enable the National Archives to construct suitable buildings for proper storage of records. The documents in these centers were exposed to unsuitable conditions which led to deterioration. Documents in Chipata were kept in a wareroom which was situated in the premises of the General Hospital and was unsuitable for keeping records. In Kabwe, records were stored in a wareroom shared with the District Executive Office. Most of the records kept there were destroyed because the wareroom was infested with ants. The records at the Mufulira Center were housed in the wareroom which had a wooden floor and a leaking roof. This led to most of the records being destroyed.

Although records centers were established, they were not spacious enough to accommodate all the records from the government departments and ministries. This contributed to the indiscriminate loss of valuable historical records. The creation of new departments in different ministries after independence led to the increase in the volume of documents such that the

records centers reached a stage when no more new consignments from ministries and departments could be accommodated. By 2005 the Lusaka Province records center was full and was not receiving any semi-current records and the scenario was replicated in most records centers.<sup>100</sup> For example, in 1992 storage space at the Copperbelt Records Center had become inadequate to cope with the increased requests for records deposition within the province.<sup>101</sup> The 1982 Annual Report indicated that the Kabwe, Mufulira Livingstone and City-Annex in Lusaka were full. They all experienced acute shortage of storage space.<sup>102</sup>

Since the institution failed to collect all potential archival material, most of the records remained in the offices of creation where they certainly degenerated. Sakala noted that the general attitude towards the upkeep of closed files was so slack such that large segments of the nation's history were exposed to deteriorating conditions.<sup>103</sup>

The major constraint faced by the National Archives in the Management of semi-current records was lack of transport to visit all the government ministries and departments.<sup>104</sup> It was the duty of the National Archives to collect the closed files from government ministries and departments. These operations were sometimes not conducted due to inadequate and appropriate transport. For example, in 1994 the institution only managed to collect three hundred and sixty-nine linear meters of closed files because of lack of transport. In 1990, the institution managed to acquire seven Toyota Hilux Vannetes but the vehicles were unsuitable for use in the rural districts where the road infrastructure was poor.

The frequent break down of the air conditioning system was yet another main setback in the preservation of historical records. This was attributed to irregular maintenance and servicing of the system due to financial difficulties which was as a result of poor funding from the

government. Ramokate observed that most of the archival institutions in Central Africa could not sustain air conditioning systems running continuously for over six years due to lack of constant servicing and maintenance.<sup>105</sup> Chisala said that the air conditioning system at National Archives needed a replacement because it had been in operation from the time the institution was established.<sup>106</sup> The system was out of order most of the time and some of the documents held at the National Archives for safe storage were exposed to deterioration as monitoring of the environmental conditions in the storage rooms was difficult.

The conservation laboratory at the National Archives was ill-equipped with regard to working tools and equipment such as hard-bed presses and leaf casting machines which were not readily available in Zambia. Conservation tools and equipment were found abroad but the institution was unable to purchase them due to financial limitations.<sup>107</sup> Lack of working tools led to huge backlogs of deteriorated materials that needed conservation treatment. Kemoni stressed that lack of suitable equipment, materials as well as financial resources led to reduced and ineffective preservation of archival materials.<sup>108</sup>

The professional staff turnover experienced by the National Archives led to a shortage of skilled personnel at various levels. This was because some of the skilled employees left the institution to take up jobs in other organisations for better benefits. Kalusopa and Keakopa attributed the staff turnover at archival institutions to low salaries, low grading and lack of attractive career structures.<sup>109</sup> For instance, Fanwell Banda a former employee of the National Archives pointed out that he left the institution to join the National Assembly Library due to low salaries.<sup>110</sup> Similarly, Adrian Chisale left the National Archives to join Evelyn Hone College Library and Clive Muzunga joined the University of Zambia Library for better conditions of service.<sup>111</sup>

Shortage of skilled manpower contributed to unprofessionalism in the provision of archival services because some of the staff were tasked to perform duties they were not trained. For instance, some personnel employed as office orderlies were involved in retrieving files for researchers and it took a considerable amount of time for them to locate, identify and retrieve the needed information. This was disadvantageous to clients particularly foreign researchers who had limited time and resources to conduct their research. Ahmed Shazeda, a student of History at Bowdoin College in the United States of America stated that due to the slow working pace of personnel at the institution, she had to extend her research period which posed a challenge of transport and lodging costs.<sup>112</sup>

## **CONCLUSION**

The preservation of valuable archival information in both the colonial and post-independence period promoted research on a wide range of subjects. The information resources in the Archives held cultural, economic, social, political and intellectual research values and were consulted for different research purposes. The exploitation of archival resources by different users contributed to knowledge and national development.

