



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



**ARCHIVES POLICY**

(Made under Article 30 (2) of the Moshi Co-operative University Charter 2015)

*As Approved by the Council Meeting Held on 8<sup>th</sup> November 2016*

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## **FOREWORD**

The history of the co-operative movement and its contribution to socio-economic development of the country needs to be preserved for current and future generations. Furthermore, the Mission of the University is to contribute to the development and growth of the co-operative sector through education, training and manpower development. Likewise, the preservation of co-operative materials will facilitate the accessibility of such materials by academicians, researchers, consultants, historians, politicians, policy makers and other actors.

The Directorate of Co-operative Library and Archives (DCLA) is the University's Unit mandated to identify, collect, acquire, preserve and provide access to co-operative archival materials for historical and academic purposes. It is also a preserver of special collections of co-operative historical materials and a contributor to the achievement of the vision and mission of the University. DCLA through constantly surveys sources of co-operative materials from individuals, institutions and organizations within and outside the country for depository purposes.

This Policy is an effort to make sure that the DCLA executes its functions systematically in accordance with the University Mission and Vision. It provides guidelines and procedures to be followed by all users of the Library resources especially archival materials. It is a management tool for the preservation of the Archival materials at the University.

**Prof. F. K. Bee (PhD)**  
**VICE CHANCELLOR**

## ABBREVIATIONS AND ACRONYMS

CD	:	Compact Disk
CD ROM	:	Compact Disk Read Only Memory
DCLA	:	Directorate of Co-operative Library and Archives
DVCA	:	The Deputy Vice Chancellor Academic
DVD	:	Digital Versatile Disk
ICCE	:	Institute of Continuing Co-operative Education
ISO	:	International Standards Organization
MoCU	:	Moshi Co-operative University
MUCCoBS	:	Moshi University College of Co-operative and Business Studies
SUA	:	Sokoine University of Agriculture

## DEFINITION OF TERMS

In this policy, unless the context otherwise archives policy requires the following definitions:

**‘Access’** means permission to examine and study the materials held by the archives.

**‘Archive materials’** means materials which are in the form of books, documents, maps, drawings, photographs, letters, search papers, and any other medium on which information is recorded or stored in printed, electronic, graphic, mechanical means, which provide first hand information

**‘Archives’** means records with enduring value selected for permanent preservation.

**‘Archivist’** means a person who is responsible for management of archives or custodian of archives

**‘Co-operative Archives’** means the co-operative institutions depository for endurance value documents.

**‘Corporate Records’** means the materials which created, received and accumulated by University officers or employees on behalf of the University. Such materials may be in the form of books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other medium on which information is recorded or stored by graphic, electronic or mechanical means.

**‘Digitization’** means the conversion of materials that were originally created in another format into an electronic form. This definition excludes materials that were initially created digitally, such as email communication.

**‘Donation’** means voluntary deposit of records, involving the transfer of legal ownership and custody to the archives.

**‘Non-official records’** means records that relate to the operations or history of the University, but are not created by the University employees.

**‘Permanently valuable records’** means records that should be retained permanently, because of their administrative, financial, legal, operational, cultural, social or scientific value.

**‘Preservation’** means the process and operations involved in the physical protection of records and archives against damage

- ‘Provenance’** means the chronology of the ownership, custody or location of a historical object.
- ‘Records Centre’** means a place where records that are accessed only occasionally are housed for reference or to meet audit or legal obligations, these records are called "semi-current records.”
- ‘Records’** means a documents containing data or information of any kind and in any form, created and accumulated by the University in the transaction of business or the conduct of the affairs of the University.
- ‘Repository’** means a building or cyberspace in which archives are preserved are preserved and made available for consultation.
- ‘Retention and disposal schedule’** means a document describing the recurring record of the University thereof, specifying which records should be preserved permanently as having enduring values as archives and authorizing on a continuing basis after the lapse of retention periods or the occurrence of specified actions or events, the disposal by destruction or other means of the remaining records.
- ‘Selection’** means the process of deciding what materials shall be transferred to the archives from a range of materials identified.
- ‘Users of Archive Policy’** means the archives creators and users include co-operators, researchers, students, archivists, consultants, policymakers, stakeholders, management authority, and related users.
- ‘University-Related Materials’** means records and papers, which reflect the life of the University. Such records may include private papers, students’ publications, alumni and faculty groups, societies and organizations.

