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**Faith-based collections at African Enterprise: a case study of the
Michael Cassidy collection**

By

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Studies in the Information Studies Programme, School of Social Science, College of
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2023

DECLARATION

I, Takatso Beverly Nawe declare that:

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Date: 13 December 2023

DEDICATION

I dedicate this dissertation/thesis to my daughter, Wamashudu Kaelo Nawe, who awakened my tenacity.

ACKNOWLEDGEMENTS

First, I offer my gratitude to God Almighty and my ancestors who have gifted me the time, strength, protection and wisdom to complete this dissertation. Thank you God for your grace.

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I also thank the staff at the Pietermaritzburg Archives Repository for their cooperation.

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Thank you to the rest of my family and close friends who supported and encouraged me through this journey.

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ABSTRACT

This study investigated the management of African Enterprise's (AE) faith-based collections and Michael Cassidy's (MC) personal papers. It explored the scarcity of literature on faith-based organisations as well as looked into challenges experienced by AE in managing and preserving its collections. It tackled issues of privacy, copyright, and ethical issues in private papers. The collection of data was conducted through semi-structured interviews and was analysed inductively.

Moreover, this study revealed that the AE building is not suitable for the preservation of archival materials. The National Archives et al (2010) recommended then that repositories of faith-based collections should ensure that personal papers survive from other religious traditions where individuals do keep material of a personal nature without there being any obvious long-term homes for them. It is therefore incumbent as noted by Choi and Nilson (2019), that archivists and religious leaders should develop strategies on how to preserve these hidden and endangered materials and make them accessible when needed. As AE does not have standard systems in place to effectively manage archival collections, it therefore found AE to not have a system guarding the privacy, legal, and ethical matters that affect access to and use of Cassidy's personal papers. There are no resources in existence to guide the identification of sensitive materials. It also revealed his wish to have his private papers to be housed at AE. In addition, this study then made recommendations for a purpose-built archive building and the development of policies. It also advocated for further research on faith-based collections to contribute to scholarship.

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LIST OF ABBREVIATIONS AND ACRONYMS

AE	: African Enterprise
AICs	: African Independent Churches
APC and SA	: Alan Paton & Struggle Archives
ARA	: Archives and Records Association
ARM	: Archives and Records Management
CIAM	: Centro Internazionale Di Animazione Missionari
DAR	: Durban Archives Repository
EAP	: Endangered Archives Programme
EC	: Ethical Clearance
ECTA	: Electronic Communications and Transaction Act
ESARBICA	: East and Southern Africa Regional Branch of International Council on Archives
FSMA	: Forum for School Museums and Archives
HSSREC	: Human and Social Sciences Research Ethics Committee
IACM	: International Association of Catholic Missiologists
ICA	: International Council on Archives
ICT(s)	: Information and Communication Technology(ies)
IFLA	: International Federation of Library Associations and institutions
InterPARES	: International Research on Permanent Authentic Records in Electronic Systems
IRMT	: International Records Management Trust
ISO	: International Organization for Standardization
KZN	: KwaZulu Natal
KZNARS	: KwaZulu Natal Archives and Records Services
LIS	: Library and Information Science/Studies
MC	: Michael Cassidy
MC and FLF	: Michael Cassidy and Friends Legacy Foundation
NAR	: National Archives Repository
NARSSA	: National Archives and Records Service of South Africa
OAIS	: Open Archival Information System
PAIA	: Promotion of Access to Information Act
PAR	: Pietermaritzburg Archive Repository

POPIA	: Protection of Personal Information Act
RAG	: Religious Archives Group
RAM	: Records and Archives Management
RC	: Records Continuum
RCM	: Records Continuum Model
RM	: Records Management
RIM	: Records and Information Management
RP	: Research Participant
SAA	: Society of American Archivists
SABS	: South African Bureau of Standards
SAHA	: South African History Archives
SAMA	: South African Museums Association
SASA	: South African Society of Archivists
TII	: Turn It In
TNA	: The National Archives
UCL	: University College London
UK	: United Kingdom
UKZN	: University of KwaZulu Natal
UNESCO	: United Nations Educational and Scientific Organization
USA	: United States of America

CHAPTER ONE

1. INTRODUCTION

A survey of the archives conducted at AE on 6 March 2019 revealed that the archival collections in custody are a treasure trove of information with books, phono records, manuscripts, correspondence, print media coverage, artwork, legal documents and other artefacts that span more than a century. These archives are a historical gold mine that depicts the picture of the AE evangelical crusade in the past 50 years. The archive has an audio-visual collection that contains a large collection of old microfilm, which is currently stored in the garage. The archives at AE are uncatalogued and urgently need to be reorganized as they are endangered collections. As a result, they remain inaccessible and susceptible to deterioration, loss and misplacement. Acquiring a suitable place to house and maintain the archives presents a myriad of logistical challenges as noted by McCarthy (2018). Should these archives be kept at AE, bequeathed to collecting institutions like Alan Paton Centre and Struggle Archives (APC&SA) or the National Archives and Records Services of South Africa, a national repository? Some of Cassidy's papers have been sub-divided by different phases of his career and offered to various collecting institutions. At the APC and SA for instance, there are collections in custody but not complete (18 boxes on AE, 7 boxes on AE missions and 6 boxes on MC files). In an email communication on 11 February 2020, one of the MC legacy project advisers at AE, Charlene Pauw, bemoaned the scattered nature of MC's papers. Overall, this has implications on the archival integrity of these personal collections. In addition, this research sought to establish whether these scattered collections in other repositories are held there lawfully. Personal papers of MC and AE's institutional records are in a neglected state, which explains their dispersal to other archives which is an attempt to care for the collections. Putting this collection in one place will protect the integrity of the archives in terms of their authenticity and evidence.

As correctly noted by Cowling (2019:3), traditionally, and for obvious reasons, the focus of public archives worldwide has been on records of public sector institutions and not private organisations, a gap, which this study seeks to explore and fulfil.

1.1 BACKGROUND TO AFRICAN ENTERPRISE

African Enterprise is a Christian church organisation that was founded by Michael Cassidy in Pietermaritzburg, South Africa. Michael, with the assistance of his evangelist colleagues, Ed Gregory, Dick Peace, Chris Smith, Paul Birch and Don Ehat, upon receiving a letter from Dr Calvin Cook to conduct a city wide evangelist mission in the city of Pietermaritzburg, AE work began.

According to African Enterprise South Africa (2021), Michael Cassidy is a South African Christian leader, anti-apartheid activist, evangelist, writer and founder of African Enterprise, known for his initiatives at ecumenism and reconciliation on personal, societal, church and political levels. He played a significant role in the liberation struggle against the apartheid regime through incorporating Christian values and principals as necessary tools for social cohesion. Michael Cassidy founded African Enterprise in 1961 and built and served in this ministry for almost 60 years (African Enterprise South Africa 2021).

He is an evangelist, a respected and loved Christian leader, statesman and author. He has conducted evangelistic missions all across Africa and overseas, and he is the author of numerous books, his latest being his memoirs, *Footprints in the African Sand*. He is known as a reconciler and played a key “behind the scenes” role in South Africa’s miraculous first democratic election in 1994. In 2012, he was made the Honorary Chairman of the Lausanne Movement for World Evangelization, succeeding the late John Stott, and was also made the Distinguished Alumnus of the year at Fuller Theological Seminary in California. He holds an Honorary Doctorate from Azusa Pacific University (African Enterprise South Africa 2021).