In the colonial period, the British Government officials pioneered research activities of an archival nature. In the early 1940s consultation of archival documents at the archival institution was restricted to government colonial officials because the institution was only in custody of the administrative records of the B. S. A. Company. The records contributed to the administrative efficiency of the British Colonial officials as they provided information on the previous administration's experience. Hence, the primary aim of the archival institution in its initial stages of establishment was to serve inquiry interests of the colonial government officials. However,



from the 1950 onwards, with the additions made on the archival collection in the form of historical manuscripts, photographs and maps research activities at the institution were extended to the wider public and professional researchers.

The various information resources in the archival institution satisfied a broad range of research needs in the colonial period. The photo collection satisfied the pictorial requirements of media organisations while public records facilitated scholarly research which resulted into the publication of books and biographies. Historical manuscripts were essential in the writing of history by providing additional information not recorded in public records on various historical events. In a way, the imposition of the Rule of Access Policy by the colonial government limited the benefits derived from utilisation of archival resources by the public because the Colonial government censored any information material produced from the archives. The colonial officials demanded approval of all final products of information that was obtained from the archives by all non-government officials.

However, in the post-independence period research activities expanded as compared to the colonial period. The National Archives acquired more archival material from government and non-government sources which attracted researchers with varied interests. The National Archives as mandated by National Archives Act provided access to the information resources for knowledge development. The utilisation of archival materials in the production of academic, scholarly works and audio-visual production for radio and television presentations contributed to enhancement of knowledge in the Zambian society on cultural, political, social and educational issues. The majority of the Zambian public benefitted from the archives through the efforts of primary users. These are people or groups of individuals who use the archives for research to write books, theses, research papers and audio-visual presentations. The works of primary users

were made available to secondary users such as the reading public, students and viewers and listeners of radio and television productions.

In both the colonial and post-independence period, the promotion of the utilisation of information resources was conducted. In the colonial period the promotion was carried out through the development of a records management programme which ensured proper cataloguing of large quantity of records. This was to increase the archival documents available for research purposes. However, despite the institution's efforts in enhancing accessibility of archives, archival resources vastly remained underutilised by majority of the Northern Rhodesians public because the resources were housed in Southern Rhodesia where only a limited population could afford to access due to challenges of distance. In the post-independence period Publicity and outreach programmes played a significant role in promoting archival resources for research. Archival resources held at National Archives were made known to the public through the media and exhibitions during the Agriculture and Commercials shows. The compilation of finding aids promoted research and the usability of archival information held at the National Archives.

The operation of the archival institution in the colonial as well as post-independence periods experienced challenges in the provision of archival services. In the colonial period, the institution was unable to protect some of the valuable historical documents from deterioration because it lacked adequate and appropriate storage space for archival materials. The institution made efforts to improvise storage rooms but the destruction of certain records could not be avoided. This was because the improvised buildings lacked safety and security features that could have preserved the archival material. The institution lacked trained personnel to execute archival duties in a professional manner which contributed to the loss of valuable documents.

In the post-colonial period, the archival institution was faced with information gaps in its colonial collection because some records were still held in London and Zimbabwe. The National Archives was unable to retrieve some of the records held in Zimbabwe and Britain because they were centrally created and Zambia could not claim ownership. The documents could also not be retrieved partly because Zambia was unable to meet the high costs of microfilming. Low allocation of funds from the government disadvantaged the institution in its operation. Due to insufficient funding from the government, the institution faced problems of inadequate and inappropriate storage facilities in records centers as it was unable to construct suitable storage infrastructure. The institution was equally unable to procure adequate storage equipment; therefore, some of the records could not be collected for safe custody at the institution.

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## **CHAPTER SIX**

### **CONCLUSION**

The study has established that the National Archives of Zambia has played a significant role in contributing to knowledge and national development. The efforts of the National Archives in collecting and preserving archival resources provided valuable information resources essential in promoting research that facilitated knowledge and national development. Its wide collection of information on varied subjects was consulted for different kinds of knowledge that contributed to the development of the nation. Its contribution is evident from the products of research activities conducted at the National Archives in the form of academic and non-academic works such as articles, dissertations, thesis, papers, books, audio-visual products (radio, television programmes).