# PART1

## 1.0 INTRODUCTION

### 1.1 Background Information

The Moshi Co-operative University (MoCU) is among the higher learning institutions in Tanzania. MoCU came into being as a result of transforming Moshi University College of Co-operative and Business Studies (MUCCoBS) to a full-fledged University on 4<sup>th</sup> September, 2014. The University is governed by its on Charter, made under the Universities Act No. 7 of 2005 (Cap 346) of Tanzania laws, which was signed by the former President of the United Republic of Tanzania, His Excellence Jakaya Mrisho Kikwete, on 23<sup>rd</sup> February 2015. The former University College was a result of upgrading the status of the then Co-operative College Moshi into Moshi University College of Co-operative and Business Studies into a Constituent College of Sokoine University of Agriculture (SUA) as declared through Declaration Order No. 22 of 2004. Then in 2014 become a full fledged Univesity (Moshi Co-operative University- MoCU). This University is among the few specialized Universities in Africa offering academic and professional training in co-operative and community based studies.

MoCU is located in Moshi Municipality and has a teaching centre at Kizumbi in Shinyanga region. In addition, The University operates 13 Regional Offices catering for all the regions in Tanzania Mainland. These offices are Mtwara (serving Mtwara and Lindi Regions), Mbeya (serving Mbeya, Katavi and Rukwa Regions), Kilimanjaro (serving Kilimanjaro, Arusha and Manyara Regions), Shinyanga (serving Shinyanga and Simiyu Regions), Mwanza (serving Mwanza, Geita and Kagera Regions), Iringa (serving Iringa and Njombe Regions), Dodoma (serving Dodoma and Morogoro Regions), Coast (serving Coast and Dar-es-Salaam Regions), Singida, Ruvuma, Tanga, Tabora and Kigoma. These offices operate under the Institute of Continuing Co-operative Education (ICCE). The University conducts a range of residential and distance learning programmes, tailor-made programmes, field training, research, consultancy and community services.

### **1.1.1 DCLA Organizational Structure**

Directorate of Co-operative Library and Archives (DCLA) is administratively under The Deputy Vice Chancellor Academic (DVCA). The Directorate is made up of four departments; Archives, Technical services, Readers' Services and Circulation, and Co-operative Documentation and Information.

### **1.1.2 Goals and Objectives**

The main goal of DCLA is to support teaching, research, and consultancy at the University and public at large. The objective of Archive Department is to meet information requirements of academic community by acquiring, processing, storing, conserving and preserving archive materials for use.

## **1.2 University's Vision and Mission Statements**

### **1.2.1 Vision**

The vision of the University is "to become a centre of excellence in co-operative education and practice".

### **1.2.2 Mission Statement**

The mission statement of the University is "to provide quality education, training, research and advisory services to enhance co-operative development".

## **1.3 Core Values**

In fulfilling the Vision and Mission, the University will be guided by the following core values; cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all, and social responsibility.

## **1.4 The Objects and Functions**

The general objects and functions of the University shall be to advance knowledge, wisdom, understanding and enhance creativity through teaching, research, extension and consultancy on all matters relating to co-operative development, rural transformation, business studies, information and communication technology, law and any other relevant area of learning and knowledge at national and international levels.

## PART 2

### 2.0 THE POLICY FRAMEWORK

#### 2.1 Rationale of the Policy

Co-operatives have played a central developmental role in world wide and in particular East African countries in both pre and post colonial times, yet the absence of any systematic preservation of co-operative archives. It has doubted a major hindrance. Currently there are gaps in co-operative development history, as the subject is data deficient as accessibility to materials is patchy.

Apart from the absence of a system that uses modern records management practice in co-operative sector, there has been an overcrowded and unsuitable storage of archive materials in the Tanzania co-operative sector. Along with the poor security and confidentiality controls in co-operative institutions and absence of vital records-disaster recovery and preparedness plans, with the limited capacity to manage electronic records and archives in co-operative societies, there is a great danger of losing important co-operative archives in the country.

Lack of co-operative archive policy has been major hindrance to development, conservation and preservation of co-operative culture heritage. Co-operative archives in Tanzania are in danger if concerted efforts are not taken to preserve them either at the grassroots level or at national level. Underscoring the danger of the co-operative archive, Moshi Co-operative University considered the urgent need to preserve co-operative archives due to their historical, administrative, academics and research value and most importantly, co-operative archives management rescues archives from risk of physical deterioration, destruction, neglect and irresponsible care.