Along with Evangelism, Michael and African Enterprise have sought to be a unifying force among Christians by spearheading the largest Christian interdenominational leadership gatherings in Africa over the last fifty years. Michael also led and chaired the Marriage Alliance of South Africa (African Enterprise South Africa 2021). Plans are underway to build a Michael Cassidy and Friends Legacy Foundation as a contribution to South African history. The project areas will have six distinct categories namely the physical archive, online archive, a website, legacy exhibition place, a documentary and a legacy foundation associates for networking (Pauw and Gruijters 2021).

1.2 STATEMENT OF THE PROBLEM

The archivist at African Enterprise (AE) expressed concern about the state of their archives. African Enterprise does not have a purpose-built facility and there are plans of establishing one to have all the papers on Michael Cassidy (MC) in the repository. The repository is due to receive Michael Cassidy's personal papers of journals and scrapbooks.

1.3 OBJECTIVE OF THE STUDY

The overall objective of the study is to establish systems and mechanisms in place with regards to, among other things, how AE collections and MC's papers are/were created, stored, transferred, preserved and access provided. This objective will be achieved by answering the following research questions:

1.4 RESEARCH QUESTIONS

How are AE and MC connected and which records are in existence from this relationship?

What arrangements have been put in place to manage AE records and papers of MC?

How is access to the records provided for researchers because of privacy and competing legal and ethical issues in private papers?

What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?

1.5 SCOPE, LIMITATIONS AND DELIMITATIONS OF THE STUDY

The scope of a research study refers to what is and what is not relevant to a particular study (Enslin 2014:275). The focus of this study was to assess Michael Cassidy's papers and ascertain how these are informing the archival collection at AE in Pietermaritzburg. Delimitations are those characteristics that limit the scope of a study and define its boundaries. These delimitations are in the researcher's control. Enslin (2014:276) indicated that parameters and borders are fundamental for a researcher to specifically focus on concepts, methods, literature and theories. Regarding the sampling frame, the study confined its coverage to the founder of AE, Michael Cassidy and senior management officers whose decisions impact upon records, and staff who are directly involved in faith-based collections at AE and archives management at the Alan Paton Center and Struggle Archives (APC&SA) and the Pietermaritzburg Archives Repository. The entire study, including

the literature review, was limited to the period commencing 1961, following August Sueflow's ground-breaking study in which she highlighted the plight of faith-based collections regarding their management.

Enslin (2014:275) describes limitations as constraints or limits in a research study that are out of the researcher's control, such as time, financial resources, access to information, and so on. Due to the COVID-19 pandemic in order to adhere to lockdown regulations, in-depth interviews will be substituted with audio recordings. Limitations can also be due to absence or limited research on the topic, which requires more work from the researcher. Given that faith-based collection is a relatively under-researched area in archives management, preliminary literature revealed that there is limited published content on the topic.

1.6 THE RATIONALE FOR THE STUDY

To contribute to the existing limited literature on faith-based collections as this is a gap identified by the current study in the view of scant literature on the topic, there is a paucity of research and writing about personal records belonging to clerics. McKemmish and Piggott (2013) noted that in Australia, for instance, there has been relatively little exploration of particular types of personal recordkeeping and archiving behaviour, narrowly defined, and the documentary forms that written records take (for example, the documentation activities of photographers, diarists, the universal auto-archivist and politicians) and evangelists like MC also fall into this category. Very little information is available on the management of personal papers or manuscripts of evangelists. It is therefore incumbent as noted by Choi and Nilson (2019), that archivists and religious leaders should develop strategies on how to preserve these hidden and endangered materials and make them accessible when needed. In consequence, the overall objective of the study was to establish systems and mechanisms in place with regards to, among other things, how AE collections and MC's papers are/were created, stored, transferred, preserved and access provided.

1.7 DEFINITIONS OF KEY CONCEPTS AND TERMS

Williams (2014:9) noted that definitions are designed to explain or describe the meaning of a word or phrase to help understand concepts, their application and use. Consequently, definitions are significant for recordkeeping practitioners for purposes of ensuring communication with others, consistency of practice and decision making in the workplace (Williams 2014:9). This section therefore explains the main concepts and terms that will be used for this research project.

Access

According to the Society of American Archivists Dictionary of Archives Terminology (2005-2021a), access refers to the permission of retrieving information or records for the use of reference and consultation. This is achieved through the use of access systems such as finding aids, inventories, indexes and other various tools. In this study, access focuses on the ability to locate and retrieve relevant information.

African Independent Churches

AE is one of those African Independent Churches (AICs) defined by Oosthuizen (1989:73) as “any of a number of Christian churches independently started in Africa by Africans and not by missionaries from another continent, in which they sometimes hold to one or more African tribal belief systems syncretised with Christianity”. Dube (2019) prefers to call such churches indigenous.

Appraisal

The International Records Management Trust (1999:5) defines appraisal as evaluation or selection that has two purposes which are appraisal for continuing utility and enduring value. Continuing utility, referring to the continued need and usefulness of the record or lack of while enduring value, referring to historical significance of a record. Appraisal is therefore the process of determining the archival value and ultimate disposition of records. It is part of the life cycle of a record when it either has to be destroyed or transferred to an archives for preservation.

Archives

An archive is a physical building preserving records with significant historical value. It is where people gain access to all records, information and materials preserved in it. An archive also defines a record with archival value that is preserved in an archive building and as correctly noted by Gilliland (2014:3), archives have always been concerned with the human record and how they can bridge time and space and remain meaningful and useful. As used in this research, archives therefore has three possible meanings, that is, the materials, place and agency.

Archives management or administration

Refers to the facilitation and oversight of the processes to acquire, appraise, preserve, arrange and describe records with enduring value in order for them to be accessible (Society of American Archivists Dictionary of Archives Terminology 2005-2021b).

Archivist

An archivist is a professional with expertise in the management of records. It is the individual directly responsible for the preservation of and access to archival records (Society of American Archivists Dictionary of Archives Terminology 2005-2021c). It is also used to refer to a chief official, for example, the National Archivist who is responsible for the administration and programs for the archives at a national level.

Born-digital

A record created in a digital format using a computer or any other technological device (Society of American Archivists Dictionary of Archives Terminology 2005-2021d).

Copyright

Copyright, “is a type of intellectual property that provides exclusive publication, distribution and usage rights for the creator” (Christensson 2009). This legal right also extends to assignees that the copyright has been transferred to.

Digital archives

A designated repository for the storages of digital archives, which ensures that archives are managed and protected, and are able to be made accessible (New South Wales Australia State Archives and Recordkeeping Glossary of Recordkeeping Terms 2019). It is important to note that this term has a wide coverage and will be used in this study to refer to born-digital collections or digitized copies of collections.

Digitization

It is the process of scanning analogue archival materials to change them into electronic form in order to preserve and provide electronic access to them (Millar 2017:295).

Disposal

Moving records to their final stage where they either are destroyed by means of shredding or other methods or transferred to an archive/repository for preservation (Franks 2018:424).

