

**Challenges and prospects of managing personnel records in public organizations
:a case of the Tanzania Public Service College, Dar es Salaam Campus**

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The study investigated the challenges and prospects of managing personnel records at Tanzania Public Service College (TPSC) Dar es Salaam Campus. Specifically, it examined the current practices of management of personnel records; assessed experiences and skills of staff who manage personnel records; established the challenges the TPSC encountered in managing personnel records; and determined strategies of improving the managing personnel records. The study employed a mixed method of research approach, which combined of the use of both the qualitative and quantitative research methods. A sample size of 29 respondents was drawn from the (TPSC), Dar es Salaam Campus. Data were collected using interviews, the questionnaire and observation. Qualitative data were subjected to whereas the SPSS version sixteen 16 was used to analyze. The study found that there were improper formal personnel records management practices, inadequate specific policy, and lack of qualified records management practitioners, poor training and skills in personnel records management among the staff, inadequate funding, limited communication, lack of support from the staff, and limited facilities for personnel records, scattered of personnel files, as well as lack of proper disaster preparedness procedures. The study concluded that at TPSC, the management of personnel records can only function effectively if records are developed as part of the strategic objective of the organization. Based on the findings, the study recommends that training along with the formulation of appropriate records management practices, establishment of records management policy, and employment of a disaster preparedness plan. Moreover, the TPSC should acquire and implement a relevant personnel records management system and establish formal personnel records management unit for effective records keeping.