The University needs a dynamic policy that will guide a focused records and archives management system. As the sole University of co-operative in the country, this is important move to preserve the long history of co-operative in the country. The University is committed to select, collect and preserve all relevant and authentic co-operative archive materials.

Since there has not been any coherent policy to guide the management of co-operative archives, this policy will solve the challenges and articulate conducive environment for

preservation system for the co-operative archives materials in Tanzania. The policy addresses the important issues related to co-operative archives management and administration. It is a benefactor for co-operative history and culture heritage in Tanzania and Africa. This policy is also designed to not only addresses these challenges but also to exploit new technologies which will enable the records and archives management services to contribute effectively to the co-operative movement and socio-economic development of the country at large.

## **2.2 Policy Objectives**

This policy is anticipated to set the right environment so as to achieve the University vision, mission and goals, through the provision of reliable, effective and efficient services in the access of co-operative records and archives materials to the University, the co-operative movement and the public at large. The policy establishes the framework within which the Archives materials are collected, selected, processed and conserved. It emphasizes the best practices which must be adhered to. In this regard the specific objectives of this policy are to:

- (i) Acquire by transfer, deposit, gift or purchase archives as defined in the acquisitions policy.
- (ii) Act as a compliance tool by the principle of provenance and original order.
- (iii) Comply with recognized standards of storage of archival documents, and the historical manuscript
- (iv) Preserve and conserve co-operative archival materials for current and future use through conserving, storing and protecting archive materials appraise and transfer records of enduring value from the co-operative institutions to the University Archive without causing damage, particularly for the fragile ones.
- (v) Guide the records and archives management processes for the University in selecting acquisition of co-operative archival materials so as to provide information resources for present and future generations.
- (vi) Provide a guide for Appraise the co-operative archival materials.
- (vii) Set up proper technology in management of co-operative archives materials
- (viii) Ensure security of co-operative archival materials
- (ix) Provide access to the records and promoting their value and use as an information and educational resource through the provision of access to non-current and non-

- confidential records of the University to scholars, researchers, students and general public to enhance their knowledge
- (x) Put in place relevant staff for effective functioning of the archives and records management of the University.
  - (xi) Ensure that individuals and institutions are encouraged, assisted and trained to protect the valuable historical documents in their possession.
  - (xii) Promote collaboration with both private and public institutions as well as individuals who have deep knowledge and interest in archival materials
  - (xiii) Ensure efficient and effective services are provided to clients.
  - (xiv) Encourage the co-operators and the public at large to donate archives materials to the University.
  - (xv) Ensure accessibility of co-operative archives materials for as long as they are needed to support the legitimate information needs of the University co-operators, government and citizens;

### **2.3 Scope of the Policy**

This policy covers all co-operative records and archives both paper and electronic archives. The policy incorporates issues of selection and collection of authentic co-operative archive materials, conservation, storage and protection, as well as tracking of archival materials. Also it covers range of materials related to the co-operative sector as follows:

- (i) Inactive records of administrative, research and academic features in various formats includes: papers, tapes, software, reports, correspondence and other records, pictorial and audio-visual materials: photographs and photographic negatives, slides, motion pictures, videos, maps, posters, microfilms, tapes of speeches, events, oral histories, art works and architectural drawings and memorabilia.
- (ii) General publications: commencement and performance programmes, legal documents, announcements, newsletters, brochures and manuscripts.
- (iii) Faculty and staff reports and publications: speeches, conference proceedings and symposium papers and records
- (iv) Student publications: newspaper, periodicals, newsletters and research papers
- (v) Creative works: thesis, dissertations and creative projects
- (vi) Publicity materials: press releases and advertisements of events and related co-operative activities

- (vii) Support group records: records and publications of such groups as the Alumni Associations related to the co-operative sector
- (viii) Personal papers: manuscripts, correspondence and oral histories

## PART 3

### 3.0 KEY POLICY AREAS

#### 3.1 Acquisition and selection of archives

In order to render archive services effectively and efficiently the Archive Department shall select, acquire, preserve archives, and make available for the University and the co-operative movement the highest standard of service delivery.