Faith-based collections

As noted by Garaba (2014:48), faith-based collections are thus defined as material that exhibit humanity's long history of God's interaction with the world, be it paper, digital or commemorative medallions used during worship like coins, medals, vestments, drums, furniture and other paraphernalia. The term religious archives is also used interchangeably but for this research, the term faith-based collections was used.

Fond/s

Refers to the entire body of records of an organisation, family or individual that have been created and accumulated over a period of time reflecting the functions of the creator (Millar 2017:297). In the context of this study, they refer to both the AE collection and MC personal collection that span an existence of over 60 years

Personal papers

They are collections of documents created by individuals or families during their lifetime (Millar 2017; Society of American Archivists Word of the Week 2017). Other terms used interchangeably include private papers, holographs, manuscripts, unofficial papers. The different terminology in

use shows that individuals are complex, multi-dimensional entities and throughout their working and personal day-to-day lives they adopt various roles, the boundaries of which are often blurred (Personal Archives Accessible in Digital Media [PARADIGM] 2008).

Preservation

Refers to the act of keeping something as it is, keeping it in its original form in order to prevent it from deterioration and to protect it from being damaged or destroyed. According to Hunter (2020:129), preservation comprises a variety of interrelated activities designed to prolong the life span of archives and it covers protection, stabilisation and treatment of documents.

Provenance

According to Millar (2017:301), provenance refers to the origin, source or beginning of something. It is one of the fundamental principles in archives which refers to the individual, collective or organization that either created or received records. It also guides the procedure of collecting and preserving fonds.

Record

A record can be defined as a written/recorded account of information that is referred to and can be retained for future use. It is “recorded information regardless of form or medium preserved for the evidential value it contains” (Department of Arts and Culture Records Management Policy Manual 2007:VI). Records are **EVIDENCE** of an activity and in the context of this study, activities relating to the founding of AE by Michael Cassidy provide testimony to this.

Repatriation

Is the process of returning archival records to their place of origin or their creators (Society of American Archivists Dictionary of Archives Terminology 2005-2021e).

Replevin

The legal action undertaken to recover property which includes public records that have been illegally taken from the owning or custodial entity (Society of American Archivists Dictionary of Archives Terminology 2005-2021f).

Repository

Refers to “a building in which records with archival value are preserved permanently” (Department of Arts and Culture Records Management Policy Manual 2007:VI). It also refers to an institution dedicated to the storage, care and preservation of archival records, for example, the NAR and DAR. A building can be intentionally architected and built to be a repository, for example, the PAR or an existing building can be adapted for it to function as a repository, for example, APC and SA.

1.8 THEORETICAL FRAMEWORK

The study uses the Records and Information lifecycle theory (source) because this theory advocates the management and preservation of records be based on each stage of the records lifecycle regardless of the records form or medium. A detailed discussion of the theoretical framework; records and information lifecycle and overview of other archival theories is provided in Chapter Two.

1.9 PRELIMINARY LITERATURE REVIEW

A detailed discussion of the literature for the study is provided in Chapter Three (Review of scholarship). This section gives an overview of the scholarship on faith-based collections and the identified literature gaps. Preliminary literature required to answer research questions for this study was obtained from books, journals, dissertations, theses, conference proceedings, databases, among others. The literature reviewed was informed by key variables of the theory underpinning this study as well as related concepts to the statement of the problem and research questions. The themes reviewed included personal papers, archives management, provenance, archives as a concept and their importance, faith-based collections, legal and ethical issues and access. The literature reviewed included both theoretical and empirical studies conducted globally, regionally (Africa) and locally on faith-based collections and the methodological and empirical shortcomings of the literature were highlighted.

Choi and Nilson (2019) correctly noted that records and documents produced from religious activities and administration are valuable and important as a cultural heritage. Sueflow (1961) states that, “the earliest and most valuable records in a country are often those of an ecclesiastical institution or parish.” This shows the need for religious records to be recognised for their

significance and should be the point of focus by researchers in order to develop the limited existing literature.

In the developed countries, when it comes to records and archives management, the standards are high. Countries such as Australia, Canada and the Netherlands are considered to be leaders in the field. Therefore, even when it comes to an overlooked area like religious archival collections, they tend to be better compared to developing countries. However, Eberhard (2013) expresses concern for limited information and knowledge on religious archives and that this should be addressed worldwide. This demonstrates that in as much as there is a significant difference between the developed and developing countries, similar challenges are faced across the board.

That said, generally, there is paucity of empirical studies on faith-based collections, with much of this existing in the form of survey reports and theoretical papers by concerned professional bodies, archivists and organizations on private archives. This will be further elaborated in Chapter Three.

Nonetheless, the National Archives, the Archives and Records Association and the Religious Archives Group (2010) noted that few surviving collections remaining in the hands of religious institutions benefit from purpose-built or suitably adapted accommodation. Ngoepe and Ngulube (2014) correctly noted that memories of African Independent Churches (AICs) can be lost forever due to lack of preservation of records resulting in “holy amnesia”. According to Mnjama (2005: 465); Ngulube and Tafor (2007:57), inadequate records storage facilities is one of the challenges which hinder the development of archives in Africa. Similarly, Marima (2019) on a study of personal records of Phillip Valentine Tobias Collection(s) at the University of the Witwatersrand, Johannesburg, highlighted infrastructural challenges as inhibiting archival management. The National Archives et al (2010) recommended then that repositories of faith-based collections should ensure that personal papers survive from other religious traditions where individuals do keep material of a personal nature without there being any obvious long-term homes for them. Personal papers of MC and AE’s institutional records are in a neglected state which explains their dispersal to other archives which is an attempt to care for the collections. Putting this collection in one place will protect the integrity of the archives in terms of their authenticity and evidence. It is therefore incumbent as noted by Choi and Nilson (2019), that strategies on how to preserve records with historical value should be developed by religious leaders together with the archivist in order to make them accessible.

1.10 RESEARCH METHODOLOGY

Research methodology is the essential fragment of the research because it is the foundation for research methods and data collection. It refers to the methods that will be used to conduct the research in order to achieve the study's objectives and can also refer to systems of intellectual thought. This is a qualitative study that used the interpretivist approach as it sought to interpret the realities of AE and MC. Data collection was done through interviews and this was analysed using the inductive approach. A detailed discussion of the research methodology will be unpacked in Chapter Four.

1.11 ETHICAL CONSIDERATIONS

For research to be valid, it must be conducted in an ethical manner. Hennink, Hutter and Bailey (2011: 61-80) identify principal ethical considerations as including seeking prior informed consent, minimisation of harm, anonymity and confidentiality among others. The study adhered to the research ethical standards as stipulated in the UKZN research ethics guide (UKZN research ethics policy, 2014) and the latest guideline as specified by HSSREC in view of this global COVID 19 pandemic (University of KwaZulu-Natal Research Ethics Office, 2020). Physical fieldwork was substituted with desktop research to comply with HSSREC research guidelines adhering to COVID-19 regulations. Further details that guided the ethics of the study will be elaborated in Chapter Four, Section.

