SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS) – BAGAMOYO

RESEARCH REPORT ON ASSESSMENT ON DISASTER PREPAREDNESS STRATEGIES ON PROTECTING REGISTRY RECORDS IN GOVERNMENT OFFICES: CASE STUDY AT BAGAMOYO DISTRICT COUNCIL

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A Research Report Submitted to the School of Library, Archives and Documentation Studies in Partial Fulfilment of the Requirements for the Award of Ordinary Diploma in Records and Archives Management.

SUPERVISED BY IBRAHIM A. JOJO.

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CERTIFICATION

This is to certify that this research report titled "An assessment of disaster preparedness Strategies for protecting registry records in government offices: A case study of Bagamoyo district council" has been submitted for examination with my approval as the appointed supervisor of the school of library, archives and documentation studies (SLADS), Bagamoyo.

.....

Ibrahim A. Jojo

(Supervisor)

Date: .....

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I, Justine Elieth Kinyuku, declare that this research report is my own original work and that it has not been presented and will not be presented to any other institution for a similar or any other academic award.

Signature: .....

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DEDICATION.

This research report is dedicated to my beloved family for their unwavering support, continuous sacrifices, and encouragement throughout my academic pursuits.

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LIST OF ABBREVIATIONS

ESARBICA – East and Southern Africa Regional Branch of the International Council on Archives

ICA – International Council on Archives

IFLA – International Federation of Library Associations and Institutions

IRMT – International Records Management Trust

ISO – International Organization for Standardization

NARA – National Archives and Records Administration

OECD – Organization for Economic Co-operation and Development

RAMD – Records and Archives Management Department

SLADS – School of Library, Archives and Documentation Studies

SPSS – Statistical Package for Social Sciences

UNDRR – United Nations Office for Disaster Risk Reduction

UNESCO – United Nations Educational, Scientific and Cultural Organization

URT – United Republic of Tanzania

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ABSTRACT

Government registry records such as land titles, personnel files, financial records, and policy documents are critical assets that support governance, accountability, and service delivery, yet they remain highly vulnerable to disasters such as fire, floods, power failures, and cyber-attacks. Despite their importance, many local government authorities in Tanzania, including Bagamoyo district council, have historically lacked comprehensive, documented disaster preparedness strategies for protecting registry records. This study assessed disaster preparedness strategies for protecting registry records in government offices, using Bagamoyo district council as a case study. The study was guided by three specific objectives: to identify the types of disasters that threaten registry records at the Council, to examine the challenges facing the implementation of disaster preparedness strategies, and to determine possible solutions for improving disaster preparedness for registry records.

The study employed a case study research design, targeting a study population of approximately 80 staff involved in the creation, management, and protection of registry records at Bagamoyo district council. A sample of 60 respondents was selected using purposive and simple random sampling, drawn from registry staff, senior officers, IT and technical staff, and top management officials. Primary data were collected through questionnaires, interviews, and observation, and were analyzed using the Statistical Package for Social Sciences (SPSS). Of the 60 respondents sampled, 40 completed and returned the questionnaire, giving a response rate of 66.7 percent.

The findings revealed that power failures and electrical faults (65.0 percent) and fire outbreaks (55.0 percent) were the disasters most frequently identified as threats to registry records, followed by floods and water damage (45.0 percent), while cyber-attacks were the least reported threat (30.0 percent). The absence of a written disaster preparedness plan (77.5 percent), inadequate budgetary allocation (75.0 percent), poor physical infrastructure (72.5 percent), and a shortage of trained personnel (67.5 percent) emerged as the major challenges undermining implementation. Respondents expressed strong support for digitization and backup of vital records (80.0 percent),

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staff training on disaster risk management (75.0 percent), a dedicated budget (72.5 percent), and a formal disaster preparedness policy (70.0 percent).

The study concludes that registry records at Bagamoyo district council remain vulnerable to recurring physical hazards, and that the Council's disaster preparedness posture is currently reactive and under-resourced rather than proactive and systematized. It is recommended that the council develop a formal, written disaster preparedness and vital-records protection plan, allocate a dedicated budget, priorities digitization and off-site backups, and institute regular staff training, while central government strengthens policy guidance and funding support for records protection across local government authorities.

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CHAPTER ONE

INTRODUCTION

1.1 Background of the Study

Globally, disaster preparedness has become a critical component in records and archives management due to increasing occurrences of natural and human-induced disasters such as floods, fires, earthquakes, cyber-attacks, and conflicts. Government registry records are essential for administrative continuity, legal accountability, and protection of citizens' rights (International Council on Archives (ICA), 2016). The Sendai Framework for Disaster Risk Reduction (2015–2030) emphasizes the importance of safeguarding critical infrastructure and vital records to ensure continuity of public services during and after disasters (United Nations Office for Disaster Risk Reduction (UNDRR), 2015). Studies indicated that many public institutions worldwide still lacked comprehensive disaster preparedness plans specifically tailored for records protection (IFLA, 2020). Inadequate risk assessments, limited funding, and absence of trained personnel remained major challenges (Millar, 2017). In both developed and developing countries, disasters such as Hurricane Katrina (USA), the Notre-Dame fire (France), and frequent floods in Asia demonstrated the vulnerability of archival and registry records when disaster preparedness strategies were weak or absent.

In Africa, government records faced heightened vulnerability due to limited resources, inadequate infrastructure, and weak enforcement of records management policies (Kemoni, 2007). Many African countries experienced recurrent disasters including floods, droughts, fires, and political unrest, which threatened public records. The African Union's Programmed of Action for Disaster risk reduction emphasized strengthening institutional capacity to safeguard public assets, including records (African Union, 2014). However, studies showed that many public offices lacked disaster preparedness plans for registry units (Ngoepe & Ngulube, 2014). Research in countries such as Kenya, South Africa, and Nigeria indicated that registry records were often stored in poor environmental conditions without backup systems, increasing the

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risk of permanent information loss (Mnjama, 2016). This situation undermined transparency, accountability, and good governance across the continent.

In Tanzania, registry records in government offices are governed by the Records and Archives Management Act No. 3 of 2002 (URT, 2002). The Act mandates proper management and protection of public records. Despite this legal framework, studies indicated that many local government authorities faced challenges in implementing effective disaster preparedness strategies for records protection (Lihoma & Ngulube, 2018). Tanzania frequently experienced disasters such as floods, fires, and infrastructural failures that threatened registry records, especially in district councils. The National Disaster Management Policy (URT, 2004) emphasizes disaster risk reduction, but integration of disaster preparedness within registry management systems remained limited at local government levels. Bagamoyo District Council, like many local authorities, maintains vital registry records related to land, finance, human resources, and administration. However, little empirical research had assessed the adequacy of disaster preparedness strategies for protecting these records. Therefore, this study sought to assess disaster preparedness strategies for protecting registry records in government offices, using Bagamoyo District Council as a case study.

1.2 Statement of the Problem

Government registry records such as birth and death certificates, land titles, personnel files, financial records, and policy documents are critical assets that support governance, accountability, service delivery, and citizens' rights. These records are increasingly threatened by disasters including fires, floods, cyber-attacks, power failures, armed conflict, and climate-induced hazards. Despite their importance, many government offices, particularly in developing countries, operated without comprehensive disaster preparedness strategies for protecting registry records (ICA, 2016). Disaster preparedness strategies helped to ensure the protection and continuity of vital records that are essential for legal identity, governance, and institutional memory. Without preparedness measures, many records could be permanently lost during disasters (ICA, 2016). Preparedness strategies ensured continuity of government operations: backup systems, emergency plans, and alternative storage

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enabled government offices to resume operations quickly after a disaster, minimizing service disruption to citizens (ISO 22301:2019). They were also helpful for legal and administrative accountability. Well-protected registry records support transparency, accountability, and compliance with legal and regulatory requirements. Disaster preparedness reduces the risk of litigation and administrative disputes arising from lost or damaged records (OECD, 2018). Disaster preparedness safeguards the historical, cultural, and evidential values of public records (UNESCO, 2016). Inadequate funding and resources meant that many government offices lacked sufficient financial resources to implement disaster preparedness measures such as digitization, fire suppression systems, and secure storage facilities (UNDRR, 2019). Lack of skilled personnel and training meant that registry staff often had limited knowledge of disaster risk management, emergency response, and digital preservation, which weakened preparedness efforts (ICA, 2016), compounded by poor policy implementation and enforcement. The increasing frequency and impact of disasters, coupled with the critical role of registry records in governance and citizens' rights, made the adoption of disaster preparedness strategies imperative. International frameworks emphasized preparedness as a core component of disaster risk reduction and sustainable development (UNDRR, 2019). Furthermore, standards such as ISO 22301 and UNESCO's PERSIST initiative advocated proactive planning, risk assessment, and capacity building to protect records and ensure business continuity (ISO, 2019; UNESCO, 2016). Without adopting disaster preparedness strategies, government offices risked administrative paralysis, legal uncertainty, financial loss, and erosion of public trust.