##### 3.1.1 Policy issues

- i. Many archival materials in co-operative organizations are in a bad condition. They are fragile, dirty, strained, brittle, crumbling, sometimes bent and full of rusty metal clips also destructed by the rodents.
- ii. Mostly of the records were originally produced on poor quality paper, with has high acid content, putting the archives at even more risk and causing brittle and crumbling appearances.
- iii. Some notable persons possess archive materials however they do not know where to send these materials for repository purpose

##### 3.1.2 Policy statements

The purpose of this policy statement is to provide guidance in the implementation of the authority by clarifying objectives, outlining operating assumptions and criteria for acceptance, and targeting specific areas of collection activity as follows:-

- (i) The University's Archives Department seeks to collect original and unique co-operative archival records to support teaching, consultancy and research in co-operative development, the co-operative movement and the wider community.
- (ii) Records and archives materials can be obtained through being transferred from the source, gifted, deposited on long term loan or (exceptionally) purchased. In acquiring records every effort will be made to avoid conflict and duplication with the collecting policies of other public archive services.
- (iii) The Archivist of the University may accept for transfer into the Co-operative Archives materials from private sources, including motion pictures, still pictures, and sound recordings, which are appropriate for preservation by the University as

evidence of its organization, functions, policies, decisions, procedures, and transactions.

- (iv) The University recognizes its responsibility of acquiring works for the archive collection, to ensure that appropriate arrangements are made for the use, care and documentation of the collection taking into account the established sector standards where relevant.

### **3.1.3 Implementation strategies**

This policy will be implemented by the DCLA through the archivist and users from the University, the co-operative movement and the public at large through the proper processes and procedures. The University's Archive Department shall:

- (i) Select relevant materials for transfer or conversion in another format for depository purpose, arrange, describe those records and make them accessible in accordance with established archival standards and adherence to copyright law.
- (ii) Appraise and collect archival materials from possible sources of co-operative archives
- (iii) Accept donations and gifts in term of archives from co-operative organizations and other owners
- (iv) Engage the donor's of archival material to provide archive material to the University's Archive Department for the purposes of preservation, study, exhibit, and reproduction, consistent with the donor's applicable underlying rights or copyright interests and with the University Archives' mandate to make its holdings available.
- (v) Ask donors or depositors of archives to consider assigning copyright of the archives to be transferred to the University
- (vi) Collect archives which found to possess endurance value in all media, though currently mostly paper-based and electronic records. This includes correspondence, diaries, notebooks, artworks (paintings, drawings, sketchbooks, sculpture, models, and prints), photographs, administrative records of the art galleries and co-operative institutions, press cuttings, and publications, posters and audio-visual material.
- (vii) Consider acquisitions outside the current stated policy shall only be made after proper consideration by the University authority

- (viii) Reserves the right to return to a depositor any items deemed to be of no interest to the Archive or, with the permission of the depositor, to transfer such items to a more appropriate place of deposit or to destroy them.

### **3.2 Conservation, Storage and Preservation of Archives**

Conservation, storage and preservation of archival materials are the aspects of collection management for library and archives collection their purpose is to ensure that information survives in the usable form.

#### **3.2.1 Policy issues**

In order to ensure that archive materials are properly conserved, preserved and stored for use the issues to be addressed includes:-

- (i) Storage room in co-operative organizations have open windows allowing dust to come in also many archival materials are on loose shelves without the protection of boxes and some are piled on top of each other.
- (ii) Records with archival value found in cooperatives societies are in danger due to poor storage and handling. If they are not rescued urgently, they will be lost and therefore cooperative heritage will disappear.
- (iii) The co-operatives are not aware of what is in their record stores, or the value they have. Co-operatives organisations do not know the difference between archival records with long term value and records with no value that can be destroyed.
- (iv) The board members and staff of co-operatives lack of knowledge in records management
- (v) There is no guideline for preservation of e-archive resources

#### **3.2.2 Policy statements**

The University shall be committed to long term conservation, storage and preservation of co-operative archive materials through the DCLA and the Department of Archives, the following are policy statements:-

- (i) The University shall store, organize, protect and preserve scientifically all relevant and valuable archival materials collected from co-operative organizations
- (ii) The University shall ensure that Archives Department are rescued from danger of diminishing through ensuring that, the department is equipped with relevant storage facilities and technology so as to serve as an information resource center that will assist the University community with research projects

- (iii) The University shall put in place standards, procedures and guidelines on archives materials storage facilities and train the archive holders.
- (iv) All records and archives materials which are important for the University continuity shall be duplicated and stored properly to make sure that they are safe even when disaster strike, application to this shall be in compliance to the agreements with the owners and copyright law,
- (v) The University shall assist and train individuals and institutions as how to protect the valuable historical documents in their possession
- (vi) The University Archive Department shall preserve both materials in print and electronic format.