1.12 STRUCTURE OF THE DISSERTATION

The dissertation consists of six chapters as outlined below:

Chapter One: Background and context of the study. The chapter provided a bird's eye-view of the dissertation. The narrative about the research site was given. A brief historical insight into AE with regards to its establishment was explored and its contribution to society explained. A brief review of MC's life was undertaken. Terminology pertaining to the records and archives discipline was explained.

Chapter Two: Theoretical framework. The archival profession is rich in both theoretical perspectives and models that have been formulated since time immemorial to guide everyday practice. A brief overview of these will be undertaken. The records and information life cycle, which will provide the theoretical foundation of this study, will be explored in detail.

Chapter Three: Review of related scholarship. This chapter will provide an overview on faith-based scholarship in as far as this relates to personal archives collection in ministries and churches. Seminal writings by scholars on faith-based collections will be explored. Privacy, replevin and copyright issues in unpublished manuscripts will also be reviewed.

Chapter Four: Research methodology and methods. Systems of intellectual engagement will be explored, how data will be collected and analysed is explained. In presenting the mechanics of the research, this will be an attempt to provide information on how data was collected to provide answers to the research questions. This will be a purely qualitative study concerned with the what, how, when and where of a phenomenon under study, in this case, the archives at AE and MC's papers.

Chapter Five: Presentation, analysis, interpretation and discussion of findings. Qualitative data analysis is concerned with transforming raw data by searching, evaluating, recognizing, coding, mapping, exploring and describing patterns, trends, themes and categories in the raw data, in order to interpret them and provide their underlying meanings (Ngulube 2015:132). Results from the study will be thematically analysed through discussion, which builds on the literature review presented in Chapter Three, guided by the research questions.

Chapter Six: Summary, conclusions and recommendations. The summary of the study will be provided. Conclusions and recommendations related to the research questions will be made. Suggestions for further research will be given.

1.13 SUMMARY

This chapter discussed the background to the study with African Enterprise and Michael Cassidy as the protagonists. The two share an evangelical history spanning more than 60 years and it is this context that informs the archival collection at both personal and institutional levels. Worldwide, faith-based collections have not been given the archival stewardship that they deserve and this is equally true of Michael Cassidy's papers and African Enterprise's records in Pietermaritzburg, South Africa. This neglect provided the background to the research problem and this is noted in the literature. The rationale of the study and research questions was presented. Prevalent archival

and records management terms relating to the study were discussed. Limitations and delimitations of the study were outlined. This chapter also provided a brief overview of the theoretical framework, research methodology and ethical considerations pertaining to the conduction of the research. The next chapter focuses on the theoretical framework that informed this study.

CHAPTER TWO

THEORETICAL FRAMEWORK

2. INTRODUCTION

The archival profession is rich in theoretical perspectives and models formulated since time immemorial to guide everyday practice. A brief overview of these will be undertaken. The records and information lifecycle model, which provides the theoretical foundation of this study, will be explored in detail. The chapter begins by describing the meaning of theories, models, and theoretical framework to enable the reader to gain an understanding of the study's theoretical foundation and orientation. However, it should be pointed out from the onset that in archival literature personal archives remain undertheorized, as archival theory has tended to largely focus on records created by public bodies. Hobbs (2001:127) notes how personal archives are fundamentally different in nature than organizational archives, arguing that because of their differences, archivists need to develop theories and methodologies specific to personal archives. On the contrary, as will be demonstrated in this Chapter, the records and information lifecycle model is applicable to manuscripts created by individuals.

2.1 THEORY

A system of ideas or principles applied to explain, assume and justify a practise, situation or activity defines a theory. In other words, it is “a contemplation of some object done for the sake of understanding its nature” (Eastwood 1994:123). A theory enables a focused and closer or deeper understanding of a phenomenon (Bezuidenhout 2014:37). Eastwood (1994) further states that there is a second sense of theory, which is more complex as it is aligned with building knowledge within disciplines. It is accepted facts derived from observation and experiments done which confirm a phenomenon. A theory is thus a systematic or step by step description of concepts, constructs and relationships of specific processes or phenomena in a given discipline (Bezuidenhout 2014:37; Ngulube 2018:5).

In the records and archives discipline, archival theory refers to the scientific study of archives, their developments and importance, methods needed to appraise, preserve archives and provide access (Duranti and Franks 2015:85-86). It is the logic, reasoning and foundation that informs archival and records management processes or as Eastwood (2017:5) puts it, theory is the elucidation of fundamental concepts applied to archival material and its treatment. Hence, it is not

only the thinking behind archival science but it also “takes on a practical, normative cast in the work of archivists who view it as the principles that guide everyday work” (Duranti and Franks 2015:90). Thus, archival theory comprises ideas about the nature of archival materials, principles and methods for controlling and preserving them.

2.2 MODEL

The need to explain how phenomena are interrelated and fit into each other explains why humans build models to do that (Hofman 2017:632-633). Models are multi-faceted as they could be mental (that is, modelling cognitive processes, behaviours and perceptions), conceptual (that is, identifying different concepts and sub-concepts in a particular domain and how these are related to each other when viewed from a particular perspective), physical (for example, constructing smaller or larger physical or virtual representations of objects), or theoretical (for example, an explanatory or predictive model of a situation, behaviour or theory), (Hofman 2017:632-633).

Modelling may be described as a way of capturing a defined piece of real world activity into one or more diagrams, using boxes, circles, arrows, lines or other symbols that have a specific meaning in that context. The intent is to get a shared understanding of who is involved, how things are related, and what is happening (Hofman 2017:635). In the records and archives discipline, modelling has been used in theory building, in explaining and communicating archival and recordkeeping ideas, for depicting the nature of and identifying where and when it should be created (Gilliland 2014:216).

2.3 CONCEPTUAL DIFFERENCE BETWEEN THEORY AND MODEL

In the recordkeeping profession, modelling has helped to stimulate research and critical thinking. There have been quite a number of models developed which show theoretical thinking and conceptual evolution of the records and archives discipline (Hofman 2017: 633). Theory is built from the logic and reasoning behind a phenomenon resulting from a study or scientific evidence while model is an outcome of the theory and is the practical application of the principles derived from it. Therefore a model is realistic to daily procedures and tasks in the workplace as it enables visualization of processes and activities pertaining to records and information as advocated by Hofman (2017). Recordkeeping is thus primarily governed by the norms and needs of the society that it supports (Lewellen 2015:19). As postulated further by Lewellen (2015:19), recordkeeping has evolved primarily out of practice rather than theory. This study will therefore use the term model to understand

the records and archives phenomenon in as far as this applies to faith-based collections at AE and Michael Cassidy's papers despite the fact that in Social Sciences, the distinction between theories and models is not clear (Pearce 2012; Ngulube, Mathipa and Gumbo 2015). Particular reference will be made to the records and information management lifecycle model, which undergirded this research.

2.4 THEORETICAL FRAMEWORK

When theories and models are used in research, they result in the formation of theoretical or conceptual frameworks. According to Imenda (2014:189), a theoretical framework is developed when a theory or concepts derived from one theory are used to explain a phenomenon or event. The term theoretical framework is applicable when only one theory underpins a given study (Ngulube 2018:11) but when more than one theory is used, then the result is a conceptual framework (Ngulube 2018:11). The selection of a theoretical framework is guided by its relevance to the research inquiry in terms of its use and application. The importance of the theoretical framework is that it "aids the researcher in finding an appropriate research approach, analytical tools and procedures for his/her research inquiry" (Adom, Hussein and Joe 2018:438). Thus, the researcher needs to take into account various theories relating to a study in order to identify and apply the appropriate framework in the mission to successfully examine and tackle the research problem.