1.3 General Objective of the Study

To assess disaster preparedness strategies on protecting registry records in government offices.

1.4 Specific Objectives of the Study

1. To identify the types of disasters that threaten registry records at Bagamoyo District Council.

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2. To identify challenges facing the implementation of disaster preparedness strategies on registry records.

3. To determine possible solutions on improving disaster preparedness strategies for protecting registry records.

1.5 Research Questions

1. What are types of disasters that threaten registry records at Bagamoyo district council?

2. What challenges affect the implementation of disaster preparedness strategies?

3. What are the possible solutions to improve disaster preparedness for registry records?

1.6 Significance of the Study

This study is significant because registry records are essential assets in government offices as they support decision making, accountability, transparency, and service delivery. Government records provide legal evidence of administrative actions and citizens' rights; therefore, their protection is crucial for institutional continuity (International Council on Archives (ICA, 2016). By assessing disaster preparedness strategies at Bagamoyo District Council, the study helped identify gaps in current practices and recommend improvements to safeguard vital records against disasters such as fire, floods, and technological failures. The study is also important to records management professionals and registry staff. Effective disaster preparedness planning reduces the risk of loss, damage, or destruction of records and ensures business continuity (Shepherd & Yeo, 2003). Understanding existing preparedness measures enabled registry personnel to strengthen risk management practices, including backup systems, digitization, and emergency response planning. This aligns with the principles of proactive records protection recommended in disaster risk management frameworks (UNDRR, 2015). Furthermore, the findings assist policymakers and local government authorities in improving policies and resource allocation for disaster preparedness in public offices. Disaster risk reduction requires institutional commitment and strategic planning to minimize potential impacts (UNDRR, 2015).

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By providing empirical evidence from a local government context, this study informs better planning and investment in records protection systems. The study is also significant to the public. Government records serve as proof of ownership, employment, taxation, and other civil rights. Loss of such records can negatively affect citizens' access to services and justice (World Bank, 2020). Strengthening disaster preparedness strategies therefore contributes to protecting public interests and enhancing trust in government institutions. Lastly, this research contributes to academic knowledge in the fields of records management and disaster risk management. Case studies provide in-depth understanding of real-life institutional challenges and offer practical solutions that can be applied in similar contexts (Creswell, 2014).

1.7 Definition of Key Concepts

Disaster: Is any unexpected event, natural or human-made, that causes significant damage or disruption to records, archives, and information systems, thereby affecting the continuity of government operations. Disasters may include floods, fires, earthquakes, civil unrest, cyber-attacks, system failures, or negligence that results in loss or destruction of records (ICA, 2016).

Disaster Preparedness: Refers to the policies, procedures, and measures put in place to prevent, mitigate, and respond effectively to disasters that may affect records and archives in government offices. It includes risk assessment, preventive conservation, emergency planning, staff training, backup systems, and recovery procedures to ensure records are protected and service delivery continues. In records management, disaster preparedness is a key component of records protection and business continuity planning (ICA, 2016).

Disaster Preparedness Strategies: Are specific actions and systematic approaches designed to reduce risks and ensure the protection and recovery of registry records in government offices. Common strategies include conducting risk assessments, regularly updating disaster preparedness plans, and establishing vital records protection programmer (IRMT; NARA, 2018). These strategies help safeguard

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essential government records that support accountability, transparency, and continuity of operations.

Registry Records: Are official documents received, created, filed, and maintained by the registry unit of a government office as evidence of transactions, decisions, and administrative activities. The registry serves as the central control point for the creation, classification, filing, tracking, and retrieval of official records. These records may include correspondence files, policy documents, reports, minutes, contracts, personnel records, and other administrative documents (ISO 15489-1:2016).

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CHAPTER TWO

LITERATURE REVIEW

2.0 Introduction

2.1 Disaster Preparedness, Registry Records and Registry Records Management Concepts

Various studies had defined and explained in different ways the concepts of disaster preparedness, registry records, and registry records management. The United Nations Office for Disaster Risk Reduction (UNDRR, 2019) explained that disaster preparedness involved organizing and mobilizing resources, communities, and systems before disasters occur so that the response would be faster and more effective when disaster strikes. Disaster preparedness referred to the steps and actions taken before a disaster happens so that its effects can be reduced. The International Federation of Red Cross and Red Crescent Societies (IFRC, 2020) explained that disaster preparedness involved training people, making plans, and putting in place systems that help to manage a disaster when it comes. In government offices, disaster preparedness for records meant making sure that steps were taken to protect important documents from being lost or damaged when disasters occur (Kemoni & Ngulube, 2018). Regarding registry records, Chinyemba and Ngulube (2017) defined registry records as all official documents and files created, received, and kept by a government office in the process of carrying out its official duties. These records included correspondence files, registers, reports, and other documents that show the decisions and actions taken by a government institution. According to Kemoni and Ngulube (2018), registry records management referred to the systematic control of records from the time they are created to the time they are destroyed or transferred to an archive. Proper registry records management ensured that records were available, accessible, and protected throughout their useful life, including protection from disasters.

2.2 Types of Disasters That Threatened Registry Records at Bagamoyo District Council

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There were different types of disasters that threatened registry records in government offices. Various studies had explained and described the main categories of disasters that put registry records at risk. Ngulube (2019) explained that disasters threatening records could be grouped into three main types: natural disasters, human-made disasters, and technological disasters. Natural disasters were events caused by nature that damaged or destroyed registry records. Akotia (2019) explained that floods were among the most common natural disasters that damaged government records, especially in areas located near rivers or the coast. Bagamoyo District, being located near the Indian Ocean coast, was at high risk of flooding during rainy seasons, and this posed a serious threat to paper-based registry records stored in low-lying registry offices. Onoriode and Okuonghae (2021) also noted that fires caused by lightning, strong winds, and storms were natural disasters that destroyed registry records. Human-made disasters were also a major threat to registry records. Onuoha (2017) explained that fires caused by poor electrical wiring, carelessness of staff, or arson were among the most destructive human-made disasters for registry records. Kemoni (2019) also explained that theft and vandalism threatened registry records, especially when criminals wanted to remove evidence of corruption or illegal actions from government files. Ngoepe and Saurombe (2016) added that pest infestation by rats and insects such as termites slowly destroyed paper-based records when storage conditions were poor. Technological disasters were a growing threat as government offices started using more electronic records. Mutula and Wamukoya (2017) explained that computer system failures, power surges, and cyberattacks all threatened electronic records in government offices. Ojo and Chukwuma (2020) also noted that unreliable electricity supply, which was a common problem in many Tanzanian district councils, put electronic records at risk of being lost during power failures where no backup systems were in place.

2.3 Challenges Facing the Implementation of Disaster Preparedness Strategies for Registry Records

There were different challenges that government offices faced that limited the implementation of disaster preparedness strategies for registry records. Various studies had explained and discussed the main challenges affecting efforts to protect registry

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records from disasters. Lihoma (2016) explained that lack of financial resources was one of the biggest challenges facing disaster preparedness for registry records in government offices. Many district councils did not have enough money in their budgets to invest in fireproof cabinets, secure storage rooms, backup systems, and other measures needed to protect records from disasters. This meant that even when government offices were aware of the risks, they were not able to put proper protective measures in place due to limited funds. Kemoni and Ngulube (2018) discussed the challenge of shortage of trained staff and concluded that many records management staff in local government offices did not have the skills they needed to plan and implement disaster preparedness strategies. Staff did not know how to carry out risk assessments, create disaster recovery plans, or respond effectively when a disaster happened. Chela and Tsabedze (2020) also pointed out that high staff turnover made this problem worse, as experienced and trained staff left and took their knowledge with them. Onuoha (2017) explained that poor physical infrastructure was also a major challenge. Many registry offices in district councils were housed in old buildings with leaking roofs, poor ventilation, and inadequate security, which made it very hard to protect records from floods, fires, and pests. Mutula and Wamukoya (2017) added that the lack of clear policies and legal frameworks for disaster preparedness in records management was another challenge, as government offices were not required by law to have and follow specific disaster preparedness plans for their records. Ngoepe and Saurombe (2016) further discussed that lack of awareness among senior government officials about the importance of protecting registry records was also a challenge. When management did not understand the value of registry records, they did not give priority to disaster preparedness, which made it even harder to get the resources and support needed to protect records. Coker (2018) also noted that the absence of regular audits and inspections of registry offices meant that problems in records protection were not identified and corrected in time.

