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

A RESEARCH REPORT ON:

AN ASSESMENT ON DISASTER PREPAREDNESS PLAN IN PROLONG THE LIFE SPAN OF RECORDS: CASE STUDY AT BAGAMOYO MUNICIPAL COUNCIL.

BY
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A Research Report Submitted to the School of Library, Archives and Documentation Studies Seeking Approval to Undertake a Research Study as a Partial Fulfillment for the Award of Ordinary Diploma in Records and Archive management.

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CERTIFICATION

The undersigned certifies that i have read and hereby recommends for acceptance by School of library and documentation studies (SLADS) a research report titled **"An Assessment on Disaster Preparedness Plan in Prolonging the Life Span of Records: A Case Study of Bagamoyo Municipal Council**" in partial fulfilment of the requirements for the award of Ordinary Diploma in Records and archives Management.

Supervisor's Name

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DEDICATION

This work is dedicated to my beloved family, friends, and all records and information management professionals from the School of library, archive and documentation study (SLADS) for making my ability to accomplish award of Diploma level. But also the management and staffs of Bagamoyo Municipal Council who tirelessly safeguard institutional memory against disaster and loss.

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LIST OF ABBREVIATIONS AND ACRONYMS

BMC	Bagamoyo Municipal Council
ICA	International Council on Archives
ISO	International Organization for Standardization
NARA	National Archives and Records Administration
RAM	Records and Archives Management

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ABSTRACT

Records are a vital asset in any organization because they support decision-making, accountability, service delivery and the protection of the rights of both the institution and the public it serves. Despite their importance, records held by public institutions remain highly vulnerable to disasters such as fire, flooding, theft, pest infestation and poor handling, all of which threaten to shorten their life span and, in some cases, lead to permanent loss of information. This study assessed the disaster preparedness plan in prolonging the life span of records at Bagamoyo Municipal Council. The study was guided by three specific objectives, namely: to examine the availability of disaster preparedness plans in managing records; to assess the effectiveness of existing disaster preparedness plans in managing records; and to identify the challenges facing the implementation of disaster preparedness plans in managing records at Bagamoyo Municipal Council. The study adopted a case study research design with a mixed-methods approach, combining both quantitative and qualitative techniques. A total of twenty (20) respondents (N=20), comprising records officers, departmental heads and administrative staff, were involved through questionnaires, interviews and documentary review. Data collected were analyzed using descriptive statistics, presented in frequency tables and percentages, while qualitative data were analyzed thematically. The findings revealed that although Bagamoyo Municipal Council recognizes the importance of protecting its records, a comprehensive and formally documented disaster preparedness plan is largely lacking, and where fragmented measures exist, they are neither well known nor uniformly applied by staff. The existing measures, such as fire extinguishers and locked storage rooms, were found to be only moderately effective in safeguarding records against disasters. The study further identified inadequate funding, limited staff training, poor storage infrastructure, lack of awareness and weak institutional commitment as the major challenges hindering effective implementation of disaster preparedness plans. The study concludes that the absence of a comprehensive disaster preparedness plan puts records at Bagamoyo Municipal Council at continuous risk, which threatens their life span and the institution's ability to preserve evidence of its operations. The study recommends, among other things, the development and formal adoption of a comprehensive disaster preparedness plan, regular training of staff, improvement of storage infrastructure, allocation of adequate funds, and continuous awareness creation among staff on disaster risk reduction for records.

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CHAPTER ONE

INTRODUCTION AND BACKGROUND TO THE STUDY

1.0 Introduction

This chapter presents the background to the study, statement of the problem, general objective, specific objectives, and research questions, significance of the study, the scope of the study, limitation of the study, and the definitions of the key terms.

1.1 Background of the study

The recognition of the importance of preserving records, and consequently, preparing for their protection against disasters, has evolved over centuries. Ancient civilizations, such as the Egyptians and Mesopotamians, meticulously maintained records on papyrus, clay tablets, and stone, often storing them in secure, sometimes fortified, locations to guard against theft, decay, and natural calamities (Davies, 2017, A History of Writing). The destruction of the Library of Alexandria, whether by fire or neglect, stands as a poignant historical example of the catastrophic loss of knowledge and records due to inadequate protection (Canfora, 2018, The Vanished Library). In more recent history, the two World Wars highlighted the vulnerability of national archives and government records to armed conflict, leading to concerted efforts in many nations to develop systematic evacuation and protection strategies (Miller, 2016, War and the Archive). The latter half of the 20th century saw a growing awareness of natural disasters earthquakes, floods, hurricanes as significant threats to records. This period witnessed the emergence of professional archival and records management associations that began to advocate for and develop best practices in disaster preparedness and recovery (International Council on Archives, 2020, ICA Principles of Archival Description). The advent of digital records in the late 20th and early 21st centuries introduced new complexities, requiring preparedness plans to encompass both physical and digital vulnerabilities, including cyberattacks and data corruption (Johnson & Lee, 2022, Digital Preservation Handbook).

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Records preservation is intertwined with colonial legacies, post-colonial nation-building and ongoing socio-economic challenges. Many African nations inherited fragmented or poorly maintained archival systems from their colonial predecessors (Mbaye, 2015, Archives and Colonialism in Africa). The struggle for independence often led to the destruction or loss of records, either intentionally by departing colonial powers or inadvertently during periods of conflict and political instability (Ndlovu, 2017, The Politics of Memory in Post-Colonial Africa).

Furthermore, a range of natural disasters disproportionately affects African countries, including droughts, floods, and epidemics, which pose significant threats to both physical and digital records (United Nations Office for Disaster Risk Reduction, 2023, Global Assessment Report on Disaster Risk Reduction). Economic constraints have often meant that resources for robust records management and disaster preparedness have been limited, leading to a reactive rather than proactive approach (Ofori-Atta, 2019, Records Management in Developing Countries). However, there is a growing recognition among African governments and international organizations of the critical role of records in governance, accountability, and historical memory, leading to increased efforts in developing national archival policies and disaster preparedness frameworks (African Union, 2021, Agenda 2063: The Africa We Want).

Records management and disaster preparedness reflects broader African trends, with its own unique challenges and advancements. During the German and British colonial periods, records were primarily created and managed to serve colonial administrative purposes, often with little consideration for long-term preservation or accessibility for the local population (Iliffe, 2015, A Modern History of Tanganyika). Post-independence, the newly formed government faced the immense task of consolidating and organizing records from various colonial administrations, a process that was often hampered by a lack of trained personnel, adequate infrastructure, and financial resources. Tanzania is susceptible to various natural disasters, including floods, droughts, and occasional earthquakes, which have historically affected government offices and their records (National Bureau of Statistics Tanzania, 2022, Tanzania Disaster Risk Profile). For instance, the floods in Dar es Salaam have repeatedly threatened government buildings and their contents,

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highlighting the urgent need for comprehensive disaster preparedness plans (Kironde, 2016, Urbanization and Environmental Challenges in Dar es Salaam). While there have been efforts to establish national archives and records management policies, their implementation across all government offices remains a significant challenge. The transition to digital record keeping, while offering new opportunities for preservation, also introduces new vulnerabilities that require sophisticated disaster preparedness strategies. Past researchers, such as Mchome (2018) and Mushi (2020), have consistently pointed to the need for improved infrastructure, training, and policy enforcement to enhance records preservation in the face of disasters.

Tanzania has developed several policy instruments relevant to disaster preparedness for records. The Records and Archives Management Act (2002) provides the legal foundation for records management in public institutions, though specific provisions for disaster preparedness have required further development through regulations and guidelines. The National Disaster Management Policy recognizes the importance of protecting vital records and information infrastructure as part of broader disaster risk reduction efforts. However, integration between general disaster management frameworks and specific records management needs has been an ongoing challenge. Disaster preparedness for records has received limited attention compared to other disaster management priorities in Tanzania. Many records managers and archivists have lacked specialized training in disaster prevention, response, and recovery. This capacity gap extends to understanding appropriate storage conditions, creating emergency response plans, and implementing salvage procedures for damaged materials

1.2 Statement of the problem

Disaster preparedness strategies would blend effortlessly with records management to guarantee that essential documents and information remain intact forever, protecting historical, legal, and cultural legacies from any major catastrophe. Institutions would adopt thorough approaches, such as sophisticated digital backups, temperature-regulated storage, and backup systems, enabling records to survive natural calamities, cyber attacks, or accidental mishaps. This vision portrays a society where all entities from public offices to private repositories commit to state of the art technology and skilled staff, achieving

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complete data preservation and constant availability (Smith, 2018). These initiatives would build durability, facilitating rapid restoration and uninterrupted functions while maintaining the records' accuracy and enduring value.