2.5 LINKING THE RECORDS AND INFORMATION LIFECYCLE MANAGEMENT MODEL TO RESEARCH QUESTIONS

The ability to apply research questions to the model underpinning the study demonstrates the appropriateness and relevance of the theory. Table 1 below indicates the study's research questions, the model that was used to address each research question and the key variables that emerged from the model used.

Table 1: Link between theory and research questions

Research Question (s)	Model	Key variables addressed by model
1. How are AE and MC connected and which records are in existence from this relationship?	Records and information lifecycle	Records creation, use, distribution, storage, maintenance, appraisal, disposition and preservation (irrespective of format). Role of records manager/archivist (recordkeeping professional better term due to convergence)
2. What arrangements have been put in place to manage AE records and papers of MC?	Records and information lifecycle	Archives management responsibilities. Role of the archivist. Personal papers/manuscripts. Preservation Principles of Provenance, original order, standards, classification and replevin issues.
3. How is access to the records provided for researchers because of privacy and competing legal and ethical issues in private papers?	Records and information lifecycle	Records and Archives Management laws, policies, rules and regulations; Archives management responsibilities, ethics, archivist role.
4. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?	Records and information lifecycle	Access, copyright, bequests, ethics, description.

2.6 OVERVIEW OF THEORIES AND MODELS INFORMING THE RECORDS AND ARCHIVES DISCIPLINE

2.6.1 RECORDS AND INFORMATION MANAGEMENT LIFECYCLE MODEL

The records and information management lifecycle model (see Figure 1) is a comprehensive approach to managing the flow of records and information from creation until disposition (Franks 2018:37) and it equally covers all records regardless of format. This model considers that controls have to be applied to records and information during each stage of its life cycle regardless of the technology employed (Franks 2018:37).

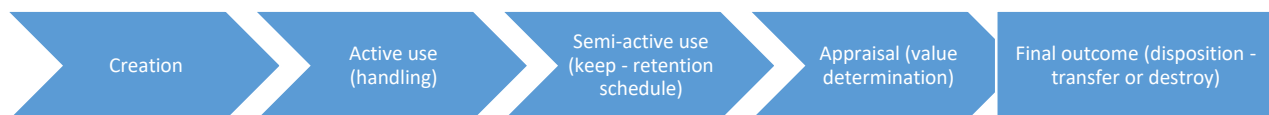


Figure 1: Records and Information Lifecycle Model (Franks 2018:37) as adapted by the researcher
Explanation of the Records and Information lifecycle model (Franks 2018:37-38):

Creation (including capture) phase:

Planning is crucial here to ensure that the right information is created by the right people, reliable and in the most appropriate format, and the necessary metadata is created and captured.

Active use:

During this phase, records and information are in constant or frequent use, primarily to conduct business. During this stage, the purpose(s) for which the information can be used must be defined. The information must be findable and accessible, access must be granted, and the integrity of the information must be secured.

Semi-active stage:

Reference to the records and information is diminishing and records are most vulnerable during this stage as controls tend to be less stringent or lax. Records are retained to satisfy retention requirements, occasionally referred to for reference purposes or retrieved for evidential purposes. The retention schedule is important here.

Appraisal:

The value of the record is determined as to whether it is worthy of archival preservation.

Final outcome:

Records no longer of value are destroyed and those with enduring value are retained. Preservation of and access to such records of enduring value must be ensured in purpose-built or adapted buildings depending on affordability. In a nutshell, the records and information life-cycle model is based on the premise that the life of a record can be divided into eight separate stages in two phases, starting with the records management phase consisting of the following (Lewellen 2015:21-22):

- i. creation or receipt of information in the form of records,
- ii. classification of the records or their information in some logical system,
- iii. maintenance and use of the records, and
- iv. their final disposition through destruction or transfer to an archive.

This is then followed by an archival phase consisting of the:

- v. selection/acquisition of the records by an archive,
- vi. description of the records in inventories, indexing, etc.,
- vii. preservation of the records or, perhaps, the information in the records, and;
- viii. reference and use of the information by researchers and scholars

In the case of this study, personal archives of Michael Cassidy are made of the documentary output of the life that he lived in producing them. His collection cuts across all these stages and they are intermixed with records generated in the course of his active life as the founder and leader of African Enterprise.

The next section briefly traces the origins of the lifecycle before its reincarnation with its inclusion of information.

2.6.1.1 ORIGINS OF THE LIFECYCLE

Recordkeeping has been practised for centuries. For archivists and records managers, for quite some time our worldview has been shaped by the lifecycle approach but the proliferation of digital records has caused a fundamental paradigm shift. The life cycle refers to the stages of a records life span from birth/creation until death, resulting in either destruction or disposal of records.

Franks (2018:5) notes that the records lifecycle model was developed in the United States of America in the 1930s by American Archivist and pioneer in records management Emmett J. Leahy after the founding of the United States National Archives. It was formulated as part of the records management program set to appraise between records with enduring value and those without. This ultimately led to the separation of records management and archives management.

Due to technological development and the information age, records/archival terminology has transformed to accommodate the digital era. Thus, archival and records management procedures have also been developed, resulting in this records and archives theory being further developed to incorporate information management. Information lifecycle is “a process of managing information through its lifecycle from conception until disposal in a manner that optimises storage and access” (Haeusser, Osuna, Bosman, Jahn and Tarella 2007:04). Franks (2018) notes that not only records but information should also be managed properly throughout the lifecycle and its value be considered at each stage regardless of the technology employed and whether this is paper or electronic.

2.6.1.2 LIMITATIONS OF THE LIFECYCLE MODEL

The arrival of the fourth industrial revolution has impacted the systems and new age technology critical for the management of records and information. Though the lifecycle model carefully considers all stages of a records lifecycle and incorporates the management of information in different formats of the digital era, it has some limitations.

Policy guidelines (digital)

Lack of policy guiding the preservation of digital records can influence a negative impact in the application of the lifecycle model. Most records/information are now born digital while some are converted to digital format which result in a need for preservation guidelines to cater to digital records management. In the absence or limitation of guidelines the model may not be successfully

applied as “there is bound to be problems if there is no digital records policy to provide guidance” (Mosweu and Bwalya, 2022:08).

Technology and infrastructure

The lifecycle model takes into account the information age and digital era therefore it is dependent on advanced technology and state of the art infrastructure. Underdeveloped institutions may find difficulty in adopting or using this model to manage records and information. For a successful and effective application of this model, technology and infrastructure are of paramount importance. A study by Mosweu and Bwalya (2022:07) states that limitation in the availability of appropriate technological infrastructure is one of the factors limiting proliferation of contemporary records management. Thus the lack of ICT and adequate space to accommodate resources such as servers has a negative impact to this model which then inevitably presents challenges to records managers and archivists using this model. According to Ngoepe and Keakopa (2011:157) the lack of infrastructure to ingest electronic records is a challenge that should be addressed within the ESARBICA region.