2.4 Possible Solutions to Improving Disaster Preparedness Strategies for Protecting Registry Records

Various scholars suggested a number of solutions that helped government offices protect their registry records from disasters. Digitization of records was one of the best

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and most important solutions. Digitization meant changing paper records into digital or computer-based copies. When records were saved in a computer or stored in the cloud, they would not be lost even if fire, floods, or other disasters destroyed the paper copies. Chigwada and Ngulube (2024) found in their study of academic libraries that digitization and digital library strategies were among the most commonly recommended solutions to protect records from disasters. They noted that keeping records in digital form in more than one place made it much easier to recover them after a disaster. This meant that at Bagamoyo District Council, if registry records were saved in digital form and backed up in another location or computer system, those records would be safe even when disaster strikes. Training of staff was another very important solution. Training meant teaching the people who worked in the registry office how to handle and protect records during a disaster. Many studies had shown that registry and library staff often did not know what to do when a disaster happened. Chizwina and Ngulube (2021) found that many library staff in South Africa believed that disasters could not happen in their workplaces, which made them unprepared. When staff were trained well, they knew how to act quickly and correctly during an emergency. Training included topics such as how to identify risks, how to keep records safe, and what steps to follow when a disaster happens. Making a proper disaster recovery plan was a key solution. A disaster recovery plan was a written document that clearly stated what would be done before, during, and after a disaster to protect the records. Chigwada and Ngulube (2024) found that improving disaster management planning was one of the top recommended solutions in studies from many different countries. The plan named the staff members responsible for each task, the important records that must be protected first, and the steps to be followed to recover records after the disaster is over. This plan needed to be tested and updated regularly to make sure it would work when it was needed. Improving the physical condition of the registry room also helped a great deal. The physical condition meant the actual building, shelves, walls, and equipment used to store the records. Chizwina and Ngulube (2021) found that many libraries in South Africa had poor physical storage conditions, which made their records very easy to damage during disasters. If the registry room at Bagamoyo District Council was properly built and maintained, the records inside it were better protected. This included fire extinguishers and fire alarm

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systems, ensuring the walls and floors did not let in water, keeping the records on proper shelves above floor level, and doing regular pest control to keep away insects and rats that could damage records. Working together with other organizations strengthened disaster preparedness, meaning the district council worked with other government departments, the national archives, universities, and emergency management agencies to share knowledge and resources. Chigwada and Ngulube (2024) found that collaboration and the sharing of resources between institutions were important steps in making disaster preparedness stronger. When Bagamoyo District Council worked together with these organizations, it was able to learn from their experience and get support when needed. Giving enough money to records management made all the above solutions possible. Many studies had shown that lack of money was one of the biggest reasons why government offices failed to prepare for disasters. Chizwina and Ngulube (2021) noted that community libraries with limited budgets were unable to put disaster preparedness plans in place. If the district council set aside a proper budget for disaster preparedness every year, it would be able to buy the right equipment, train staff, and maintain the registry room properly. Without money, none of the other solutions would work effectively.

2.5 Research Gap

This study therefore sought to fill this gap by investigating disaster preparedness strategies for protecting registry records specifically at Bagamoyo District Council. Although several studies had been conducted on disaster preparedness for registry records in Africa, most of these studies had focused on national archives or large government institutions in capital cities. Very few studies had specifically examined disaster preparedness strategies for registry records in district councils or local government offices in Tanzania. This meant that there was a significant gap in knowledge regarding the specific challenges and the practical solutions relevant to the context of local government offices in Tanzania, such as Bagamoyo District Council.

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CHAPTER THREE

METHODOLOGY OF THE STUDY

3.0 Research Design

Research design refers to the overall plan or strategy that guides the research process from start to finish (Creswell & Creswell, 2018). The study employed a case study research design. A case study research design was used because the study focused on one specific place, Bagamoyo district council, and aimed to get a deep understanding of the disaster preparedness strategies for protecting registry records in that specific location. According to Yin (2018), a case study research design is the most suitable approach when a researcher wants to study a real-life event in its natural setting and when the boundaries between the event and the context are not clear. This design allowed the researcher to collect both qualitative and quantitative data from different sources within Bagamoyo district council, which helped to get a complete picture of the disaster preparedness situation for registry records at the council.

3.1 Study Area

The study was conducted at Bagamoyo district council, located in Bagamoyo District in the Coast Region of Tanzania. Bagamoyo district council was chosen as the study area because it is one of the local government authorities in Tanzania responsible for keeping important registry records related to land certificate, taxes certificate, births certificate, deaths certificate, marriages certificate, and other official government matters. The council is situated near the Indian Ocean coast, which makes it particularly at risk of natural disasters such as floods and strong winds that could threaten registry records. The study focused on the registry department and other relevant departments within Bagamoyo district council involved in keeping and managing official records.

3.2 Study Population

Study population refers to the entire group of people or things that a researcher wants to study and collect information from (Kothari, 2019). The study population for this

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research included all staff members working at Bagamoyo district council who were involved in the creation, management, and protection of registry records. This included records management staff, registry clerks, department heads, the district records management officer, IT staff, and senior management officials of the council. The total study population was estimated to be approximately 80 people directly or indirectly involved in the management of registry records at Bagamoyo District Council.

3.3 Sample Size

Sample size refers to the number of people or items selected from the study population to take part in the research (Saunders, Lewis & Thornhill, 2019). The sample size used in this study was 60 respondents selected from the staff of Bagamoyo district council. This sample size was drawn from different departments and levels of the council to make sure that the information collected represented the views and experiences of different groups of staff. The sample included 20 records management and registry staff, 15 department heads and senior officers, 15 IT and technical staff, and 10 top management officials. According to Mugenda and Mugenda (2016), a sample size of between 30 percent and 50 percent of the total population is considered large enough to give results that represent the whole population. The selected sample of 60 respondents represented 75 percent of the total study population, which was more than enough to give reliable and representative results.

3.4 Sampling Procedure

Sampling refers to the process of selecting a smaller group of people or items from the larger study population so that the results from the smaller group can be used to say something about the whole population (Bryman, 2016). This study used a purposive sampling technique, a type of non-probability sampling. Purposive sampling was chosen because the researcher needed to select people who had specific knowledge and experience related to disaster preparedness and registry records management at Bagamoyo district council. According to Creswell and Creswell (2018), purposive sampling is the best approach when the researcher needs participants who have direct knowledge of the topic being studied. Simple random sampling was also used to select

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some of the registry and records management staff to make sure that different staff members had an equal chance of being included in the study and to reduce bias in the selection process.

3.5 Data Collection Methods

Data collection methods refer to the ways and tools used to gather information from the study participants (Kabir, 2016). This study used both primary and secondary data collection methods to get a complete set of information about disaster preparedness strategies for protecting registry records at Bagamoyo District Council.

3.5.1 Primary Data

Primary data refers to information collected directly from the field by the researcher for the first time, which had not been collected or published before (Kothari, 2019). The primary data for this study were collected using the following methods:

The questionnaire method was the main tool for collecting primary data. A structured questionnaire with both open-ended and closed-ended questions was prepared and given to the selected respondents. The questionnaire covered questions related to the types of disasters that threaten registry records, the challenges facing disaster preparedness implementation, and the possible solutions for improving disaster preparedness. Questionnaires were used because they allowed the researcher to collect information from many people at the same time and gave respondents enough time to think about their answers (Saunders, Lewis & Thornhill, 2019).