### **3.2.3 Implementation strategies**

The Archive Department shall:-

- (i) Provide adequate storage space, storage supplies, and resources important for prolonging the archive materials life span.
- (ii) Put in place archive management system and storage facilities to ensure accessibility of archive materials.
- (iii) Make use of both physical and software technologies in order to ensure archive materials are rescued from danger of diminishment.
- (iv) Organize ,protect and preserve scientifically all archival materials
- (v) Consider media selection criteria by formats, data creators when selecting removable storage media and physical formats of archive materials, these shall be based on longevity, capacity, and viability, obsolescence, cost and susceptibility.
- (vi) Set up a disaster recovery plans includes backups for archive materials
- (vii) Put in place standards, procedures and guidelines on archives materials storage in compliance with standards for the archives management
- (viii) Select and preserve archive materials received or created in the course of research activities.
- (ix) Assist and train individuals and institutions the best practice of protecting the valuable historical documents
- (x) Encourage and assist the University community to recognize and make use of its institutional documentary heritage via exhibits, presentations, and published resources.

- (xi) Link with private and public institutions as well as individuals who have deep knowledge and interest in archival materials so as to advise them to advance the culture of protecting valuable historical materials.

### **3.3 Digitization and Exploitation of Technology Archives Management**

Technologies for the management of information is being advanced continuously, hence the University shall, whenever necessary, deploy new and better technology for the preservation and management of archives materials. Also, the co-operative materials that were originally created in other format whenever necessary they shall be converted into electronic format with the owners concert for preservation purposes.

#### **3.3.1 Policy issues**

Information Technology has led to production of more documents and received, stored or accessed, electronically through computers, however, the technology in use is constantly changing. Continuous update of application programs, storage technology and other structures affects the life cycle of archives materials and other records/ documents; hence they require proper organization and control so that they can be retrieved when required.

#### **3.3.2 Policy statements**

In order to ensure that the University couple with the technological changes and needs requirement the University shall:-

- (i) Ensure that electronic records are migrated to new generation of systems whenever there is technological obsolescence.
- (ii) Ensure that proper record keeping systems that capture archive materials and other records created or received by the archivists are deployed.
- (iii) Develop and approve standards, procedures and guidelines for the management of electronic documents and records.

#### **3.3.3 Implementation strategies**

The strategies for implementing the deployment of new technology in the management of records and archives shall include:

- (i) Adoption and deployments of appropriate technology in order to curb technological obsolescence.
- (ii) Digitization of all those materials that cannot be easily replaceable or obtained from the creator or owner for depository purposes. Materials that can be converted may

include un-published materials includes correspondence, photographs, films, video tapes and handwritten manuscripts.

- (iii) Development and/or adaptation and utilization of standards, procedures and guidelines for the management of electronic documents and records.

Carefully selection of storage media which can maximize the utilization periods and prolong the digital archive material life span by the University

- (iv) Use micro-form and scan documents of historical value which are on the verge of natural decay and destruction and protect them scientifically.

### **3.4 Access and Use of Archives**

#### **3.4.1 Policy issues**

Based on access and uses of archive materials the major issues to be addressed are:

- (i) The use of a record is a transaction that calls for documentation, care and an easy procedure instituted within the archive management system to enhance accessibility and use. However there is no any policy document to address accessibility obstacles.
- (ii) Tracking of records for use by the patrons within archives management systems is a vital procedure that demands proper security measures. Only users with appropriate permission shall perform the tasks for which they have been authorized. This requirement has a greater significance for both paper and electronic record keeping systems because of the vulnerability of archives due to unauthorized access, alteration and deletion.

#### **3.4.2 Policy statements**

In order to ensure availability and accessibility of archive materials the University through DCLA and Department of Archives shall:

- (i) Use both manual and digital systems to enhance accessibility of archive materials.
- (ii) Access to the archives by academic researchers and members of the public will be by special permission only. Researchers or users who are not staff or students of the University will be asked to sign a special form.
- (iii) Access to extremely fragile or confidential archives will be restricted.