2.6.2 RECORDS CONTINUUM

The Australian recordkeeping model developed by Frank Upward is an alternative conceptual model to the lifecycle model and encompasses the totality of recordkeeping, thus including activities occurring in two life cycles relating to current records and archives (Oliver 2017:89). Contemporary Australian archival practice is thus founded on the records continuum (Hunter 2020:69). The RC is thus based on four principles: create, capture, organise and pluralise. It argues for “a focus on a record that is logical rather than physical entities, regardless of whether they are in paper or electronic form” (Franks 2018:37). It eliminates the difference between record managers and archivists and integrates records management and archives management into one component term, hence the use of the term recordkeeping as this represents a holistic approach. Franks (2018) notes that it promotes seamless management of both records and archives management whereby these processes are integrated into one. It is important to note that there are fundamental differences in North American (records and information lifecycle theory) and Australian approaches (records continuum) but there are common grounds that one should not lose sight of. The bottom line is that a continuum of care should be provided for records regardless of format, that is, whether paper or digital. In other words, as noted by Eastwood (2017:15), the

management of modern archives requires a holistic approach to the entire spectrum of records and not just those in the historical repository.

2.6.3 INFORMATION CONTINUUM

Concentrating on information management, this model identifies components that are to guide the management of records and information. Upward (2000) stated they are categorisation, action/structure, technology, and storage/memory. Oliver (2010) further notes that it recognises three purposes critical to information management: accountability, knowledge/awareness, and information for pleasure or entertainment. It is suitable for different settings and this “indicates its usefulness as a theory to inform research that crosses the disciplines working within information management.” (Oliver 2010:04).

2.6.4 CULTURAL HERITAGE CONTINUUM

The preservation of culture and heritage are the foundation of this continuum model. Culture and heritage are recorded in various forms which as any other source of information/record must be managed and preserved. Therefore the cultural heritage continuum “is an instrument to understanding information processes, transactions and outcomes linked to the cultural context from which they are created” (Gibbons 2015:80). It takes into account narratives, oral history and heritage institutions as crucial so it “identifies, depicts and highlights the main processes of cultural replication via storytelling activities and storage mechanisms [objects, exhibitions and archives].” (Gibbons 2015:78).

2.6.5 InterPARES ACTIVITY MODEL

This chain of preservation model highlights the relationship that exists between the activities of records’ creators and records’ preservers. According to InterPARES (2007), the scope of this model includes all the stages in the lifecycle of a digital record from creation/birth to its active and maintenance stage until it reaches the end of its lifecycle where it will be appraised for disposition to either be destroyed or permanent preservation. It argues that all important activities essential for the management of digital records should be undertaken to ensure proper generation of a record and management thereafter through-out its existence.

2.6.6 Open Archival Information System (OAIS)

The Open Archival Information System model concentrates on the need to preserve information and the responsibility to provide access to archival information. The OAIS defines six functional entities: ingest, archival storage, data management, administration, preservation planning, and

access. According to Digital Preservation Coalition and Lavoie (2014), this reference model entails obtaining appropriate archival information from producers and applying long-term preservation strategies in order for the information to be accessible to the user community. This information should be understandable to the user and be easy to comprehend without consulting the producer. Compliance to policy guidelines and legislation should be ensured throughout the process of acquiring archival information, preserving it and providing access to it. Thus, the OAIS Model provides an understanding of the activities undertaken by archives when preserving digital information objects (Consortium of European Social Science Data Archives 2015).

2.6.7 DIGITAL CURATION CENTRE (DCC) LIFECYCLE MODEL

Curation of digital research data is the prime basis of this lifecycle model. It is the long term management of digital data which “involves maintaining, preserving and adding value to digital research data throughout its lifecycle” (Digital Curation Centre 2004-2021). It advocates successful curation of data from conception through to the cycle. The lifecycle of the digital curation model is made up of 11 stages which according to the Digital Curation Centre (2004-2021) are; conceptualise, create, access and use, appraise and select, dispose, ingest, preservation action, reappraise, store, access and use, transform. The purpose of this is to ensure digital preservation of research projects data. Higgins (2008) explains that the DCC lifecycle model supports the management of digital objects throughout their lifecycle to allow for successful curation and preservation, from conceptualization to their ultimate disposition or selection for long-term preservation.

2.7 RELEVANCE OF THE RECORDS AND INFORMATION LIFECYCLE MANAGEMENT MODEL

The records and information lifecycle management model provides guidance on records and archives management from creation, thereby ensuring that proper records are created, and that identified archival records will have the required qualities, that is, reliability, authenticity, integrity and completeness, thereby qualifying them for preservation as archives. The model’s use of information is appropriate and fitting in this technologically driven world we are in. We need to move away from the narrow and concentrated notion or focus on records per se so that we remain current with trends regarding how **information** is created, used, and reused (Oliver 2017:92). As an interpretivist researcher, the focus is on the contingent nature of records, the diverse and changing context in which they are created, managed and used and the formative role played by

recordkeepers and archivists (Gilliand and McKemmish 2018:97-98). In addition, as recordkeeping professionals, we need to embody the one world of records and as correctly noted by Hunter (2020:69), in this digital world, archivists could be acting lifecycle but they are thinking continuum. As the world has entered into the fourth industrial revolution, it is critical especially in recordkeeping to embrace new age models such as the records and information lifecycle. This model promotes records and archives management as it blends the old and new age trends which fit well into the information age and the digital era of managing records. In South Africa, there have been a couple of recent studies that have used the lifecycle approach (Makgahlela 2020; Luthuli 2017; Giba 2019; Obileke 2019; Ndenje-Sichalwe 2010) but studies that have used its adaptation, the records and information lifecycle model could not be identified during the literature search for empirical studies done on records and archives hence the justification of this research.

Table 2: Evidence of literature search

Search terms used	Database searched	Date/s of search	Hits for each search	Studies using model
Records, information, lifecycle and records and information lifecycle model	ResearchSpace	15 September-15 October 2021	991	None
Records, information, lifecycle and records and information lifecycle model	Dissertation.com	15 September-15 October 2021	0	None
Records, information, lifecycle and records and information lifecycle model	Directory of Open Access Repositories (DOAR)	15 September-15 October 2021	3385	None

As shown in Table 2, institutional repositories and databases like ResearchSpace at UKZN and Dissertation.com were searched to determine empirical studies that used the records and information lifecycle model. In addition, the Directory of Open Access Repositories (DOAR), which is an open access registry that captures institutional repositories in the world, was also searched for dissertations/theses published in the discipline of LIS globally in the period under study. The arrangement of the materials in the repository is by faculty or college, department, and theses and dissertation. The reviewed dissertations/theses were individually checked for phrases or terms such as records, information and lifecycle and records and information lifecycle model. This procedure was used to determine the prevalence of studies that used the records and information lifecycle model and as is illustrated in Table 2, this yielded a negative result.