However, many institutions lack robust disaster preparedness, leading to significant vulnerabilities in prolonging the lifespan of records. For instance, outdated storage methods and insufficient funding often expose physical records to risks like floods, fires, or mold, while digital records suffer from inadequate cybersecurity measures against hacking or system failures (Johnson, 2020). This gap results in irreplaceable losses, such as historical documents destroyed in events like hurricanes or earthquakes, disrupting societal memory and legal proceedings. Furthermore, smaller organizations or developing regions face even greater challenges due to limited resources, where disaster plans are either nonexistent or poorly enforced, exacerbating inequalities in record preservation (Lee & Patel, 2021).

Compounding these issues, there is a disconnect between theoretical frameworks and practical implementation. While experts advocate for holistic approaches combining risk assessment, training, and technology, real-world applications often fall short. Studies reveal that only a fraction of entities conduct regular audits or simulations, leaving records susceptible to accelerated deterioration (Garcia et al., 2019). Climate change amplifies threats, with rising sea levels and extreme weather patterns posing unprecedented risks to archives worldwide, yet many preparedness plans remain static and unresponsive to evolving hazards (Thompson, 2022). This disparity not only shortens record lifespans but also undermines trust in institutions, as evidenced by high-profile data breaches and archival disasters that have cost billions in recovery efforts.

Moreover, the integration of digital and physical records complicates matters, as hybrid systems require specialized expertise that is often lacking. In reality, budget constraints and skill gaps prevent the adoption of best practices, such as block chain for secure digital archiving or driven monitoring for early threat detection (Williams, 2023). This leads to fragmented approaches, where records are not only at risk during disasters but also degrade over time due to neglect, reducing their usability and value. The problem extends

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to policy levels, where inconsistent regulations across jurisdictions hinder unified efforts, allowing gaps in preparedness to persist (Brown & Kim, 2024). Ultimately, without addressing these realities, the lifespan of records remains perilously short, threatening cultural identity, scientific progress, and accountability in an increasingly volatile world.

Despite the recognized importance of records for governance, accountability, and historical memory, government offices in Tanzania often face significant challenges in effectively preparing for and mitigating the impact of disasters on their records. A substantial body of literature, including works by Mchome (2018) and Mushi (2020), indicates that many government institutions lack comprehensive, regularly updated, and adequately resourced disaster preparedness plans specifically tailored to the preservation of records. This deficiency manifests in several critical areas: inadequate physical infrastructure for record storage (e.g., susceptibility to water damage, fire, pests), insufficient training of personnel in disaster response and recovery protocols, and a general lack of awareness regarding the critical value of records among staff (Kironde, 2016).

1.3 General Objective

To assess disaster preparedness plans in prolong the lifespan of records at Bagamoyo municipal council.

1.4 Specific Objectives

i. To identify the availability of disaster preparedness plan in prolong the life span of records at Bagamoyo municipal council.
ii. To evaluate the effectiveness of existing disaster preparedness plans in prolong the life span of records at Bagamoyo municipal council.
iii. To identify challenges in implementing disaster preparedness plan in prolong the life span of records at Bagamoyo municipal council.

1.5 Research Questions

i. What disaster preparedness plans are currently available at Bagamoyo Municipal Council specifically aimed at prolonging the lifespan of records?

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ii. What are the existing disaster preparedness plans contributing to the long-term preservation of records at Bagamoyo Municipal Council?

iii. What are the primary challenges faced in implementing disaster preparedness plans for prolonging record lifespan at Bagamoyo Municipal Council?

1.6 Significance of the Study

This study holds substantial importance in the contemporary landscape of records management, particularly as organizations grapple with increasingly complex disaster scenarios that threaten the integrity and longevity of vital records. Records serve as the fundamental building blocks of organizational memory, legal accountability, and historical continuity. According to Ngoepe and Ngulube (2016), disaster preparedness planning is essential for ensuring business continuity and protecting organizational assets, particularly in developing nations where resources for recovery may be limited. The catastrophic loss of records during disasters such as hurricanes, floods, fires, and cyberattacks has demonstrated the vulnerability of both physical and digital archives. As emphasized by Asogwa (2012), the absence of comprehensive disaster preparedness strategies can result in irreversible damage to cultural heritage, legal documentation, and administrative records that are crucial for organizational operations and societal functioning. The significance of this study ultimately lies in its potential to transform how organizations conceptualize and implement disaster preparedness planning for records management, moving from reactive crisis response to proactive resilience building that ensures the long-term preservation of vital information assets regardless of the challenges encountered.

1.7 Scope and Limitations of the Study

This study examines disaster preparedness planning for records management within Bagamoyo Municipal Council, Tanzania. The research is confined to Bagamoyo Municipal Council, located in the Pwani Region of Tanzania. This municipal council serves as the administrative center for Bagamoyo District and maintains various categories of records essential for local governance and service delivery .The research investigates both natural disasters (floods, fires, storms) and human-induced disasters (theft, vandalism, system failures) that threaten records in the municipal context The study

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concentrates on records held by various departments within Bagamoyo Municipal Council, including administrative records, financial documents, land registries, health records, education files, and legal documents. Both paper-based and electronic records management systems fall within the purview of this investigation. Resource Constraints may restrict the scope of data collection, particularly in conducting comprehensive technical assessments of infrastructure and extensive stakeholder consultations beyond the immediate council jurisdiction, Access to information in accessing sensitive disaster preparedness documents, security protocols, or classified records management policies, which could limit the depth of analysis regarding security-related disaster prevention measures, Stakeholder availability key informants, particularly senior council officials and records management personnel, may be limited due to work commitments, affecting the comprehensiveness of qualitative data collection, Technological Assessment in assessing advanced digital preservation systems, disaster recovery technologies, and cybersecurity measures may exist due to specialized expertise requirements and proprietary system restrictions. Disaster Event Documentation relies on available documentation and stakeholder recollection of past disaster events affecting records, which may be incomplete or subject to recall bias, particularly for incidents that occurred several years ago.

1.8 Definition of Key Terms

1.8.1 Disaster Preparedness Plan

A comprehensive, coordinated set of policies, procedures, and resources designed to prevent, mitigate, respond to, and recover from disasters that threaten organizational records. In records management contexts, this includes risk assessments, emergency response protocols, staff training, backup systems, and recovery strategies (International Organization for Standardization [ISO], 2016). According to the International Records Management Trust (2018), disaster preparedness encompasses "proactive measures taken to ensure the continued availability and integrity of records in the face of potential emergencies."

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1.8.2 Life Span of Records

The total period from a record's creation or receipt through its active use, semi-active retention, and final disposition through either destruction or permanent preservation (Millar, 2017). This concept encompasses the records lifecycle, which includes creation, distribution, use, maintenance, and disposition phases (Shepherd & Yeo, 2019).

1.8.3 Disaster

Any sudden, unexpected event causing significant damage, destruction, or disruption to records and records management systems. Disasters may be natural (floods, earthquakes, fires, hurricanes) or human-induced (theft, vandalism, wars, system failures, cyberattacks) (National Archives and Records Administration [NARA], 2019). In the East African context, Ngoepe and Ngulube (2016) emphasize that disasters include "both catastrophic events and smaller-scale incidents that threaten records integrity."

1.8.4 Disaster Recovery

The coordinated process of restoring records, systems, and operations to normal or acceptable levels following a disaster event (Asogwa, 2017). This includes salvage operations, damage assessment, prioritization of recovery efforts, and restoration of access to records (Sejane, 2017)

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CHAPTER TWO

LITERATURE REVIEW

2.0 Introduction

According to Kothari (2014), a literature review can be defined as the process of identifying or locating, reading, evaluating, summarizing and incorporating in the study documents involving materials that are related to the problem under investigation. This chapter covers the literature review part of the study where their theoretical and empirical literature review which includes a review of previous figure of records continuum model, studies related to the study and also consists the research gap.