The interview method was also used to collect primary data from key informants such as the district records management officer and senior management officials. Interviews were used because they allowed the researcher to get more detailed and in-depth information about disaster preparedness at the council. According to Bryman (2016), interviews are very useful for getting information about people's opinions, experiences, and views on a topic.

The observation method was used to see and record the actual physical conditions of the registry offices and storage areas at Bagamoyo district council. The researcher

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observed things like the condition of the storage rooms, the type of shelving used, the availability of fire suppression systems, and other physical measures in place for disaster preparedness. Observation helped the researcher to confirm or add to the information collected through questionnaires and interviews (Yin, 2018).

3.5.2 Secondary Data

Secondary data refers to information that had already been collected and published by other people or organizations, which the researcher used to support the study (Kothari, 2019). Secondary data for this study were collected from different sources including published books, journal articles, government reports, policy documents, and records management guidelines. Reports and documents from Bagamoyo district council itself, such as annual reports and records management plans, were also used as secondary data sources. Secondary data helped the researcher to understand the background of the problem and to compare the findings of this study with what other researchers had found in similar studies.

3.6 Data Analysis

Data analysis refers to the process of examining, organizing, and making sense of the data that had been collected so that the researcher could answer the research questions and meet the objectives of the study (Creswell & Creswell, 2018). Questionnaire data were analyzed using the Statistical Package for Social Sciences (SPSS) software version 25.0. The SPSS software was used to produce descriptive statistics such as frequencies, percentages, tables, and graphs that helped to show the findings of the study in a clear and easy-to-understand way. This study used both qualitative and quantitative methods to analyze the data collected.

3.6.1 Qualitative Data Analysis

Qualitative data analysis is the process of examining and interpreting non-numerical data such as words, opinions, descriptions, and experiences in order to identify themes, patterns, and meanings that help the researcher to answer the research questions (Bryman, 2016).

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3.6.2 Quantitative Data Analysis

Quantitative data is data in the form of numbers that can be measured and counted. The quantitative data collected through the closed-ended questions in the questionnaire were analyzed using the Statistical Package for Social Sciences (SPSS) software version 25.0. The SPSS software was used to produce descriptive statistics such as frequencies, percentages, tables, and graphs that helped to show the findings of the study in a clear and easy-to-understand way (Saunders, Lewis & Thornhill, 2019). The results were presented in tables and graphs that made it easy for readers to see and understand the main findings of the study.

3.7 Validity and Reliability of Research Instruments

3.7.1 Validity

Validity refers to the degree to which a research instrument actually measures what it is supposed to measure, and whether the findings of a study truly represent the reality of what is being studied (Creswell & Creswell, 2018). In order to ensure validity in this study, the researcher made sure that the questions in the questionnaire and interview guide were clearly written and directly related to the objectives of the study. The research instruments were also reviewed by the supervisor before they were used to collect data, so that any questions that were unclear or irrelevant could be corrected in advance.

3.7.2 Reliability

Reliability refers to the consistency and dependability of a research instrument, meaning that if the same study were conducted again under the same conditions, it would produce the same or very similar results (Bryman, 2016). In order to ensure reliability in this study, the researcher used a pilot test before the actual data collection began. The pilot test involved giving the questionnaire to a small number of people who were not part of the main study, in order to check whether the questions were clear and gave consistent answers. Questions that caused confusion were corrected before the main data collection took place.

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3.8 Ethical Considerations

This study considered ethical issues in every part of the research process. Before data collection began, the researcher obtained official permission to conduct the study from Bagamoyo District Council through the District Executive Director. A letter of introduction from the university was also obtained to show that the study was an official academic exercise. All respondents were informed about the purpose of the study and were asked to take part voluntarily. Respondents were told that they had the right to stop taking part in the study at any time if they did not feel comfortable continuing (Creswell & Creswell, 2018). The researcher made sure that all information collected from respondents was kept private and was only used for the purpose of this academic study. The names of respondents were not written on the questionnaires or in the research report to protect their identity. All data collected were kept in a safe place and were not shared with people who were not part of the research team. Respondents were also informed of their right to know the purpose and the benefits of the study before agreeing to take part.

3.9 Location and Duration of the Study

The study was conducted at Bagamoyo district council, located in Bagamoyo district in the coast region of Tanzania. The main target area within the council was the registry department and other departments involved in the management of official records. The study was completed within a period of one month, during which data were collected from the identified departments.

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CHAPTER FOUR

DATA PRESENTATION, ANALYSIS AND DISCUSSION

4.1 Introduction

This chapter presents the findings of the study on disaster preparedness strategies for protecting registry records in government offices at Bagamoyo District Council. The chapter is organized into six main sections, namely the response rate, demographic characteristics of respondents, types of disasters threatening registry records, challenges facing the implementation of disaster preparedness strategies, possible solutions for improving disaster preparedness, and the chapter summary. Data were collected from 40 respondents out of the 60 members of staff who were selected to participate in the study, drawn from four categories, namely registry staff, senior officers, IT and technical staff, and top management officials. Findings are presented using frequency and percentage tables supported by charts, and are interpreted and discussed in relation to relevant empirical and theoretical literature on disaster preparedness in records and archives management.

4.2 Response Rate

The study sampled 60 respondents drawn from different categories of staff at Bagamoyo District Council. Out of these, 40 respondents completed and returned the questionnaire, while 20 respondents did not return the questionnaire, as summarized in Table 4.1.

Table 4.1: Response Rate of Respondents

Response category	Frequency	Percentage
Responded	40	66.7%
Did not respond	20	33.3%
Total	60	100%

Source: Field Data (2026)

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Figure 4.1: Response Rate of Respondents

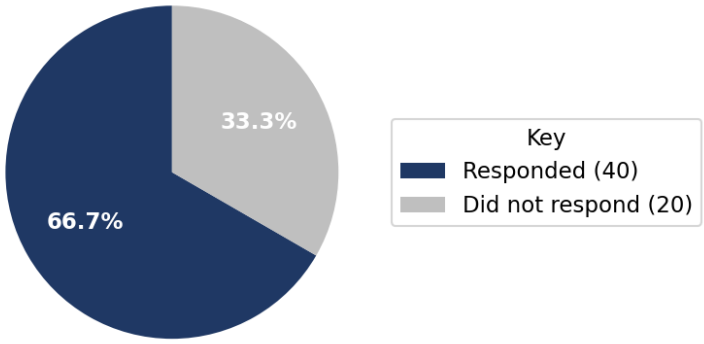


Figure 4.1: Response Rate of Respondents

Source: Field Data (2026)

The response rate and non-response rate were computed as follows: Response rate (%) = (Number of respondents who returned the questionnaire ÷ Total sample size) × 100 = (40 ÷ 60) × 100 = 66.7%. Non-response rate (%) = (Number of respondents who did not return the questionnaire ÷ Total sample size) × 100 = (20 ÷ 60) × 100 = 33.3%.

As shown in Table 4.1 and Figure 4.1, 40 respondents, representing 66.7% of the sample, returned the questionnaire, while 20 respondents, representing 33.3%, did not respond. According to Mugenda and Mugenda (2003), a response rate of 50% is adequate for analysis and reporting, 60% is good, and 70% and above is very good. The response rate of 66.7% obtained in this study therefore falls within the 'good' category and was considered sufficient to provide dependable information on disaster preparedness for registry records at Bagamoyo District Council. The 33.3% non-response rate is attributed to the busy schedules of some staff members during the data collection period and, for a few respondents, the sensitivity of questions relating to weaknesses in the protection of registry records.

4.3 Demographic Information of Respondents

This section presents the background characteristics of respondents, including gender, age group, and level of education. These characteristics assisted the researcher in

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understanding the composition of respondents and the extent to which their views could be considered representative and informed.

4.3.1 Gender of Respondents

Table 4.2: Gender of Respondents

Gender	Frequency	Percentage
Male	24	60%
Female	16	40%
Total	40	100

Source: Field Data (2026)

The findings in Table 4.2 show that out of the 40 respondents involved in the study, 24 (60.0%) were male while 16 (40.0%) were female. From the perspective of disaster preparedness contribution, both male and female respondents brought valuable and complementary perspectives. Male employees (60%) and female respondents (40%) contributed diverse viewpoints on risk identification, emergency response protocols, and organizational vulnerabilities. The balanced gender representation ensured that disaster preparedness strategies would benefit from multiple perspectives on how different staff groups experience and manage security risks. Both groups equally contribute to identifying gaps and implementing protective measures for registry records.