Nevertheless, the records and information management lifecycle (see Figure 1) is a comprehensive approach to managing the flow of records and information from creation until disposition (Franks 2018:37). This model considers that controls have to be applied to records and information during each stage of its life cycle regardless of the technology employed (Franks 2018:37), which this study embraces and not the Australians' records continuum. In Africa, just like in the United States of America (USA), archives and records management are often viewed as two distinct or separate responsibilities managed by two different types of professionals, the archivist and records manager. In this case, it is more appropriate to use the records and information lifecycle, which underpins the theoretical foundation of this study. Also, considering that most developing countries in Africa are still predominantly paper based, this justifies the use of this model. Karabinos (2015:80) is thus correct when he noted that the life-cycle theory remains the preferred option in managing records in various parts of the African continent. That said, Franks (2018:39) correctly posits that recordkeepers, whether they consider themselves archivists or records managers, must understand the uses and values of records from creation through long-term preservation.

2.8 SUMMARY

Chapter Two provided the theoretical framework of this study. An explanation of theories, models, and theoretical framework was undertaken. The relevant model informing this research was reviewed to enable the reader to understand the study's theoretical lenses. It introduced the records and information lifecycle management model and discussed in detail how the model works and its phases. The model is applicable to personal papers despite claims by some scholars that archival theory has tended to overlook this genre of archives. The historical background of the model, its relevance was discussed and the link between the model and research questions identified. The chapter also briefly discussed other new age theories/models within the records and archives discipline. Concepts embedded in the theoretical framework made up the themes for the literature review inter alia, records, archives, and the broad term of archival management, which encompasses the activities and functions that define the archival discipline. The next chapter focuses on the literature review.

CHAPTER THREE

LITERATURE REVIEW

3. INTRODUCTION

This chapter highlights the importance of the literature review and provides a review of faith-based scholarship related to personal archives collection in ministries and churches. The researcher explores critically seminal writings by scholars on faith-based collections and private archives. It also reviews privacy, replevin, and copyright issues in unpublished manuscripts. It also highlights archives management practices and briefly discusses recordkeeping knowledge domains. The literature review is arranged chronologically/diachronic and thematically/synchronic.

3.1 LITERATURE REVIEW

A thorough analysis of existing literature defines a literature review. Hart (2018:3) defines it as the analysis, critical evaluation and synthesis of existing knowledge relevant to your research problem. According to Xiao and Watson (2019:93), it is a fundamental feature of academic research. It is one of the critical processes undertaken by a researcher when conducting a study to meet research objectives as far as literature is concerned. The researcher identifies reading materials and publications such as journals, books, theses, dissertations and articles for evaluation. It provides the reader with an overview of current scholarship and knowledge and also contributes to existing knowledge. The literature review should not be a laundry list of all sources about the topic or subject (Bryman 2016:87) but should be pertinent and firmly based on processes such as evaluating, examining, exploring, critiquing and comparing the views of various scholars with the topic of one's research, with a view of using them to gain more information and knowledge about and insight into one's field of study (Mathipa 2015:69; Howard 2014:105).

3.2 IMPORTANCE OF THE LITERATURE REVIEW

The significance of literature is also in its use for referencing as, it is the usual and acceptable way of showing one has interrogated literature (Mbutho and Hutchings 2019:233). It enforces author's acknowledgment and ensures that studies uphold ethical and legal guidelines mandatory to research standards. The significance of a literature review lies in its presentation of various interpretations, similarities, dissimilarities, and development of thought in the subject, and the increased comprehension and understanding of the problem at hand (Makgahlela 2021:58). The review also enables the researcher to identify gaps in scholarship and as will be demonstrated in

this review, faith-based collections as they relate primarily to manuscripts of evangelists is an under-researched area in the field of Archival Science. For the purposes of this study the literature review was organised thematically and chronologically. Anwar (2018) defines thematic analysis of literature as that particular part of the whole corpus which needs analysis. In this regard, attention was given to the themes falling within the scope of this study. Accordingly, the review focused on faith-based collections, personal archives and relating aspects pertaining to archives management and recordkeeping knowledge domains.

3.3 FAITH-BASED COLLECTIONS

With the preliminary introduction to the literature review in Chapter One, the next two sections analyse empirical findings and highlights the paucity and some shortcomings on the literature reviewed on faith-based collections.

3.3.1 EMPIRICAL FINDINGS ON FAITH-BASED COLLECTIONS

In a study on the management of religious archives in Pietermaritzburg conducted by Garaba (2013), 77% of the archival repositories ranked threats to their electronic records, and 44% cited insufficient policies preservation plans as the greatest threat to their electronic collections. Similarly, another study conducted by Garaba and Zarvedinos (2014) on religious archives found that the now defunct Lutheran Theological Seminary collected resources either by accident or unknowingly due to a lack of archival policy. This attests to lack of policy guidelines on the management of records in religious institutions. This is also validated by Ngoepe and Ngulube (2014) who noted that there is no official documented policies and procedures for the preservation and management of religious archives.

Nwaomah and Nwaomah's 2021 study also indicated challenges to the management and preservation of faith-based archives with their focus on the Seventh Day Adventist Church in Africa. Their study states, "there is no regular schedule for appraisal of records," "no designated records room and off-site storage for their physical records," "most pastors have hardly received training in records management" (Nwaomah and Nwaomah 2021:78-79). Such challenges undoubtedly impact on the management of faith-based collections.

On the other hand, Matasio (2017) highlights access issue with regards to religious archives. Records are not stored in secure environments, therefore, their security is threatened and are susceptible to damage or loss. There is non-compliance to recordkeeping requirements grounded

on legislature, and records are handled by unqualified personnel. Ntwayagae (2019) also confirms the lack of trained personnel as a challenge to the management of records. According to Warkentin (2020), most church archives have not made preserving valuable records mainly digital a priority. Church archivists do not have the necessary resources to do their work, largely due to inadequate funding.

3.3.2 PAUCITY OF LITERATURE ON FAITH-BASED COLLECTIONS

As noted in Section 1.9, Chapter One (Preliminary literature review), there is paucity of empirical studies on faith-based collections, with much of this existing in the form of survey reports and theoretical papers by concerned professional bodies, archivists and organizations on private archives. Garaba (2015:4) correctly noted that much of the literature on religious archives is obsolete, and available resources online, whilst helpful, are mostly guides or manuals for practitioners. In addition, some of these manuals are no longer available online as these were not published which, fortunately, compelled the researcher to rely on archived sources by the supervisor to carry out this review. A definitive and authoritative text on faith-based collections has remained a pipe-dream in the records and archives discipline and this is a global challenge. McKemmish and Piggott (2013) noted that in Australia, for instance, there has been relatively little exploration of particular types of personal recordkeeping and archiving which has impacted on the subsequent documentation of prominent individuals in society. The two authors highlight the scarcity of writings on personal archives from an Australian perspective. Very little information is available on the management of personal papers or manuscripts of evangelists as they report.

In the USA, Sueflow's (1961) journal article highlighted the plight of faith-based collections in terms of their management in the Lutheran Church. This article was later expanded and developed into a manual published in 1980, which is a single comprehensive publication that gives an overview of what religious archives are, their place in religious organizations and how they should be managed in terms of collection policies, acquisition, processing, references services and outreach (Sueflow 1980). The present study used this manual as a point of reference in its review of issues pertaining to faith-based collections.