2.1 Availability of disaster preparedness plans in manage records

Research indicates that disaster preparedness planning for records management varies significantly across different types of organizations and geographical regions. According to Ngoepe & Ngulube (2016), many public institutions in developing countries lack comprehensive disaster preparedness plans specifically designed for records preservation, which exposes valuable documentary heritage to various risks including fires, floods, and technological failures. The availability of such plans is often influenced by organizational size, available resources, and management awareness of records preservation importance. Katuu (2016) emphasizes that organizations with established records management programs are more likely to have documented disaster preparedness strategies compared to those without formal records governance structures. Furthermore, Mazikana (2017) notes that archival institutions and libraries have traditionally been more proactive in developing disaster response frameworks than general business organizations, partly due to their custodial responsibilities for historical materials. The existence of international standards such as ISO 15489 and ISO 11799 has provided guidelines for disaster preparedness in records management, yet their adoption remains inconsistent across sectors (International Organization for Standardization, 2016). Recent studies reveal that technological advancement has influenced the development of disaster preparedness plans

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for both physical and digital records. Asogwa (2019) found that the increasing shift toward electronic records management systems has prompted organizations to develop new strategies for disaster recovery, including cloud backup solutions and redundant storage systems. However, Becker and Rauber (2018) argue that while technological solutions are becoming more available, many organizations still struggle with implementing comprehensive plans that address both physical and digital preservation needs simultaneously. The literature also indicates regional disparities in plan availability; Shepherd and Yeo (2019) observed that organizations in developed countries generally have better access to disaster preparedness resources and expertise compared to their counterparts in developing nations. Additionally, Oliver & Harvey (2016) highlighted that government regulations and compliance requirements often drive the creation of disaster preparedness plans in regulated industries such as healthcare and finance, while non-regulated sectors may lack similar motivation to develop such frameworks.

2.2 Effectiveness of existing disaster preparedness plans in manage records

The effectiveness of disaster preparedness plans in extending records lifespan has been examined through various case studies and empirical research. Afolabi & Abioye (2020) conducted a study on disaster preparedness in Nigerian libraries and found that organizations with well-documented and regularly tested plans experienced significantly lower rates of permanent record loss during disaster events compared to those with outdated or untested plans. The research demonstrates that plan effectiveness is not merely about documentation but requires regular training, simulation exercises, and updates to reflect changing risk environments. Mosongo & Mutula (2020) similarly found that disaster preparedness plans that incorporate staff training programs and clearly defined roles show higher success rates in minimizing damage to records during actual disaster scenarios. Furthermore, effectiveness appears to correlate with the comprehensiveness of the plan; Cox and Wallace (2016) noted that plans addressing multiple disaster types including natural disasters, technological failures, and human-caused incidents provide better protection than single-focus plans. Several researchers have identified specific elements that contribute to plan effectiveness. Kalusopa and Zulu (2017) emphasized that integration of disaster preparedness with overall records management policy significantly

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enhances the likelihood of successful record preservation during crises. The study revealed that organizations treating disaster preparedness as a separate activity rather than an integral component of records management often experience coordination difficulties during actual emergencies. Moreover, Smith and Kimani (2021) investigated the role of technology in enhancing plan effectiveness and found that organizations utilizing digital preservation systems with automated backup and recovery features demonstrated better recovery outcomes than those relying solely on manual procedures. However, Chiware and Mathe (2016) cautioned that technological solutions alone cannot guarantee effectiveness without proper smaintenance, testing, and human expertise to manage these systems. The literature also suggests that effectiveness is influenced by organizational culture; Ngoepe and Keakopa (2017) found that institutions with strong commitment to records preservation at leadership level allocate more resources to disaster preparedness and achieve better outcomes in protecting their documentary heritage.

2.3 Challenges in implementing disaster preparedness plans in manage records

Implementation of disaster preparedness plans faces numerous obstacles that limit their potential to extend records lifespan effectively. Financial constraints represent the most frequently cited challenge across the literature. Ngoepe and Saurombe (2016) found that many organizations, particularly in developing countries, struggle to allocate sufficient budgets for disaster preparedness activities including purchasing protective equipment, conducting training, and maintaining backup systems. This resource limitation often forces organizations to prioritize immediate operational needs over long-term preservation concerns. Additionally, Chaterera (2018) identified lack of skilled personnel as a significant barrier, noting that many records management professionals have insufficient training in disaster response procedures and preservation techniques, which compromises their ability to implement and maintain effective preparedness plans. The challenge is compounded in smaller organizations where records management may not be a dedicated function, leaving disaster preparedness responsibilities to staff with competing priorities and limited expertise (Mutsagondo and Chikomba, 2019). Beyond resource limitations, organizational and cultural factors create additional implementation challenges. Kemoni (2017) observed that lack of management support and low prioritization of records

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preservation often result in disaster preparedness plans existing only on paper without practical implementation or regular updates. This problem is particularly acute when organizations have not experienced recent disasters, leading to complacency and reduced vigilance in maintaining preparedness measures. Technological challenges also impede implementation; Kamatula and Mnkeni-Saurombe (2019) noted that rapid technological change requires continuous updates to disaster preparedness plans, yet many organizations lack the technical capacity or resources to keep pace with evolving digital preservation requirements. Furthermore, coordination difficulties between different departments and stakeholders present obstacles to effective implementation. Maseko and Ndenje-Sichalwe (2018) found that disaster preparedness often requires collaboration across IT, facilities management, and records management units, but organizational silos and unclear responsibilities can hinder coordinated response efforts. Environmental and infrastructure challenges, particularly in regions prone to natural disasters, add complexity to implementation efforts as standard preparedness measures may be insufficient for extreme conditions (Mutula and Grand, 2020).

2.4 Theoretical Literature Review

2.4.1The Disaster Preparedness Cycle for Records

Disaster preparedness for records is best understood not as a single event but as a continuous, cyclical process. Each phase feeds into the next, and the cycle repeats indefinitely so that an institution's readiness keeps improving over time. The circular model below illustrates the five interconnected phases of the cycle.

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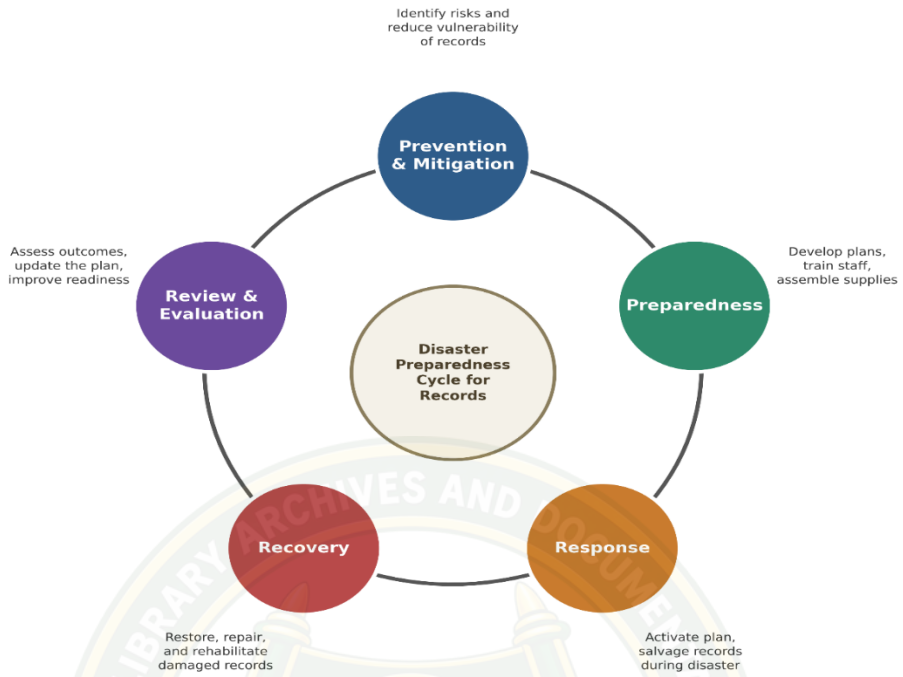


Figure 1: The Disaster Preparedness Cycle for Records Management

As shown in the figure, the cycle moves continuously through five phases Prevention & Mitigation, Preparedness, Response, Recovery, and Review & Evaluation with the output of the final phase feeding back into the first. This circular structure reflects the reality that disaster readiness is never truly "finished"; it is renewed and strengthened after every cycle. **(Prevention and Mitigation)** This phase focuses on identifying hazards and reducing the vulnerability of records before a disaster occurs. Activities include risk assessments, improving storage facilities, installing fire and water detection systems, controlling humidity and temperature, and eliminating conditions that could accelerate deterioration or damage. **(Preparedness)**Preparedness involves developing a written disaster plan, training staff on emergency procedures, assigning responsibilities, and assembling salvage supplies and equipment. Institutions should also identify priority records those most vital or irreplaceable so that response efforts can be focused effectively during an emergency. (**Response)** Response is the immediate action taken when a disaster strikes. It includes activating the disaster plan, ensuring the safety of personnel, and beginning salvage operations for affected records, such as removing wet documents, controlling further exposure, and stabilizing the environment to prevent mould growth or

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further deterioration. **(Recovery)**Recovery focuses on restoring, repairing, and rehabilitating damaged records. This may involve drying, cleaning, fumigation, digitization of damaged originals, and reconstruction of lost information from duplicate or backup sources. The goal is to return records to a usable condition and resume normal operations. **(Review and Evaluation)** After recovery, the institution evaluates how effectively the plan performed, identifies gaps or weaknesses, and updates procedures accordingly. Lessons learned are fed back into the Prevention and Mitigation phase, closing the loop and strengthening the cycle for the future.