4.3.2 Age Group of Respondents

Table 4.3: Age Group of Respondents by Staff Group

Age group	Frequency	Percentage
18-25	6	15.0%
26-35	10	25.0%
36-45	13	32.5%
46 -above	11	27.5%
Total	40	100%

Source: Field Data (2026)

The findings in Table 4.3 show a well-balanced age distribution among registry staff at Bagamoyo District Council. The majority of respondents fall within the 36–45 age group (32.5%, n = 13), followed by those aged 46 and above (27.5%, n = 11), 26–35 years (25.0%, n = 10), and 18–25 years (15.0%, n = 6). This multi-generational

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workforce strengthens disaster preparedness by combining practical experience with digital technology. Staff aged 36 and above make up 60% of respondents, offering valuable institutional memory and experience in physical record preservation. Under the Records Lifecycle Theory, which stresses proper control of files from creation to final disposition, these senior officers are key to protecting physical files. They understand historical hazards in Tanzanian LGAs, such as moisture, fire, pests, and improper handling. This agrees with Ndenje-Sichalwe (2011) and Kamatula (2010), who found that experienced personnel are essential for upholding traditional archival standards in local authorities. On the other hand, younger staff (18–35 years, 40%) bring vital digital literacy needed for modern disaster recovery. They support electronic records management systems (ERMS), cloud backups, and digital security measures. This aligns with Asamoah et al. (2018), who emphasized that technological skills are critical for maintaining data redundancy and securing public records against digital loss. In summary, this age balance creates a strong, dual-layer protection strategy where senior staff safeguard physical records while younger staff secure digital systems. However, Bagamoyo District Council must establish structured knowledge-transfer plans to prevent the loss of physical archiving expertise as senior staff retire.

4.3.3 Education Level of Respondents

Table 4.4: Education Level of Respondents

Education level	Frequency	Percentage
Certificate	0	0.0%
Diploma	7	17.5%
Bachelor's degree	16	40.0%
Postgraduate	17	42.5%
Total	40	100%

Source: Field Data (2026)

None of the respondents (0%) had only certificate-level education. Seven (17.5%) held diplomas, 16 (40%) held bachelor's degrees, and 17 (42.5%) had postgraduate qualifications. This shows 82.5% of respondents held bachelor's degrees or higher. The high educational qualification profile of respondents significantly strengthens the capacity for disaster preparedness at the Council. Employees with bachelor's degrees and postgraduate qualifications (82.5%) bring advanced knowledge in risk assessment,

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organizational management, strategic planning, and compliance frameworks. This educational background enables staff to understand and apply international standards such as ISO 22301:2019 and UNESCO's disaster preparedness guidelines. The presence of highly educated personnel indicates the Council possesses sufficient human resource capacity to design, implement, and sustain sophisticated disaster preparedness policies and systems. The primary limitation is not lack of expertise but rather availability of adequate financial resources, organizational commitment, and institutional prioritization of disaster preparedness initiatives.

4.4 Types of Disasters Threatening Registry Records

This section presents the views of respondents on the types of disasters that threaten registry records at Bagamoyo District Council.

Table 4.5: Disasters Threatening Registry Records

Type of disaster	Yes, f (%)	No, f (%)	Not sure, f (%)
Fire outbreak	22 (55.0%)	12 (30.0%)	6 (15.0%)
Floods/water damage	18 (45.0%)	16 (40.0%)	6 (15.0%)
Power failures/electrical faults	26 (65.0%)	9 (22.5%)	5 (12.5%)
Cyber-attacks	12 (30.0%)	20 (50.0%)	8 (20.0%)

Source: Field Data (2026)

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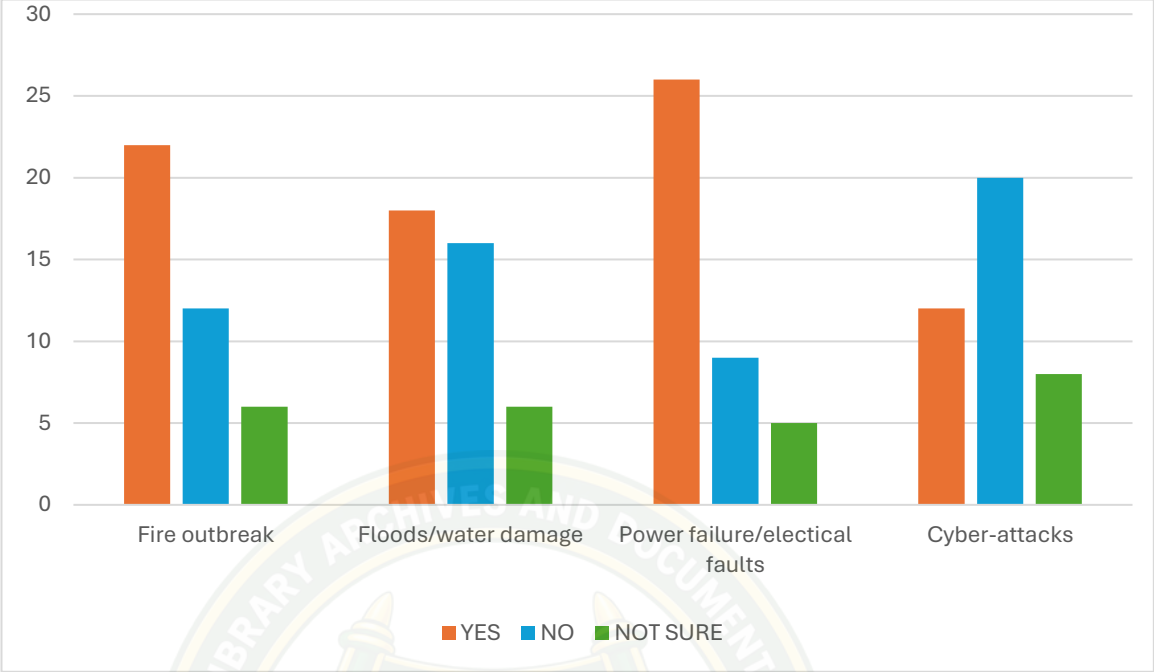


Figure 4.5: Disasters Threatening Registry Records

Source: Field Data (2026)

The findings in Table 4.5 and Figure 4.5 indicate that physical hazards pose the primary danger to registry records at Bagamoyo District Council. Power failures and electrical faults were the most frequent threat at 65% (n=26), followed by fire outbreaks at 55% (n=22) and floods/water damage at 45% (n=18). Cyber-attacks were the least reported threat at 30% (n=12). This pattern shows that the council's record-keeping vulnerabilities stem mostly from structural, environmental, and utility infrastructure challenges rather than electronic intrusions. The high vulnerability to physical hazards is directly linked to the council's reliance on paper-based filing systems and aging infrastructure. Unstable power grids, aging electrical wiring, and tropical weather conditions (such as monsoon rains) create severe risks of electrical fires and water damage to non-digitized files. These results align with recent findings by Asamoah, Akussah, and Musah (2018) as well as Kiprono and Ngeno (2021), who established that fire, severe water leakages, and power disruptions remain the leading physical threats destroying paper records in public institutions across sub-Saharan Africa. Conversely, the lower concern over cyber-attacks (30%) reflects the incomplete transition toward digital record-keeping in Tanzanian Local Government

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Authorities (LGAs). Because a significant portion of files is managed manually, staff view digital threats as secondary to physical destruction. This finding mirrors recent observations by Mnyanyi (2020) and Lupala (2022) in Tanzanian public sector studies, which found that manual storage deficiencies and physical disasters are consistently rated as more immediate risks than digital threats. However, as Bagamoyo District Council advances its Electronic Records Management Systems (ERMS), management must implement a comprehensive disaster strategy that protects physical archives today while building cybersecurity resilience for the future.

4.5 Challenges in Implementing Disaster Preparedness Strategies

This section presents the main challenges that affect the implementation of disaster preparedness strategies for registry records at the Council.