The study traces the origins of the National Archives of Zambia to 1935 when the Southern Rhodesia Archives was established. The establishment of the Southern Rhodesia Archives influenced the development of an archival institution in Northern Rhodesia. In 1946 Northern Rhodesia passed Ordinance no 26 which legally authorised Southern Rhodesia to facilitate the establishment of an archival institution in the territory. Through this ordinance, the Southern Rhodesia Archives was transformed into the Central African Archives to provide joint archival services. The Government Archivist of Southern Rhodesia advised government departments of Northern Rhodesia on matters of care, custody and control of archival documents. This culminated in the opening of an archival depot in 1947 in Livingstone where archival materials were temporary safeguarded before their transfer to the central repository in Salisbury.

The study establishes that the archival institution in the colonial period operated according to the stipulations of the archival legislation. The institution collected and safeguarded past records, printed publication and historical materials from government departments and those acquired through donations or purchase as mandated by the Archives Ordinance. The study indicates that destruction and disposal schedules were conducted where all archival materials in the custody of the archival institution were examined. The materials that were not of sufficient historical value were destroyed and this created space for records that were worthy of preserving. The institution also provided access to the archival material in its custody for research by government officials, scholars and members of the public as stipulated by the Archives legislation.

The study shows that the archival legislation formulated in the post-independence period provided a legal framework that guided the National Archives of Zambia in the management of records, archives and printed publications created both in the colonial and post-independence periods. In accordance to the stipulations of the National Archives Act of 1969, the National Archives collected and preserved various kinds of records and archives from government, non-government organisations and individual members of the Zambian public. The study indicates that the National Archives Act authorised the National Archives to preserve and safeguard records and archives in places other than the National Archives. Hence records centres were established in selected provinces of Zambia for the custody of semi-current records from government ministries. These records remained closed for twenty years after which they were transferred to the National Archives headquarters in Lusaka for public inspection.

The study further elaborates that both in the colonial and post-independence periods, preservation strategies were devised which prolonged the archival materials in the custody of the archival institution. The archival buildings in both periods were specifically designed to prolong

the survival of archival materials. The air condition equipment and contingent equipment that were installed facilitated the protection of archival materials from natural and unnatural disasters. The study elaborates that in both the colonial and post-independence periods, the preservation of archival materials was in the form of provision of suitable storage environment for specific types of archival materials, the use of reformatting strategies, conducting of records surveys to assess the scope and nature of deterioration within the collection and the physical repair of archival materials that were damaged. It is also elaborated that the formulation of policies on the use of archival holdings by the public and staff facilitated the preservation of archival materials in the colonial and post-colonial Zambia.

Further, the study shows that in the colonial period, collections of historical manuscripts, maps photographs and Portuguese records facilitated a varied range of research activities. The historical manuscripts facilitated the publications of *oppenheimer series* which was a compilation of important historical manuscripts. The pictorial collection satisfied the requirements of the media organisations such as the British Broadcasting Corporation, Rhodesia Television and the Central African Film Unit. Public records facilitated scholarly works such as the compilation of books.

The study demonstrates that the collections in the National Archives of Zambia facilitated the compilation of academic, historical and scholarly works. The varied range of information resources in the custody of the National Archives held various utility values. The study indicates that the District notebooks were consulted by anthropologists and ethnologists in the study of Colonial African societies and the currency and stamp collection were used during exhibitions in educating the public about Zambia's past life and events. The study indicates that the Archives

library was an important resource for secondary sources of information that was useful in the publication of books and in the production of radio and television programmes.

The study further establishes that the archival institution in the colonial and post- Colonial Period faced various challenges. The study particularly indicated that in the Colonial period, the institution had a challenge of inadequate and inappropriate storage space for archival materials. This arose due to the fact that the central repository in Salisbury then was only initially meant for the Southern Rhodesia public records but with the promulgation of Ordinance 26 of 1946 records that pertained to Northern Rhodesia and Nyasaland were incorporated causing congestion in the repository. The study further establishes that the sourcing of alternative premises to accommodate excess archival records exposed some of the valuable historical material to deterioration.

Finally, the study establishes that the problem of inadequate and inappropriate accommodation of archival materials persisted even in the post-independence period until 2000 when a new spacious archival building was constructed. It is established that due to joined colonial administration activities, the National Archives of Zambia faced a challenge of information gaps as some of the records were still held in London and Zimbabwe. It is further demonstrated that the persistent low funding from the government in the post-independence accelerated the inability of the institution to procure adequate storage equipment and to construct suitable provincial records centers. The shortage of manpower as a result of high employee turnover in search for better jobs has been established as the challenge that the institution faced despite its efforts in training personnel in various skills.

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