2.5 Conceptual Literature review

The conceptual framework is the study built around the premise that the effectiveness of a disaster preparedness plan (the independent variable) directly influences the life span of records

(the dependent variable). The following diagram summarizes the relationship between the key variables:

INDEPENDENTVARIABLE		INTERVENING VARIABLES		DEPENDENT VARIABLE
Disaster Preparedness Plan (Risk Assessment, Staff Training, Backup Systems, Storage Conditions, Emergency Response)		Institutional Policy, Budget Allocation, Staff Competency, Infrastructure		Lifespan of Records (Physical Integrity, Accessibility, Usability, Archival Value)

Figure 1: Conceptual Framework of the Study

Source of the study above: ISO 15489-1:2016

Disaster preparedness in the context of records management refers to the proactive measures taken by organizations to safeguard their records against loss, destruction, or damage resulting from disasters of any nature (Akussah, 2015). According to the

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International Council on Archives (ICA, 2020), disaster preparedness for records encompasses four key phases: prevention, preparedness, response, and recovery collectively referred to as the disaster management cycle. Chaterera (2013) emphasizes that effective disaster preparedness begins with a thorough risk assessment to identify potential threats to records including physical threats such as fire, floods, and pests, as well as digital threats such as hardware failure, cybersecurity breaches, and software obsolescence. The identification of these threats forms the basis for developing targeted mitigation and response strategies. In a study conducted by Kemoni and Ngulube (2018), it was established that institutions with documented and regularly tested disaster preparedness plans demonstrated significantly lower rates of records loss compared to those without any formal planning. This finding underscores the importance of having not just a plan on paper, but one that is actively maintained, updated, and practiced through regular drills and staff training. The relationship between disaster preparedness and the life span of records is well-documented in the literature. Garaba (2021) asserts that a well-implemented disaster preparedness plan can extend the active and archival life of records by many decades, particularly when it includes climate-controlled storage, fire suppression systems, secure digital backup systems, and regular condition assessment of records. Studies conducted in East Africa, including Tanzania, indicate that many public sector organizations have not invested sufficiently in disaster preparedness for their records (Lihamba & Masimba, 2022). This is attributed to competing institutional priorities, inadequate disaster management policies, and limited awareness among records custodians about the long-term value of records preservation. The International Organization for Standardization (ISO) standard for records management (ISO 15489-1, 2016) explicitly identifies risk management and disaster recovery planning as essential components of good records management practice. Similarly, the Records and Archives Management Act of Tanzania (2002, revised 2019) mandates all public institutions to develop and implement records management policies that include provisions for disaster preparedness and recovery.

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2.6 Research gap

Despite the growing body of literature on disaster preparedness in records management, several significant gaps remain that limit comprehensive understanding of how these plans effectively prolong records lifespan. First, there is limited empirical research measuring the actual impact of disaster preparedness plans on records longevity using quantitative metrics such as recovery rates, time to restoration, and percentage of records preserved post-disaster. Most existing studies rely on qualitative assessments and case studies without rigorous comparative analysis between organizations with different levels of preparedness. Second, the literature lacks sufficient focus on hybrid environments where both physical and digital records coexist, as most studies examine either traditional archives or electronic systems separately without addressing the unique challenges of managing disaster preparedness for mixed media collections. Third, there is insufficient research examining disaster preparedness in specific organizational contexts such as small and medium enterprises, non-profit organizations, and community archives, with most literature focusing on large institutions, government agencies, and academic libraries. Finally, there is a paucity of longitudinal studies tracking the evolution of disaster preparedness plans over time and their sustained effectiveness, as most research provides snapshots of current practices without examining long-term outcomes or adaptive improvements following disaster experiences. These gaps collectively highlight the need for more comprehensive, context-specific, and methodologically diverse research to advance both theoretical understanding and practical implementation of disaster preparedness in records management.

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CHAPTER THREE

RESEARCH METHODOLOGY

3.0 Introduction

This chapter explains various aspects that were applied in carrying out the research study, it explains the research design, research approach, target population, area of the study, sample size, sampling technique, validity and reliability, and ethical considerations are also included.

3.1Research Design

A research design is the overall plan that a researcher uses to integrate the different components of a study in a logical and coherent way so as to effectively address the research questions (Punch, 2014). The most important decision in research design is the choices to be made concerning the research approach since it helps to determine how a particular study will be. The researcher will employ a Case Study design. In this study, the researcher decided to use Single Case Study Design. This is a kind of Case Study Design where the study investigates the Single Case to get in-depth information (Matthew and Liz, 2015). This design enables a researcher to study a single institution indeed to get detailed information in such case (institution). The researcher used this design because wanted to study a single institution (only one academic institution).A research approach is a plan of action that gives direction to conduct research systematically and efficiently (Daniel, 2016). The research methodology comprises three research approaches according to Neuman (2003) which are qualitative, quantitative and mixed. The researcher used a mixed approach where both qualitative and quantitative methods will use to collect and analyze data. In this study, these approaches helped the researcher to obtain more details and specific information about the problem of the study. it allows the collection of a wider range of data for a deeper and clear understanding of the problem. (Mugenda & Mugenda, 2019) defines a mixed approach as that in which data collection and analysis are carried out by using both qualitative and quantitative methods in a single study. Mixed research approach methods the amalgamation of both qualitative and quantitative methods in the same study. The use of quantitative and qualitative approaches in combination provides a

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better understanding of research problems and complex phenomena than either approach alone (Creswell and Clark, 2017).

3.2 Area of the study

Ngechu (2006) defines an area of study as the limit of the study or problem. The study will be conducted at Bagamoyo Municipal Council in the Pwani region. It is one of the local government and urban management council. The selection of this Municipal Council is because there are few numbers of related studies that have been conducted in the area as well as familiarity of the researcher with the study environment.

3.3 Population

According to Cresswell (2012), a population is defined as a group of individuals who have similar features that help them to be different from other groups. As it can be an entire collection of people, animals, plants or things from which we may collect data. It is the entire group we are interested in and wish to describe or draw a conclusion. (Kombo& Tromp, 2006). In this study, the researcher used a population of 20 respondents Bagamoyo Municipal Council.

3.4 Sample size and sampling procedure

3.4.1 Sample size

A sample is one that can be taken as representative of the whole population where by its results can be generalized (Kothari, 2004). A total of respondent twenty (20) will be selected to participation in this study. Whereby ten (10) respondents will be responsible in filling questionnaire who are staff from registry and archive at Bagamoyo Municipal Council and other ten (10) respondents will be the stakeholders like government officers, researchers and general public. The sample size of this study will be obtained by using the formula introduced by Taro Yamane (1964) as cited by Johnson (2011). Which stated that; n=N/(1+N(e)2)

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Whereby;

n= sample size

N= number of population = 20

e= number of acceptable error= 0.1

$n= 20/ (1+20(0.01)^2$

n= 20/1+1.5

n= 20.

3.4.2 Sampling Procedures

Sampling techniques are methods where researcher uses to select a population's representatives that can be used to make inferences or generalization on the whole population concerning an existing theory (Taherdoost, 2018). In this study, both probability and non-probability sampling techniques will be used to select the sample required by the study. The probability sampling technique that will be used in the study will be random sampling technique. This technique will be used to select record assistants to fill questionnaires. On the other hand, a non-probability technique called purposively or judgmental sampling will used to obtain key informant who is record officer that will be included in interviews.

3.4.2.1 Simple Random Sampling Technique

Simple random sampling was applied to select other staff members from the general pool of administrative and support staff. This technique gave every member of the target population an equal and independent chance of being selected, thereby reducing bias and increasing the representativeness of the sample (Creswell, 2014).

3.4.2.2 Purposive Sampling Techniques

Purposive sampling was used to select respondents who were considered particularly knowledgeable about disaster preparedness and records management, such as senior records officers, archivists, and information technology specialists. According to Patton

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(2015), purposive sampling is most useful when a researcher requires in-depth information from individuals who have specific knowledge or experience relevant to the research topic.

3.5 Data Collection Method

Data collection refers to the process of gathering information from respondents or other sources in order to answer the research questions (Bell et al., 2019). In this study, both primary and secondary data collection methods were employed.