Table 4.6: Main Challenges in Disaster Preparedness

Challenge	Major challenge, f (%)	Minor challenge, f (%)	Not a challen f (%)
Inadequate budget	30 (75.0%)	7 (17.5%)	3 (7.5%)
Lack of trained personnel	27 (67.5%)	9 (22.5%)	4 (10.0%)
Absence of a written disaster preparedness plan	31 (77.5%)	6 (15.0%)	3 (7.5%)
Poor physical infrastructure	29 (72.5%)	8 (20.0%)	3 (7.5%)

Source: Field Data (2026)

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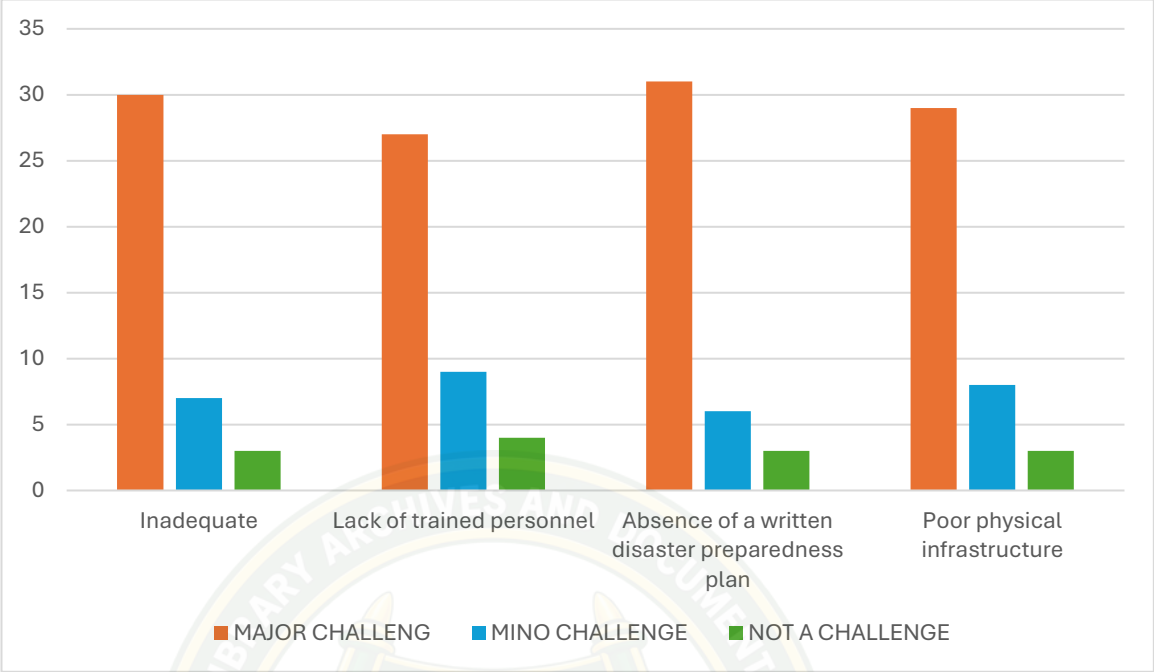


Figure 4.6: Main Challenges in Disaster Preparedness

Source: Field Data (2026)

As shown in Table 4.6 and Figure 4.6, the absence of a written disaster preparedness plan was rated the most serious challenge, cited by 77.5% of respondents as a major challenge, followed closely by inadequate budget (75%) and poor physical infrastructure (72.5%). Lack of trained personnel was also identified as a major challenge by 67.5% of respondents. The findings reveal that Bagamoyo District Council faces significant structural, institutional, and resource constraints that undermine its disaster preparedness for registry records. Most notably, the lack of a formal, written disaster policy, alongside a shortage of trained personnel, forces the council to rely on informal and ad-hoc arrangements during emergencies. These operational deficiencies severely weaken the council's capacity to protect vital administrative files against potential hazards. These results reflect recent observations by Mnyanyi (2020) and Lupala (2022), who confirmed that many public-sector institutions in Tanzania still operate without formal disaster recovery plans or designated emergency budgets for registries. Furthermore, the broader challenges of weak institutional backing, insufficient storage infrastructure, and inadequate training align with findings by Mosweu and Kenosi (2018) as well as

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Kiprono and Ngeno (2021) across East and Southern Africa. These scholars emphasize that financial constraints and limited technical capacity remain persistent barriers to establishing proactive records preservation systems in local government authorities. Overall, the evidence highlights an urgent need for Bagamoyo District Council to transition from reactive measures to a structured disaster risk management framework. Addressing the absence of a written disaster preparedness policy, securing dedicated budgetary allocations, and conducting continuous professional training for registry staff are critical steps to safeguarding essential public records against future disasters.

4.6 Possible Solutions for Improving Disaster Preparedness

This section presents respondents' views on solutions that can improve disaster preparedness for registry records at the Council.

Table 4.7: Support for Solutions to Improve Disaster Preparedness

Solution	Strongly support, f (%)	Support, f (%)	Do not support,
Allocating a dedicated budget	29 (72.5%)	10 (25.0%)	1 (2.5%)
Developing a formal disaster preparedness policy	28 (70.0%)	11 (27.5%)	1 (2.5%)
Training registry staff on disaster risk management	30 (75.0%)	9 (22.5%)	1 (2.5%)
Digitizing and creating backups of vital records	32 (80.0%)	7 (17.5%)	1 (2.5%)

Source: Field Data (2026)

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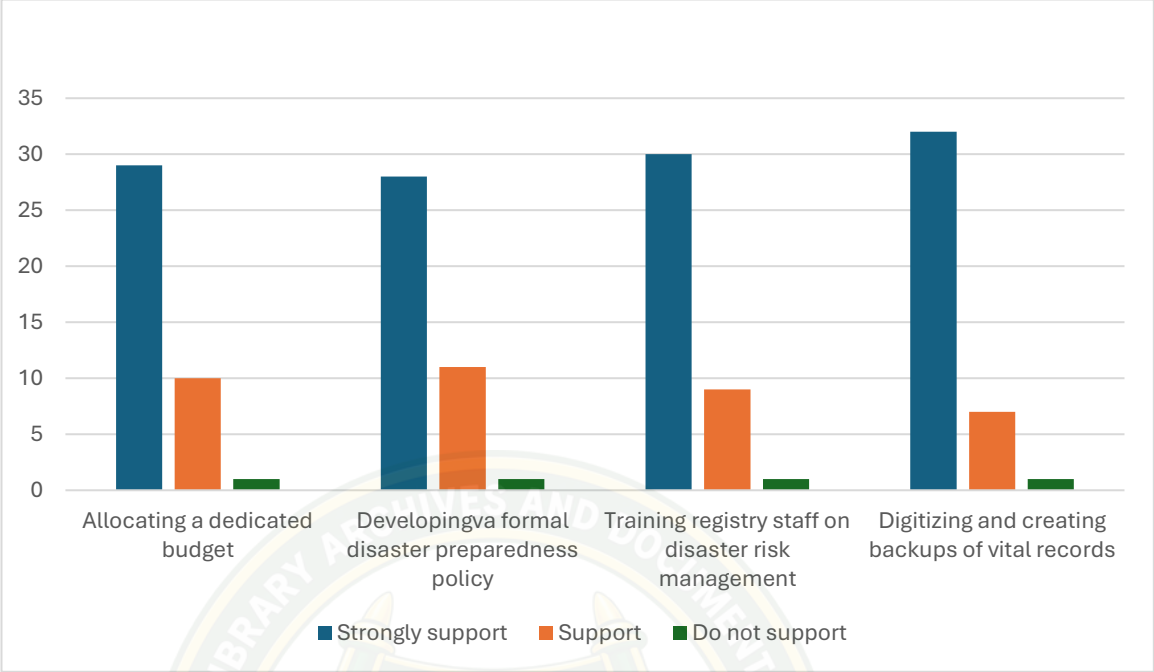


Figure 4.7: Support for Solutions to Improve Disaster Preparedness

Source: Field Data (2026)

Figure 4.7 shows overwhelming support for all four proposed solutions. Digitizing and creating backups of vital records received the strongest support, with 80% of respondents strongly supporting it, followed by training registry staff on disaster risk management (75%) and allocating a dedicated budget (72.5%). This finding aligns with Ayoung, Boatbil and Baada (2016), who reported that librarians in Ghana regarded staff training and the digitization of vital records as priority measures for improving disaster preparedness, and with the McIlwaine and Varlamoff (2006) IFLA disaster-preparedness manual, which recommends digitization and off-site backup copies as core components of a vital-records protection programmer. The strong support for a formal policy and dedicated budget further echoes Nyanga, Nengomasha and Beukes-Amiss (2018), who found that clear institutional policy and adequate funding were the two factors most strongly associated with successful disaster preparedness in national archival institutions in Namibia. Overall, the findings indicate a strong willingness among staff at Bagamoyo District Council to support practical and preventive measures, provided that the necessary resources, policy direction, and technical systems are put in place.