#### **3.4.3 Implementation strategies**

The Archive Department shall:

- (i) Prepare indices and other metadata to enhance accessibility of archive materials  
Render archive services and provide access of archives to:

- a. Staff of the University.
  - b. Students of the University.
  - c. Visitors to the University and;
  - d. All other groups of people in the University, including but not limited to co-operative stakeholders.
- (ii) Establish, develop, and promote the utilization of space and maintenance of equipments for preserving archival materials.
  - (v) Render advisory services and training to records creating agencies particularly on the selection, compilation, classification and disposal of records and application of standards, procedures and techniques of records management.
  - (vi) Provide authenticated copies of extracts from public records
  - (vii) Provide educational and outreach programmes to increase public awareness and appreciation of the cooperative history and development.
  - (viii) Select software for providing services in the archives.

### **3.5 Transfer and Disposition of Archive**

#### **3.5.1 Policy issues**

Proliferation of non-current records call for their organization for enhancement of accessibility of archive materials issues are:

- (i) Lack of specific place where co-operative archives are specifically preserved for future use.
- (ii) Proliferation of noncurrent records in co-operative organization call for transfer to University's Archive Department to be organized in order enhancement of their accessibility.
- (iii) Transfer records and archives to the Archive Department without breaching security and confidentiality controls from cooperatives institutions
- (iv) Disposition of records and archives that are out of use

#### **3.5.2 Policy statements**

It is mandatory that records are managed from their creation state up to the end of their life cycle, to ensure proper management of record life cycle the University's archives shall:-

- (i) Provide for archive repository

- (ii) Develop and implement retention and disposal schedules that comprehensively cover all records found with endurance value and archive, regardless of their format or media.
- (iii) Seeks for the top management approval before destroying any records(s) and transfer records of enduring value to the department responsible for records and archives management, or any other place of deposit as described in the MoCU Financial Regulations, 2015 article number 66 on disposal of non-current assets and immovable assets
- (iv) Ensure that all records and archives of the privatized or dissolved co-operative office are vested into the custody under the University archives management.

### **3.5.3 Implementation strategies**

Agreements and term of reference on transfer and disposition of archive materials are the prerequisite before implementation the DCLA and Archive Department are required to:-

- (i) Liaise with the co-operative organisations to allow the transfer of the archival materials to the University Archives
- (ii) To negotiate for the transfer of archival materials from the custody of their immediate jurisdiction to the University Archives

Implementing retention and disposal schedules relating to semi-current records whose transfer to the University's archives are appropriate as described in the MoCU Financial Regulations, 2015 article number 66 on disposal of non-current assets and immovable assets

## **3.6 Compliance by Records Creators and Users**

### **3.6.1 Policy issues**

Co-operative archives management has been a big challenge in Tanzania. Records in co-operative organizations continue to be created every day however there were no affirmative efforts put in order to manage, records which become inactive yet are still have enduring historical, research, informative, evidential values hence they require good preservation and arrangement according to principles of provenance and original order. In recognizing the need for managing co-operative archives, the University shall take initiatives to find way out on how comply with the records creators so that to rescue endangered co-operative archives.

### **3.6.2 Policy Statements**

In recognition of the issues integrity of valuable co-operative archives, the University shall adhere to the principle of provenance and original order.

The principle dictates that archival records are grouped by the University, whereas the principle of original order dictates that the records within those groupings be maintained in the order fashioned by their creator. The University is keenly to collect co-operative archives generated from different co-operative organization and manage them.

The University Archive shall make sure that:

- i) All materials are acquired in conformity with recognized archival principles such as provenance and territoriality in order to avoid the mutilation of founds.
- ii) Integrity is maintained in the University's co-operative archives which are collected from different provenances and managed by the University.
- iii) Policy establishes the framework within which the cooperative archives are rescued from poor custody by their creators.
- iv) Co-operative archives are deposited in the University repository and ensure their accessibility.

### **3.6.3 Implementation strategies**

Based on the principle of provenance and original order, the strength for implementation of the policy on archives shall include:

- i) Application of principles of provenance and original order so that to provide access to archive materials.
- ii) Organizing seminars and consortia on management of co-operative archives. This shall be done by the DCLA through the Archive Department.
- iii) Make accessible to the patrons co-operative archive material as long as they are needed to support the legitimate information needs of co-operative stakeholders.
- (iii) Optimizing public participation in preservation of archive materials for the co-operative development.
- (iv) Promote public trust, optimize information sharing and re-use and reduce duplication in accordance with legal, copyright law and policy obligations.
- (v) Comply with ISO 154889-1:2016 concepts and principles which approach to creation, capture and management of records.