3.5.1 Secondary Data

Secondary data was gathered from various published and unpublished sources, including institutional records, policy documents, books, journal articles, and online databases. Secondary data provided the theoretical and contextual background necessary for interpreting and validating the primary data collected in the field. According to Johnston (2017), the use of secondary data sources enhances the credibility of research findings by enabling triangulation of results.

3.5.1.1 Document review

Data will be collected through document review, which involves examining existing disaster preparedness plans, policies and other official documents relevant to disaster preparedness plans in records management. According to Kothari (2017), document review is a method of gathering data from written materials that already exist and are relevant to the research problems. The researcher also reviewed relevant institutional documents such as records management policies, circulars and any available disaster response guidelines, where they existed, in order to verify and supplement information obtained from respondents.

3.5.2 Primary data

Primary data was collected directly from respondents through the use of questionnaires and interview guides. Primary data is considered more relevant and accurate for a specific research problem because it is collected first-hand from the source (Bryman, 2016).

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3.5.2.1 Questionnaire Method

A questionnaire is a structured data collection tool consisting of a set of written questions to which respondents provide answers (Saunders et al., 2019). In this study, a self-administered questionnaire was designed and distributed to the majority of respondents, particularly those in administrative and support roles. The questionnaire contained both closed-ended and open-ended questions.

3.5.2.2 Interview Method

An interview guide was used to conduct semi-structured interviews with key informants, including heads of departments, senior records officers, and information technology officers. According to Merriam and Tisdell (2016), semi-structured interviews provide greater flexibility than structured interviews, enabling the researcher to probe further into responses and explore unexpected but relevant issues that arise during the conversation. The interview sessions were conducted in a conducive environment and lasted between 30 and 45 minutes each.

3.5.2.3 Observation

Observation is a data collection method that involves systematically watching and recording behaviors, activities, or processes as they occur in their natural setting. According to Mark Saunders et al. (2016), observation allows the researcher to obtain first-hand information about actual practices and behaviors within an organization. Direct observation of the registry, storage rooms and available safety equipment such as fire extinguishers was conducted to physically verify the disaster preparedness measures reported by respondents.

3.6 Instrumentation

According to Creswell and Plano Clark, (2007), with a mixed methods approach, researchers are allowed to use all tools of data collection available rather than being restricted to the types of data collection typically associated with qualitative research or quantitative research alone. Different instruments were therefore used to collect primary data for the present study as prescribed in the subsequent subsections

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3.6.1 Interview guide

An interview guide is a carefully prepared list of questions that the researcher uses to lead discussions with respondents during interviews According to Earl Babbie (2010),. It can be structured or semi structured, allowing flexibility to ask follow up questions. In this study, the interview guide will be used to collect in depth information from key informants such as records officers, staff member, and registry on how disaster preparedness plan help reduce miss understanding between cousterm

3.6.2 Questioner guide

A questionnaire guide is a set of written questions designed to collect standardized information from a large number of respondents (Sekaran & Bougie, 2016). It may include both close ended and open ended questions. In this study, questionnaires will be distributed to records staff, officers and other employees

3.6.3 Observation checklist

An observation checklist is a structured tool that lists specific activities, processes or behaviors that the researcher intends to observe and record during fieldwork. In this study, the checklist guides the researcher in observing how disaster preparedness plans in records are handled within the municipal council. (Bryman, 2016).

3.7 Data quality control

3.7.1 Validity

Validity refers to the extent to which a research instrument measures what it is supposed to measure (Punch, 2014). In this study, content validity was ensured by reviewing the questionnaire and interview guide with the supervisor and two experienced colleagues in the field of records and information management. Their feedback was used to revise and improve the instruments before they were administered in the field.

3.7.2 Reliability

Reliability refers to the consistency and stability of a research instrument in producing the same results when applied repeatedly under the same conditions (Creswell, 2014). In this

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study, reliability was measured using the Cronbach's Alpha coefficient. An alpha value of 0.78 was obtained, which exceeded the commonly accepted threshold of 0.70, indicating that the research instruments were sufficiently reliable for the purpose of this study (Sekaran & Bougie, 2016).

3.8 Data analysis and processing

Data analysis refers to the process of organizing, coding, and interpreting collected data in order to draw meaningful conclusions (Bryman, 2016). In this study, both quantitative and qualitative data analysis techniques were employed. Quantitative data obtained from questionnaires was entered into the Statistical Package for Social Sciences (SPSS) software for analysis. Descriptive statistics such as frequencies, percentages, and means were computed to summaries and present the findings in the form of tables and charts.

3.9 Research Ethics

Research ethics require a researcher to follow appropriate guidelines and rules for protecting participant's dignity as well as publishing relevant and ethical oriented information (Kothari, 2019), To ensure ethical consideration, the researcher introduced the purpose of the research to the respondents, this brought honesty and cooperation to participate in the study. Also, the researcher used the information obtained from the field for academic purposes only while maintaining the confidentiality of the respondents were participated in this study, lastly, the researcher ensured that all relevant sources involved in this study acknowledged to avoid plagiarism in conducting this research.

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CHAPTER FOUR

DATA PRESENTATION, ANALYSIS AND DISCUSSION

4.1 Introduction

This chapter presents the data collected, its analysis, and discussion of findings based on the responses obtained from the twenty (20) respondents (N=20) at Bagamoyo Municipal Council. by using both qualitative and quantitative methods on the specific objectives which was **availability of disaster preparedness plans in manage records, effectiveness of existing disaster preparedness plans in manage records and Challenges in implementing disaster preparedness plans in manage records** Data was presented in tables supported by narrative on interview responses, documentary review, and observation.

4.2 Questionnaire Response Rate

Out of 25 questionnaires distributed to sampled respondents, 20 was duly completed and returned, giving a response rate of 95%, which was considered adequate for analysis and reporting. In addition, all 5 targeted key informants were successfully interviewed.

Table 4.1: Questionnaire Response Rate

Response	Frequency	Percentage (%)
Questionnaires Distributed	25	100%
Questionnaires Returned & Usable	20	95%
Questionnaires Not Returned	5	4.7%

Source: Field Data (2026).

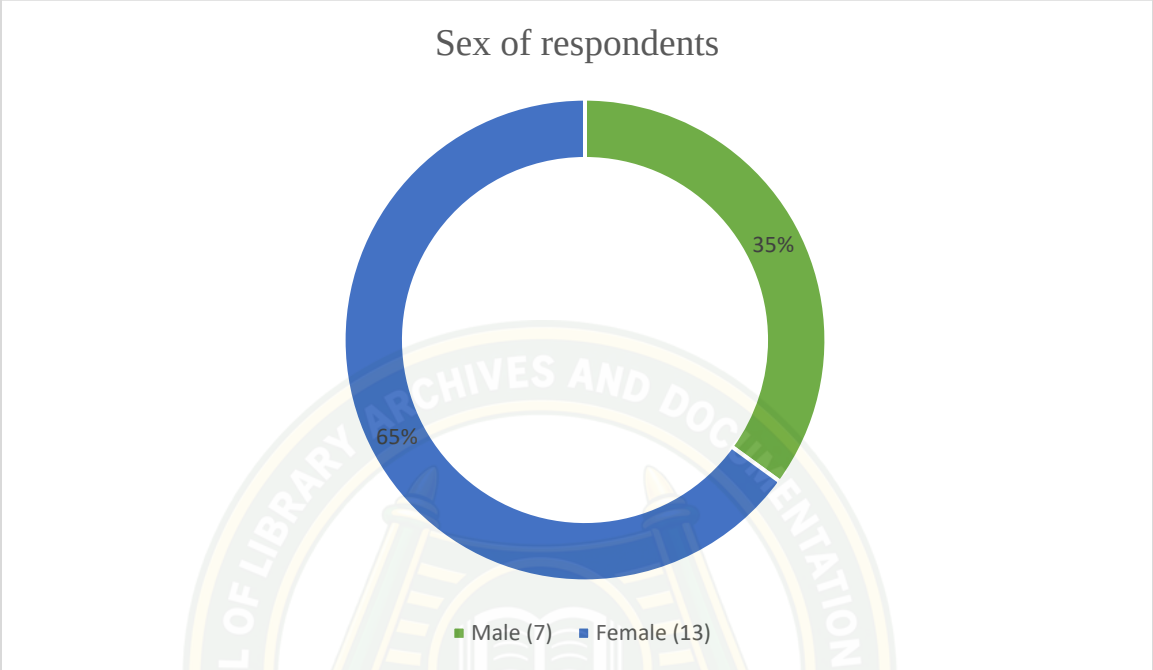
4.3 Demographic Characteristics of Respondents

The demographic information of the respondents in this part represents distribution of Gender, Age and level of education. The researcher decides to get personnel information of respondents for the purpose of knowing which groups in targeted population are aware on the disaster preparedness plans at Bagamoyo municipal council.