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CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1 Introduction

This chapter presents the summary of the study findings, draws conclusions based on the results presented and discussed in Chapter Four, and offers recommendations for improving disaster preparedness strategies for the protection of registry records at Bagamoyo District Council. The chapter is organized into five sections: a summary of the key findings, the conclusion of the study, recommendations addressed to the Council and to policy makers, suggestions for further studies, and a brief chapter summary. The discussion is guided by the specific objectives of the study, which sought to establish the types of disasters that threaten registry records, to examine the challenges facing the implementation of disaster preparedness strategies, and to identify possible solutions for improving disaster preparedness for registry records at the Council.

5.2 Summary of Findings

The study was guided by three specific objectives and employed a case study design at Bagamoyo District Council, targeting registry staff, senior officers, information technology and technical staff, and top management officials. A sample of 60 respondents was selected, of whom 40 completed and returned the questionnaire, giving a response rate of 66.7 percent, which, following the threshold proposed by Mugenda and Mugenda (2003), was considered good and sufficient for analysis and reporting. The demographic findings showed that the majority of respondents were male (60.0 percent), aged between 36 and 45 years (32.5 percent), and held a bachelor's degree or higher qualification (82.5 percent), suggesting that the data was collected from an experienced and adequately informed pool of respondents. With regard to the first objective, the findings revealed that power failures and electrical faults (65.0 percent) and fire outbreaks (55.0 percent) were the disasters most frequently identified by respondents as threats to registry records at the Council, followed by floods and water damage (45.0 percent). Cyber-attacks were the least reported threat, at 30.0

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percent, an outcome attributed to the continued reliance on manual registry systems at the Council. These findings were consistent with those of Hlabaangani and Mnjama (2008) and Asamoah, Akussah and Musah (2018), who similarly identified fire, flooding, and power-related hazards as the leading physical threats to records in public institutions, and with Kilasi (2010), whose comparable Tanzanian study found physical hazards to be rated more highly than digital or cyber risks. On the second objective, the study found that the absence of a written disaster preparedness plan (77.5 percent), inadequate budgetary allocation (75.0 percent), poor physical infrastructure (72.5 percent), and a shortage of trained personnel (67.5 percent) were the major challenges undermining the implementation of disaster preparedness strategies for registry records at the Council. These findings mirrored those of Kilasi (2010), who observed that public institutions in Tanzania largely lacked formal disaster preparedness and vital-records plans, as well as those of Erima and Wamukoya (2012) and Segaetsho and Mnjama (2012), who identified inadequate legislation, insufficient storage facilities, and weak financial support as recurring obstacles to disaster preparedness across records and archival institutions in the East and Southern Africa region. With respect to the third objective, respondents expressed overwhelming support for measures to improve disaster preparedness, with digitization and the creation of backups of vital records receiving the strongest endorsement (80.0 percent strongly supporting), followed by staff training on disaster risk management (75.0 percent) and the allocation of a dedicated budget (72.5 percent). A formal disaster preparedness policy was likewise strongly supported by 70.0 percent of respondents. These results were consistent with Ayoung, Boatbil and Baada (2016) and the IFLA guidance of McIlwaine and Varlamoff (2006), both of which identify staff training and digitization as priority measures, and with Nyanga, Nengomasha and Beukes-Amiss (2018), who found institutional policy and adequate funding to be the factors most strongly associated with successful disaster preparedness in archival institutions.

5.3 Conclusion

Based on the findings presented in Chapter Four and summarized above, the study concludes that registry records at Bagamoyo District Council remain vulnerable to a combination of physical and, to a lesser extent, technical hazards, with power failures,

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fire, and water damage constituting the most immediate threats. The study further concludes that the Council's capacity to protect its registry records is significantly constrained by the absence of a formal, written disaster preparedness plan, inadequate financial resources, weak physical infrastructure, and a shortage of personnel trained in disaster risk management. At the same time, the strong support expressed by respondents for digitization, staff training, dedicated budgetary allocation, and a formal preparedness policy indicates a favorable institutional climate for reform, provided that the necessary resources and leadership commitment are mobilized. Overall, the study concludes that disaster preparedness for registry records at the Council is currently reactive and under-resourced rather than proactive and systematized, and that deliberate managerial and policy intervention is required to align practice with recognized standards in records and archives management, including the requirements of Tanzania's Disaster Management Act No. 6 of 2022 and the priorities articulated in the Sendai Framework for Disaster Risk Reduction.

5.4 Recommendations

Recommendations at Bagamoyo district council. Develop and formally adopt a written disaster preparedness and vital-records protection plan. Allocate a dedicated annual budget for disaster preparedness activities and infrastructure. Prioritize digitization of vital registry records and establish routine, off-site backup procedures. Institute regular staff training on disaster risk management and emergency response procedures. Improve registry storage infrastructure through maintenance, fire systems, and climate control. Recommendations to policy makers and central government. Issue clear operational guidelines requiring local government authorities to develop disaster preparedness plans aligned with the Records and Archives Management Act No. 3 of 2002 and the Disaster Management Act No. 6 of 2022.Establish dedicated funding or grants to local government authorities specifically for records protection and disaster preparedness infrastructure. Support harmonization of disaster preparedness standards for public registries with national disaster risk reduction frameworks.

5.5 Suggestions for Further Studies

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Since this study was confined to Bagamoyo District Council and relied primarily on a survey of staff perceptions, its findings may not be generalizable to all local government authorities in Tanzania. Further studies could therefore be undertaken to compare disaster preparedness strategies for registry records across multiple district and municipal councils, in order to establish whether the challenges identified here are widespread or specific to Bagamoyo. Further research could also examine the cost-effectiveness and long-term sustainability of digitization as a disaster mitigation strategy for registry records in resource-constrained local government settings, and could investigate the role of top management commitment and leadership in the successful implementation of disaster preparedness policies. Finally, future studies could adopt a longitudinal design to assess whether disaster preparedness practices at the Council improve following the implementation of the recommendations proposed in this study.

5.6 Chapter Summary

This chapter has summarized the key findings of the study in relation to its three specific objectives, drawn conclusions regarding the state of disaster preparedness for registry records at Bagamoyo District Council, and proposed recommendations directed at both the Council and central government policy makers. The chapter has further suggested areas for further research. Overall, the study has demonstrated that while registry records at the Council face genuine and recurring disaster risks, there exists strong institutional and staff willingness to support the reforms necessary to strengthen their protection.

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APPENDIX I

QUESTIONNAIRE FOR STAFF

Section A: Demographic / Background Information

Please tick (✓) or fill in the appropriate response.

A.1 Gender

☐ Male	☐ Female

A.2 Age Group

☐ 18 – 25 years	☐ 26 – 35 years	☐ 36 – 45 years	☐ 46 years and above

A.3 Level of Education

☐ Certificate	☐ Diploma	☐ Bachelor's Degree	☐ Postgraduate

Section B: Types of Disasters Threatening Registry Records

B.1 Which of the following types of disasters have threatened registry records at Bagamoyo District Council? If yes tick your suitable choice: Yes, No, or Not sure.

Question	Yes	No	Not Sure
B.1.1 Fire outbreaks	☐	☐	☐
B.1.2 Floods / water damage	☐	☐	☐
B.1.3 Power failures / electrical faults	☐	☐	☐
B.1.4 Cyber-attacks / hacking	☐	☐	☐

If no, why?.....

…….

Section C: Challenges in Implementing Disaster Preparedness Strategies

This section corresponds to Research Objective 2: to identify challenges facing the implementation of disaster preparedness strategies for registry records.

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C.1 Which of the following challenges affect disaster preparedness for registry records at Bagamoyo District Council? If yes tick your suitable choice: Major challenge, Minor challenge, or Not a challenge.