### **3.7 Mandatory In-house Document Deposit**

#### **3.7.1 Policy issues**

Academics and other co-operative stakeholders keep on creating records continuously. The policy recognizing that it is necessary to respect co-operative values in order to have the confidence of the public. It should be said that these values or interests based on mandatory in-house document deposit must not exist everywhere but in the University's provenance, but that the main reasons are:

- i) To enable academics deposit a copy of any publication that bears co-operative aspects to the Archive Department.
- ii) The need to protect the University's generated archives material.
- iii) The need to preserve and make available relevant information to research in a broad sense, both professional research and research in co-operative studies.
- iv) Records in the University's record centre keep on increasing continuously.

#### **3.7.2 Policy statements**

This policy should be understood in association to other policies related to the management of the University records. These include:

- i) Archives generated and owned by individual members of the staff, alumni and students shall be transferred under an agreed deed of donation, and the deposits shall be accompanied by a deposit agreement signed by the archive's owners and the archivist.
- ii) The University library material selection policy and records retention schedule, procedure and guidelines for handling or managing the University's records, outlines the principles by which University records should be selected for permanent preservation. The policy shall be accompanied with records retention schedule that identifies record series which should be transferred to the University Archives Department.
- iii) The University records retention schedule and archive appraisal shall be the principal documents for the University's record management. These documents shall outline the general principles of records management and assigns responsibilities for records management.
- iv) The University records retention schedule sets out retention periods and disposition actions for record series generated by the University. The schedule identifies records series which are considered to have archival values.

### **3.7.3 Implementation strategies**

Archive deposit is a mandatory requirement that an individual person or group of people in MoCU to submit copies of their publications to the repository.

The Co-operative Archive Department is entitled to receive, free of charge, of one copy of every publication within University. The copy deposited must be of the same quality as the best copies which, at the time of delivery, have been produced for publication by the University.

Archive department shall:-

- i) Register and describe all co-operative archives obtained through the mandatory deposit policy procedures
- ii) Provide the University Archives Department with two copies of every publication produced including bulletins, newsletters, invitations, programs, and memorabilia.
- iii) Collect publications produced in MoCU regardless of medium or format, including, for example: books (monographs), serials (journals, periodicals, and magazines), and sound, video and spoken-word recordings, multimedia or instructional kits, CD and DVD CD-ROMs, microforms, cartographic materials, online or digital publications.
- iv) Ensure that all publications produced within the University, about the University and co-operative sector in Tanzania are collected and deposited in Co-operative Archive Department
- v) Control document recording appraisal decisions and prescribing disposal action or disposition schedule.

## PART 4

### 3.0 POLICY IMPLEMENTATION MONITORING AND REVIEW

4.1 The above policy provisions shall become operational immediately after being approved by the University Council and shall remain valid and binding until they are revoked by the authority entrusted with such powers and following laid down rules and procedures.

4.2 The University management shall develop and implement retention and disposal schedules that comprehensively cover all co-operative records and archives regardless of format or media.

4.3 Records and archives with enduring values shall be deposited to the Archives repository.

#### 4.4 Policy Monitoring

In order to ensure that the various policy provisions and policy implementation procedures are adhered to, the Director of Co-operative Library and Archives (DCLA) shall from time to time monitor and evaluate the performance of the Archives Department.

#### 4.5 Policy Operational Date

This policy shall be in operational effectively after being approved by the council

#### 4.6 Disclaimer

The University shall remain custodian of archival materials while contents shall remain the responsibility of the creators

#### 4.7 Providing for effective policy/delivery interaction

Effective feedback loops shall be established between policy development and delivery.

Approaches are adopted to ensure that implementation is consistent and aligned with policy objectives, including through action to foster goal clarity and congruence, and reinforcement through better practice performance management.

Approaches are adopted aimed at ensuring that policy development is informed by on-the ground intelligence and experience, including by means of mobility and

interchange, avenues for interaction with network members, collection of provider and user views and evaluations.

#### 4.8 **Review**

This policy will be reviewed from time to time as and when needs arised.