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4.3.1 Sex of Respondents

Figure 4.2: Sex Distribution of Respondents (n=20)



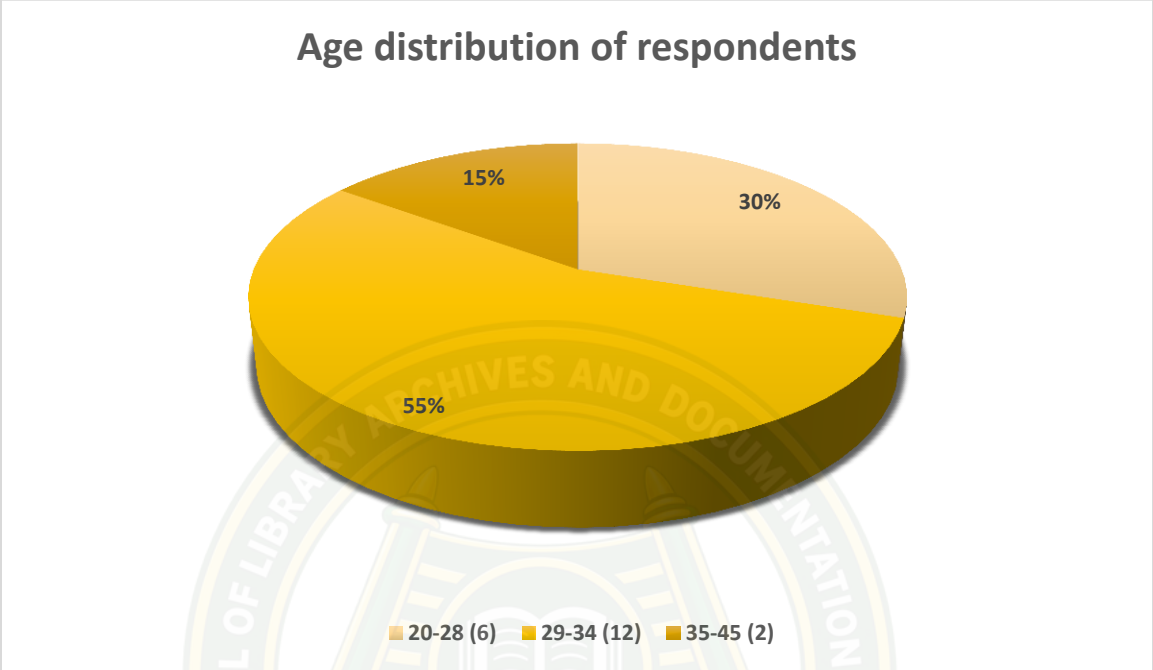
Source: Field Data (2026).

From the findings of figure 4.3 above on sex distribution of respondents, findings indicated that male were 7 (35%) of all respondents while female were 13 (65%) of all respondents. Majority of respondents (65%) from this study were female. The finding implies that female empowerment and the efforts of the government to make sure that females are equally considered in employment opportunities have been successful. According to Tanzania's National Gender Policy (URT, 2015), The government is committed to ensuring gender equality in all public institutions.

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4.3.2 Age of Respondents

Figure 4.3: Age Distribution of Respondents (n=20)



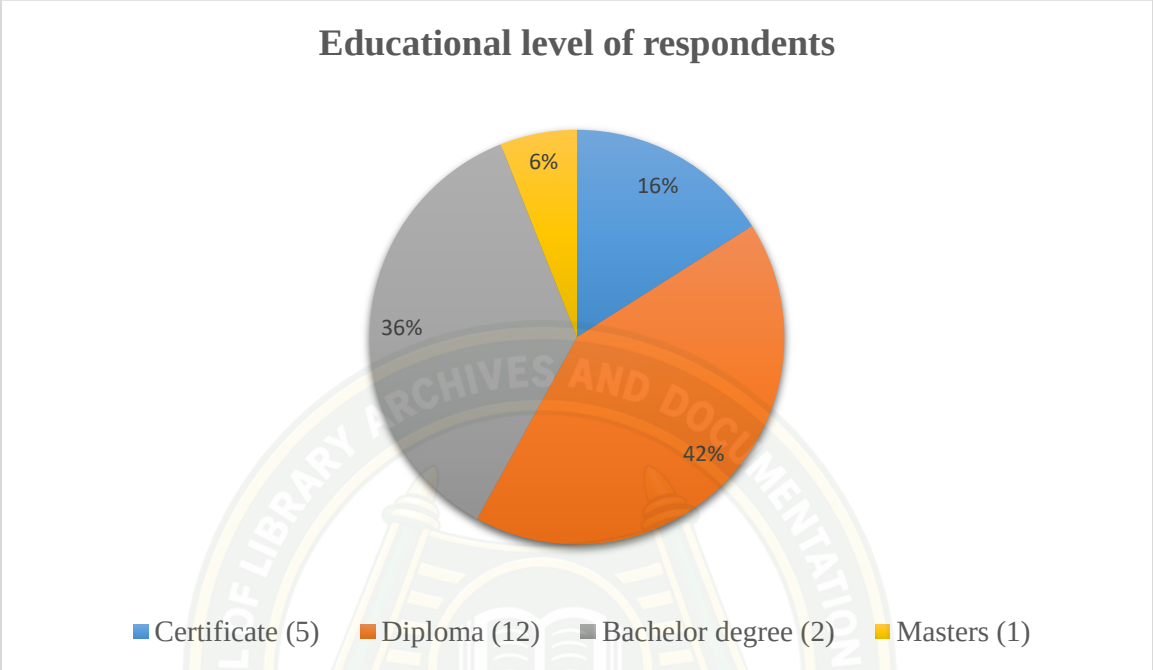
Source: Field Data (2026).

Findings from figure 4.2 present the distribution of participants categorized by age. The data reveals that 6(30%) of all respondents were of age between 20-28 years old, 11(55%) were between 29-34 years, 2 (10%) were between 35-44 years, and 1 (5%) were 45 years and above. Majority of the respondents (55%) were of age range between 29-34 years. This finding implies that the workforce handling records at Bagamoyo Municipal Council is predominantly middle aged and experienced, which is likely to be an asset in matters requiring institutional memory and continuity. According to Ngwatu (2020), employees in this age bracket are often more experienced and stable in their careers.

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4.3.3 Education Level of Respondents

Figure 4.4: Education Level of Respondents (N=20)



Source: Field Data (2026).

figure 4.4 shows that the majority of respondents, 12 (42%), was held Diploma, followed by 5 (16%) was with certificate qualifications. Only 2 (36%) was held Bachelor's Degree qualification, while 1 (6%) was held Master's degrees. This indicates that respondents had attained a reasonably minimum level of education, which is likely to enhance their understanding of records management and disaster preparedness concepts.

4.3 Availability of Disaster Preparedness Plans in Managing Records

The first objective of the study sought to assess the availability of disaster preparedness plans in managing records at Bagamoyo Municipal Council. Respondents were asked whether the council has a formal, written disaster preparedness plan specifically for records management. Table 4.2

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Table 4.2: Availability of a Disaster Preparedness Plan for Records Management (N=20)

Response	Frequency	Percentage (%)
A disaster preparedness plan is available	5	25%
A disaster preparedness plan is not available	12	60%
Not sure, disaster preparedness plan is available	3	15%
Total	**20**	**100%**

Source: Field Data (2026).

The findings presented in Table 4.2 reveal that the majority of respondents, 12 out of 20 (60%), indicated that Bagamoyo Municipal Council does not have a formal, written disaster preparedness plan for managing records. Only 5 respondents (25%) confirmed the existence of such a plan, while 3 respondents (15%) indicated that they were not sure whether one existed. This suggests a considerable gap in formal disaster preparedness planning specifically tailored to records management at the council.

"To be honest, we do not have a formal disaster preparedness plan for records at this council. We have general fire safety measures, but nothing specifically for records, if a disaster happens, we would not know what to do to save our records." (Said one respondent during the interview)

"I am not aware of any written disaster preparedness plan for records. We have some fire extinguishers in the building, but I do not think they are specifically for protecting records. We need a proper plan to guide us on what to do during emergencies." (Said one respondent during the interview).

"We have not developed a disaster preparedness plan for records. The council has general disaster management plans for the whole municipality, but nothing specific for

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records. This is a serious gap because records are very important for our operations." (Said one respondent during the interview)

4.4 Existence of a Disaster Preparedness Plan for Records

The first objective of the study sought to examine the extent to which Bagamoyo Municipal Council has put in place a disaster preparedness plan for its records. Respondents (n=20) were asked whether the Council had a disaster preparedness plan for records.