Question	Major	Minor	Not a challenge
C.1.1 Inadequate budget/funding for disaster preparedness	☐	☐	☐
C.1.2 Lack of trained personnel in disaster risk management	☐	☐	☐
C.1.3 Absence of a written disaster preparedness plan	☐	☐	☐
C.1.4 Poor physical infrastructure (old buildings, no fire systems)	☐	☐	☐

If no, why?.....

……,……

Section D: Possible Solutions for Improving Disaster Preparedness

This section corresponds to Research Objective 3: to determine possible solutions to improving disaster preparedness strategies for protecting registry records.

D.1 Which of the following solutions would most improve disaster preparedness for registry records at Bagamoyo District Council? Tick your suitable choice: Strongly support, Support, Neutral, or Do not support.

Question	Strongly support	Support	Neutral	Do not support
D.1.1 Allocating a dedicated budget for disaster preparedness	☐	☐	☐	☐
D.1.2 Developing and enforcing a formal disaster preparedness policy	☐	☐	☐	☐
D.1.3 Training registry staff on disaster risk management	☐	☐	☐	☐

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D.1.4 Digitizing and creating backups of all vital records	☐	☐	☐	☐

If no, why?.....……

……

THANKS FOR YOUR COOPERATION

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APPENDIX II

TIME SCHEDULE SHOWING RESEARCH ACTIVITIES

Activities	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month
Writing of proposal						
Submission of proposal						
Collection of data from the field through questionnaires						
Data processing and interpretation ready for report drafting						
Preparation of the first draft report						
Submission of the report at SLADS						

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APPENDIX III

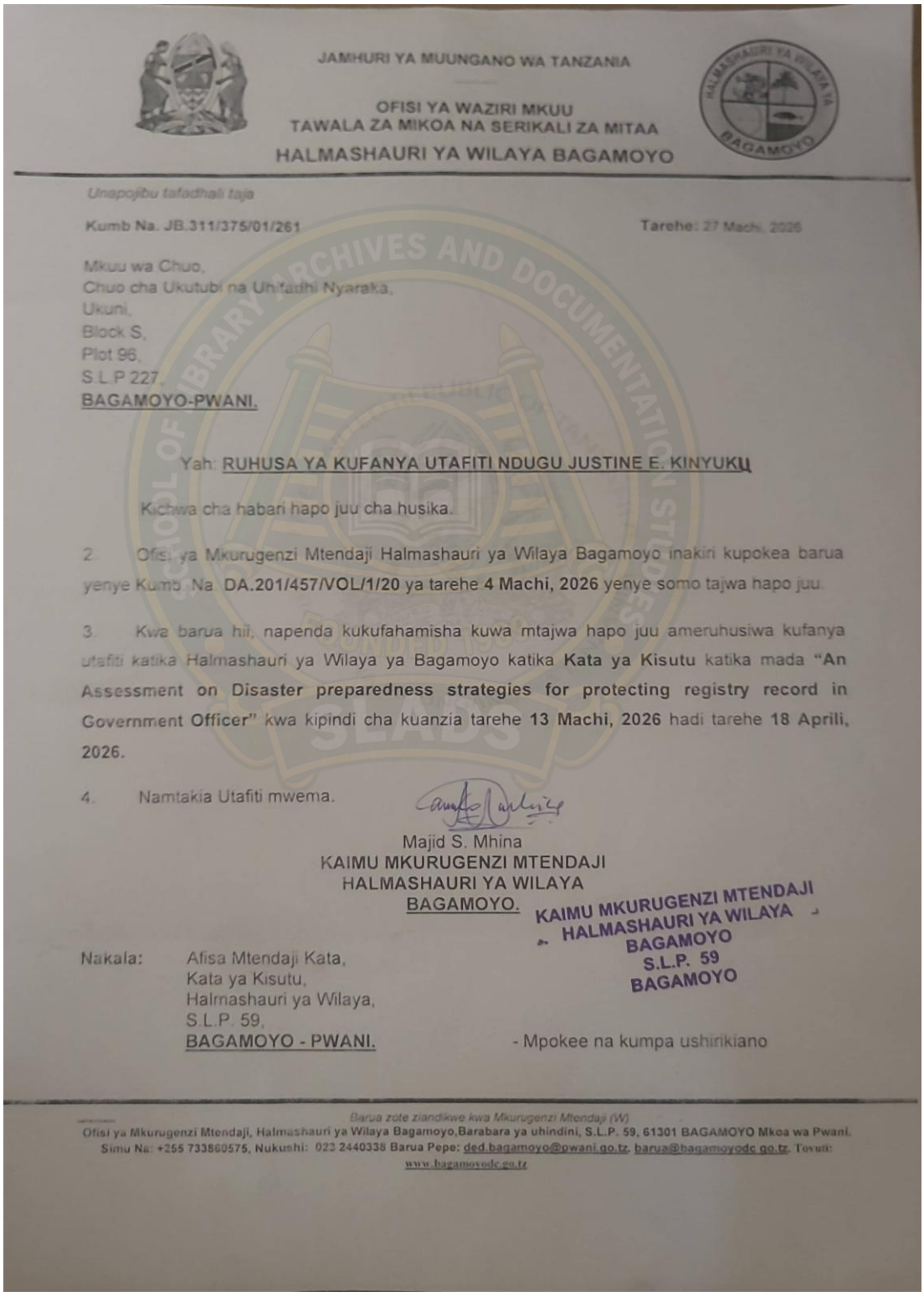
RESEARCH BUDGET

Activities	Cost Analysis	Cost Total
Local transport	15,000 per week	30,000/=
Secretarial service	20 pages @ 300 x 20 x 5	25,000/=
Stationery	1 Ream of A4 paper	12,500/=
Binding	10 copies @ 2,000 x 5	35,000/=
Internet	15,000 per week	30,000/=
Total	Amount	132,500/=

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APPENDIX IV

APPROVAL LETTER



JAMHURI YA MUUNGANO WA TANZANIA

OFISI YA WAZIRI MKUU
TAWALA ZA MIKOA NA SERIKALI ZA MITAA
HALMASHAURI YA WILAYA BAGAMOYO

Unapojibu tafadhali taja

Kumb Na. JB.311/375/01/261 Tarehe: 27 Machi, 2026

Mkuu wa Chuo,
Chuo cha Ukutubi na Uhifadhi Nyaraka,
Ukuni,
Block S,
Plot 96,
S.L.P 227,
BAGAMOYO-PWANI.

Yah: **RUHUSA YA KUFANYA UTAFITI NDUGU JUSTINE E. KINYUKU**

Kichwa cha habari hapo juu cha husika.

2. Ofisi ya Mkurugenzi Mtendaji Halmashauri ya Wilaya Bagamoyo inakiri kupokea barua yenye Kumb. Na. **DA.201/457/VOL/1/20** ya tarehe **4 Machi, 2026** yenye somo tajwa hapo juu.

3. Kwa barua hii, napenda kukufahamisha kuwa mtajwa hapo juu ameruhusiwa kufanya utafiti katika Halmashauri ya Wilaya ya Bagamoyo katika **Kata ya Kisutu** katika mada **"An Assessment on Disaster preparedness strategies for protecting registry record in Government Officer"** kwa kipindi cha kuanzia tarehe **13 Machi, 2026** hadi tarehe **18 Aprili, 2026.**

4. Namtakia Utafiti mwema.

Majid S. Mhina
KAIMU MKURUGENZI MTENDAJI
HALMASHAURI YA WILAYA
BAGAMOYO.

KAIMU MKURUGENZI MTENDAJI
HALMASHAURI YA WILAYA
BAGAMOYO
S.L.P. 59
BAGAMOYO

Nakala: Afisa Mtendaji Kata,
Kata ya Kisutu,
Halmashauri ya Wilaya,
S.L.P. 59,
BAGAMOYO - PWANI. - Mpokee na kumpa ushirikiano

Barua zote ziandikwe kwa Mkurugenzi Mtendaji (W)
Ofisi ya Mkurugenzi Mtendaji, Halmashauri ya Wilaya Bagamoyo,Barabara ya uhindini, S.L.P. 59, 61301 BAGAMOYO Mkoa wa Pwani.
Simu Na: +255 733860575, Nukushi: 023 2440338 Barua Pepe: ded.bagamoyo@pwani.go.tz, barua@bagamoyodc.go.tz, Tovuti: www.bagamoyodc.go.tz

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