Table 4.6: Existence of a Disaster Preparedness Plan for Records at BMC (n=20)

Response	Frequency	Percentage (%)
A formal, written plan exists	3	22%
Only informal/ad-hoc measures exist	15	64%
No plan/measures exist at all	2	14.0%
Total	**20**	**100%**

Source: Field Data (2026).

The findings in Table 4.6 reveal that only 3 (22%) of the respondents confirmed the existence of a formal, written disaster preparedness plan for records at BMC, while the majority, 15 (64%), indicated that only informal or ad-hoc measures, such as occasional fire extinguisher checks, were in place. A further 2 (14%) reported that no disaster preparedness measures existed at all in their respective departments. These findings were corroborated by interview responses. The Municipal Records Management Officer explained that although the Council was aware of the risks facing its records, a comprehensive written disaster preparedness plan specifically for records had not yet been developed, and that existing measures were largely limited to general office fire safety requirements rather than records-specific disaster preparedness. Documentary review similarly did not reveal any standalone disaster preparedness or business continuity policy dedicated to records at the Council.

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One respondent shared their experience, stating:

"During the interview, one records officer explained that the registry has no dedicated disaster plan, and that in the past, some files in the storage room were damaged after rainwater leaked through the roof during a heavy storm, with no formal procedure available to guide staff on how to respond or recover the affected files."

4.5 Challenges Facing Implementation of Disaster Preparedness Plan

The third objective sought to determine the challenges facing the implementation of disaster preparedness measures for records at BMC.

Table 4.9: Challenges Facing Implementation of Disaster Preparedness plan (n=28)

Challenge	Frequency	Percentage (%)
Inadequate funding	25	89.3%
Poor storage infrastructure	21	75.0%
Lack of skilled personnel	20	71.4%
Low awareness/absence of policy	17	60.7%
Lack of top management support	13	46.4%

Source: Field Data (2026).

As presented in Table 4.9 inadequate funding emerged as the most cited challenge, mentioned by 25 (89.3%) of respondents, followed by poor storage infrastructure, cited by 21 (75.0%), and lack of skilled records and archives personnel, cited by 20 (71.4%). Low awareness of, or the absence of, a records disaster preparedness policy was cited by 17 (60.7%) of respondents, while 13 (46.4%) cited lack of support from top management as a hindrance to implementing disaster preparedness measures.

Interview responses reinforced these findings. The ICT Officer noted that budgetary allocations for records and archives functions were consistently minimal compared to other Council priorities, making it difficult to procure modern storage equipment, fire detection systems, or backup facilities for both paper and electronic records. The representative from the Municipal Director's Office acknowledged that records

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management, including disaster preparedness, had not historically been treated as a strategic priority at the Council, which had contributed to limited budgetary and policy support

"The budget for record management is very small. We have to compete with other department for funds, and records always lose the top management does not understand why we need so, much money for just storing files. They think records management is simple and does not require a lot of resources. But they do not realize that without proper funding, we cannot protect our records from fire, water, or pests. We need money for better storage, training and equipment." (Said one respondent during the interview)

"We do not have proper shelves for our records. The shelves we have are old and rusty, and some are collapsing. Records are piled on top of each other, and we cannot find files quickly. This not only makes our work difficult but also damages the records. When files are squashed and folded, they deteriorate faster. We need new shelves and proper storage facilities." (Said one respondent during the interview)

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CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 Introduction

This chapter provides information based on the findings, draws conclusions, and offers recommendations based on the results of the study. The research aimed to assess disaster preparedness plans in prolong the lifespan of records at Bagamoyo municipal council; To identify the availability of disaster preparedness plan in prolong the life span of records, to evaluate the effectiveness of existing disaster preparedness plans in prolong the life span of records and identify challenges in implementing disaster preparedness plan in prolong the life span of records focus on the case study on Bagamoyo municipal council. The study was guided by the following three specific objectives.

i. To identify the availability of disaster preparedness plan in prolong the life span of records at Bagamoyo municipal council.
i. To evaluate the effectiveness of existing disaster preparedness plans in prolong the life span of records at Bagamoyo municipal council.
ii. To identify challenges in implementing disaster preparedness plan in prolong the life span of records at Bagamoyo municipal council.

The research successfully accomplished its stated specific objectives through the utilization of various methodologies, including questionnaires, interviews, observations, and documentary analysis. These methodologies facilitated the gathering of both primary and secondary data aligned with the study's aims. But also, the research developed specific questionnaires, interview formats and an observation guide.

5.1 Summary of Findings

This study assessed the disaster preparedness plan in prolonging the life span of records at Bagamoyo Municipal Council, guided by three specific objectives. A sample of twenty (20) respondents (N=20) participated in the study through questionnaires, interviews, observation and documentary review. The summary of findings in relation to each specific objective is presented below.

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5.1.1 Availability of Disaster Preparedness Plans in Managing Records

The study found that a comprehensive, written and formally approved disaster preparedness plan specifically for records is largely unavailable at Bagamoyo Municipal Council. Only 15.0% of respondents confirmed the existence of such a plan, while the majority (55.0%) indicated that only informal, unwritten measures exist, and 30.0% were not aware of any plan at all. Moreover, even where informal measures exist, staff awareness of their content and procedures was found to be low, with only 20.0% of respondents fully aware of them. This confirms that the availability of disaster preparedness plans for records at the Council is inadequate, both in terms of formal documentation and staff knowledge.

5.1.2 Effectiveness of Existing Disaster Preparedness Plans in Managing Records

The study found that the existing disaster preparedness measures at Bagamoyo Municipal Council are only moderately effective. A cumulative 65.0% of respondents rated the existing measures as either fairly effective or not effective at all, while only 35.0% considered them effective or very effective. The measures in place were found to be limited mostly to basic physical security, namely lockable storage rooms (80.0%) and fire extinguishers (70.0%), with very limited availability of early warning systems such as smoke detectors (25.0%), off-site back-up copies (30.0%), and virtually no regular disaster drills (10.0%). This indicates that while some basic protective measures exist, they are neither comprehensive nor systematically tested, which limits their overall effectiveness in protecting records and prolonging their life span.

5.1.3 Challenges in Implementing Disaster Preparedness Plans in Managing Records

The study identified several challenges hindering the implementation of disaster preparedness plans for records at Bagamoyo Municipal Council. These included inadequate funding (90.0%), lack of staff training on disaster response (80.0%), poor storage infrastructure (75.0%), absence of a written and approved disaster preparedness policy (70.0%), low awareness or priority given to records by top management (65.0%), and shortage of qualified records management personnel (50.0%). A note shared by one of the respondents during the interview further illustrated that even where basic equipment such as fire extinguishers exists, staff has not been trained on how to use it during an

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actual disaster, and that previous requests for a proper records disaster plan and budget had not been acted upon by management. These findings show that the challenges are multi-dimensional, spanning financial, infrastructural, human resource, policy and attitudinal factors

5.2 Conclusion

Based on the findings, the study concludes that Bagamoyo Municipal Council does not have a comprehensive, written, and adequately resourced disaster preparedness plan for its records. Existing measures are largely informal, basic, and preventive, with limited investment in recovery-oriented strategies such as duplication of vital records, staff training, and disaster recovery arrangements. Records at the Council remain exposed to significant risks, principally fire, water damage, and pest infestation, and the implementation of more robust preparedness measures continues to be constrained by inadequate funding, poor infrastructure, limited skilled personnel, and insufficient managerial support. Unless addressed, these gaps are likely to result in the premature loss or destruction of records, undermining accountability, service delivery, and institutional memory at the Council.

5.3 Recommendations

The study draws its recommendations from its findings in order to improve the current state of Bagamoyo municipal council;

5.3.1 Development and Formal Adoption of a Comprehensive Disaster Preparedness Plan for Records

Bagamoyo Municipal Council should develop a comprehensive, written disaster preparedness plan specifically dedicated to records, rather than relying on general and informal institutional asset-protection arrangements. This plan should clearly spell out prevention measures, response procedures during a disaster, and recovery strategies for records affected by fire, flooding, theft or other hazards. It should identify vital records that require priority protection, assign clear responsibilities to specific officers for each stage of the plan, and be formally approved by the Council's management so that it carries institutional authority. Without a documented and approved plan, disaster response will

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continue to rely on ad hoc reactions rather than coordinated, pre-planned action, increasing the risk of records loss.

5.3.2 Regular Training of Staff on Disaster Preparedness and Response

The Council should institute regular training programmers for records staff and other relevant employees on disaster prevention, response and recovery procedures. Training should cover practical skills such as the correct use of fire extinguishers, safe evacuation of records during an emergency, and basic first-aid response for damaged records such as water-affected documents. As revealed in the findings, many staff are currently unaware of what to do in the event of an actual disaster despite the presence of some equipment; therefore, training will bridge the gap between having equipment and staff being competent and confident to use it effectively when needed.

5.3.3 Improvement of Storage Infrastructure for Records

The Council should invest in improving the physical infrastructure used for storing records, including installing fire-resistant cabinets, ensuring registries and storage rooms are located away from flood-prone areas, and fitting storage areas with smoke detectors and fire alarms. Given that only 25.0% of respondents reported the availability of smoke detectors, this is an area requiring urgent attention. Improved infrastructure reduces the likelihood of disasters occurring in the first place and minimizes damage when they do occur, thereby directly contributing to prolonging the life span of records.

5.3.4 Allocation of Adequate Funds for Disaster Preparedness Activities

Inadequate funding was identified as the most significant challenge, cited by 90.0% of respondents. The Council should therefore set aside a specific budget line dedicated to disaster preparedness for records within its annual budgeting process, rather than treating it as a residual expense to be met only after other priorities have been funded. Where internal resources are limited, the Council could also explore support from the central government's Records and Archives Management Department, development partners, or budget-sharing arrangements with other departments whose operations similarly rely on well-protected records.

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5.3.5 Creation of a Written and Approved Records Management and Disaster Preparedness Policy

The Council should formulate and formally approve a written policy that governs both routine records management and disaster preparedness. This policy should clarify roles and responsibilities, set minimum standards for storage and protection of records, and provide a basis for holding staff and management accountable for compliance. A written and approved policy, unlike informal practice, provides continuity even when key staff members are transferred or leave the institution, ensuring that disaster preparedness does not depend on the knowledge of a few individuals.

5.5 Areas for Further Studies

This study was asserted to reveal the disaster preparedness plan in prolonging the life span of records, basically focused on availability, effectiveness, and challenges at Bagamoyo Municipal Council. The study used the Disaster Preparedness Cycle Theory with a descriptive approach. Therefore, further research studies should be done on other aspects of disaster preparedness in records management found at Bagamoyo Municipal Council, looking at how they operate and support records preservation. Also, new theories can be used to exhaust individual behaviors on usage of disaster preparedness plans. Furthermore, future studies should focus on:

i. Assessment of Disaster Preparedness for Electronic Records and Digital Information Systems

ii. A comparative study involving multiple municipal or district councils to draw broader conclusions on disaster preparedness practices across local government authorities in Tanzania.

iii. Assessment of Staff Awareness and Training Needs on Disaster Preparedness for Records

iv. Assessing the impact of climate change on records preservation and the need for adaptive disaster preparedness strategies.

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APPENDIX I

DETAILED RESEARCH BUDGET

	ACTIVITY	**COST ANALYSIS**	**TOTAL COST**
1	Transport	From home to Bagamoyo District Council	= 40,000/=
2	Stationary	Ruled paper 1 ream= Pen, Pencils, Ruler, Rubber, Stapler & Note book=	= 25,000/=
3	Secretarial service	Typing, photocopy and printing	= `90,000/=
4	Binding	Hard cover 2x2@ 2000 Soft caver 2x2@500 and CD	= 100,000/=
	TOTAL		**= 255,000/=**

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APPENDIX II

TIME SCHEDULE

ACTIVITIES	1st **MONTH**	2nd **MONTH**	3rd **MONTH**	4th **MONTH**	5th **MONTH**	6th **MONTH**
Report at the study area and get familiarization						
Distribution of questionnaire and interviewing respondents						
Observation the situation and collecting questionnaire and data analysis						
Data interpretation and report writing.						

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APPENDIX III

QUESTIONNAIRES GUIDE FOR PUGU RESIDENTS

My name is **LISSA AMANA SAIDI** the student from School of Library, Archives and Documentation Studies (SLADS), Pursuing Ordinary Diploma in Records and Archive Management. I am undertaking the research titled "**an assessment on disaster preparedness plan in prolongs the life span of records: Bagamoyo Municipal Council"**. Kindly, I am requesting your corporation to fill my questionnaire. All responses that will be given will be treated with high privacy and confidentiality and thus will be applied for only academic purpose not otherwise.

Please put a tick in appropriate space provided (multiple answers are allowed)

A. DEMOGRAPHIC INFORMATION

1. What is your gender?

a) Male ( )
b) Female ( )

2. What is your highest level of education?

a) Master's Degree ( )
b) Bachelor Degree ( )
c) Diploma ( )
d) Certificate ( )

3. Which age categories describe your age?

a) 20-28 ( )
b) 29-34 ( )
c) 35-44 ( )
d) 45 and above ( )

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4. How would you rate the physical storage conditions (temperature control, humidity regulation, fire suppression systems, pest control) provided for records in your institution?

a. Excellent ( )
b. Good ( )
c. Fair ( )
d. Poor Very Poor ( )

5. How relevant is disaster preparedness planning in records management in municipal council?
   a. Highly relevant ( )
   b. Relevant ( )
   c. Neutral ( )
   d. Irrelevant ( )
   e. Highly irrelevant ( )
6. How well do the disaster preparedness planning in records management meet your expectations in terms of preservation of records in registry?
   a. Excellent ( )
   b. Good ( )
   c. Fair ( )
   d. Poor ( )
   e. Very poor ( )
7. To what degree does your institution's leadership and top management actively support and allocate resources for disaster preparedness planning in records management?

   a. Excellent ( )
   b. Good ( )
   c. Fair ( )
   d. Poor ( )
   e. Very poor ( )

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8. Do you think what should be done to address the challenges that hinder disaster preparedness planning in records management?
……
……

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APPENDIX IV

INTERVIEW GUIDE QUESTIONS FOR RECORD OFFICERS

i. To what extent is the Disaster preparedness plan formalized, documented, and actively implemented?

ii. What are the primary risks and threats to records that Municipal council has identified through its risk assessment processes?

iii. What training activities have been conducted, in disaster preparedness plan and what gaps in capacity still remain?

iv. What steps do you take to ensure the disaster preparedness plan are up-to-date and relevant for the record keeping system of Municipal Council?

v. How do you handle cases where by disaster has come in Municipal Council registry?

vi. What methods do you use to assess whether the disaster preparedness plans are meeting Municipal Council needs?

vii. In your experience, what types of disaster preparedness plan do Municipal Council should most frequently used when it comes to disasters?

viii. What challenges do you face in ensuring the disaster preparedness plans effectively meets Municipal Council needs?

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APPENDEX V

Observation Checklist

To support this assessment, an observation checklist was used to gather first-hand data on the actual disaster preparedness conditions of the records storage area. The checklist below covers seven (7) key indicators observed during the site visit. Note: The observer marks a check (✓) under "Yes" or "No" for each indicator and records supporting comments under "Remarks." Results from this checklist should be cross-referenced with the phases of the Disaster Preparedness Cycle in Section 4 to identify which stage of the cycle requires the most attention.

No	Observation Indicator	Yes	No	Remarks
1	There is a written and updated disaster preparedness plan specifically for records.			
2	Fire detection and suppression equipment is installed near records storage areas.			
3	Storage areas maintain appropriate temperature, humidity, and ventilation for records.			
4	Vital records have duplicate, digitized, or off-site backup copies.			
5	Staff have received training on disaster response and records salvage procedures.			
6	Emergency salvage supplies (e.g., plastic sheeting, gloves, fans, containers) are available and accessible.			
7	Disaster drills/simulations are conducted regularly and the plan is reviewed periodically.			

THANK YOU FOR COOPERATION

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APPENDEX VI

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.311/375/01/342

Tarehe: 06 Julai, 2026

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

Yah: **RUHUSA YA KUFANYA UTAFITI NDUGU LISSA AMANA SAIDI.**

Kichwa cha habari hapo juu cha husika.

2. Ofisi ya Mkurugenzi Mtendaji Halmashauri ya Wilaya Bagamoyo inakiri kupokea barua yenye Kumbu Na. **DA.201/457/VOL/1/20** ya tarehe **14 Aprili, 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 **Idara ya Utawala na Rasilimali watu** katika mada **"Assesment on Disaster preparedness plan in prolong the life span of records"** kwa kipindi cha kuanzia tarehe **08 Juni,2026** hadi tarehe **06 Julai, 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: Mkuu wa Idara,
Idara ya Utawala na Rasilimali watu,
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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