This is followed by Seton (1984) who conducted a survey on non-governmental organizations in 28 selected UNESCO member states regarding the acquisition, preservation, arrangement, description, and access to the principal categories of private archives, including those of business and labour organizations, cultural and scientific institutions, estates, and families. Seton (1984)

used a questionnaire to gather data from both developed and developing countries. Her findings revealed that paper was the media of most manuscripts and private archives held in responding institutions.

Of great relevance to the present study was the fact that this survey by Seton (1984) had a global appeal unlike Sueflow's 1961 work which had an American focus and bias and revealed that private archives were a matter of concern to archivists in developing countries as these were not actively acquired. Seton's (1984) study concluded with recommendations for action at the international level to assist in ensuring more comprehensive and effective preservation and administration of private archives. This present study differs from Seton's 1984 survey from a methodological point of view. Seton (1984) used a questionnaire (quantitative) to collect data compared to this study which used interviews (qualitative).

In August 1992, in Hawaii, members of the Documentation, Archives and Bibliography Network of the International Association of Mission Studies (IACM) issued a declaration in which they reiterated the need for commitment by churches, organizations and individuals on the importance of the ongoing documentation of life and faith through the collection, preservation, and distribution of oral, written and media records relating to the history and praxis of mission in the churches of every culture.

This was followed in 2002, by a joint conference by the IACM and CIAM on religious archives in Rome, Italy, with the eye-catching conference theme; Rescuing the Memory of Our Peoples in which they highlighted that many of those memories are not being recorded. Where those memories are recorded often their preservation is uncertain, their location hazardous, and access and documentation non-existent (International Association of Catholic Missiologists and Centro Internazionale Di Animazione Missionari 2002:9). The conference produced the famous prayer on religious archives ([See Appendix One: Rescuing the Memory of our Peoples, Core Group Teleconference opening prayer](#)) and one excerpt is noted here for the simple reason that it highlights the paraphernalia or diversity of religious collections:

Our spiritual and cultural ancestors have left behind monuments, carvings, paintings in caves and frescoes, on stones, tablets, in epics and stories, in oral and written traditions, and they serve as signposts of your hidden presence in creation and historical revelation.

Apart from this famous prayer, the conference also proceeded to develop a manual on the management of religious archives co-authored by Smalley and Seton (2003). In the UK, the Religious Archives Group (RAG) in partnership with the Archives and Records Association of UK and Ireland and The National Archives, undertook a survey of religious archives in the United Kingdom aided by a grant from The Pilgrim Trust. This was the first ever comprehensive survey of religious archives in the UK. Key themes that emerged from this report were fourfold. First, the importance of religious archives to their creators; secondly, the use of volunteers in religious archives; thirdly, the creation and archiving of new religious media and lastly; the selection and preservation of personal religious papers (The National Archives, the Archives and Records Association and the Religious Archives Group 2010). Three themes emanating from this report that provided a point of reference for this present study included their importance, the technologies in use with regard to how digital or electronic records should be created and archived and how these should be selected and preserved for the benefit of posterity.

The National Archives, the Archives and Records Association and the Religious Archives Group (2010) noted that few surviving collections remaining in the hands of religious institutions benefit from purpose-built or suitably adapted accommodation. Ngoepe and Ngulube (2014) correctly noted that memories of African Independent Churches (AICs) can be lost forever due to lack of preservation of records resulting in “holy amnesia”. Recently, in February 2020 in England, a petition¹ was doing rounds to ensure that the papers and collections of the late Lawrence Upton, who was a “leading figure in the British Poetry Revival” and died intestate do not become landfill fodder (Creek as cited by Norledge 2020). In the United States of America (USA), in March 2019,

¹ The petition reads as follows: I am sharing this call to sign this petition from Chris Creek:

Please help bring pressure to bear so that Lawrence Upton's papers and collections do not become landfill fodder. The situation is precarious. Lawrence has no next-of-kin (as far as we know) and might have died intestate. We need to gain access to the building to ascertain if there is a will and to begin to assess the condition of the mountain of materials inside his house. It is currently boarded up by the police for security and possibly in danger of being declared a public health and safety hazard by the coroner's office. Time is in short supply. This petition seeks to demonstrate the importance of his materials for future research by scholars and practitioners. [The link to the petition is as follows]:

https://www.ipetitions.com/petition/the-archive-of-lawrence-upton?utm_source=facebook&utm_medium=social&utm_campaign=&loc=thank-you-page

Thank you for supporting this petition

Joanna Norledge
Curator, Contemporary Literary and Creative Archives, British Library

The Elisabeth Kübler-Ross Archive found a home at Stanford University Libraries. The late Elisabeth Kübler-Ross is a palliative care pioneer, psychiatrist and best known for having developed the groundbreaking Five Stages of Grief theory (Stanford Libraries 2019). These two incidents highlight the importance of preserving the manuscripts of prominent individuals in society as such works are of national importance (Creek as cited by Norledge 2020; See also Hearne 2018; Belovari 2018; Krause 2020; Bradley-Saunders 2020). The Religious Archives Group: Britain's Archival Religious Heritage (2014:2) reiterated that:

--- any collection of private records of a figure in the public eye is likely to include material of wider interest and potential future research value. Such figures may operate in an international, national or local context. They might have a world-wide profile such as the Dalai Lama or Archbishop Desmond Tutu, or simply have played a significant role within a particular congregation or community. Their records could be sources of information for biographical research, the study of religious thought and the development and impact of ideas, the study of education and the diffusion of knowledge, political affairs and social change, local events, and in many other, sometimes unexpected, ways.

Nonetheless, it is this insightful background that instigated this research considering the sterling role that Michael Cassidy of AE has played at international, national and local levels. It follows then that the documentary heritage he has created and continues to generate should be preserved for the benefit of posterity.

That said, it is appropriate to further highlight the trajectory of the scholarship on religious archives. Between the publication of the UK's RAG report in 2010 to the commencement of this research project in 2020, there have been a couple of theoretical and empirical papers including monographs on religious archives. The UK's RAG report appears to have influenced research in this genre of archives. In Southern Africa, for instance, Bayane (2012), undertook a survey of church archives in Botswana and provides a good starting point. This study was sponsored by the UK-based Endangered Archives programme (EAP). The Endangered Archives Programme seeks to preserve cultural heritage and make it available to as wide an audience as possible. To achieve this, they provide grants to applicants to digitise and document archives. 'Endangered' means material that is at risk of loss or decay, and is located in countries where resources and opportunities to preserve such material are lacking or limited (Endangered Archives programme

n.d.). It was in this risk context that church archives in Botswana were recognized and funding provided by the EAP for this survey to take place.

Bayane (2012) highlighted the plight of the Church archives in Botswana, and his study concentrated mostly on the management of archives at the non-active stage, which is one conceptual element that informed the current study. Data for the study was collected using a questionnaire, interviews and personal observations. Unlike Bayane's 2012 survey, the present study solely relied on online interviews due to the COVID-19 pandemic and conceptually, the present study used the records and information lifecycle unlike Bayane's 2012 study, which was devoid of theory. Another limitation of Bayane's 2012 study was that it adopted this broad focus on mainstream churches in Botswana unlike the present study with its narrowed focus on Africa Independent Churches (AICs) on personal archives of Michael Cassidy of African Enterprise for that deeper insight from an archival administration point of view.

In South Africa, empirical studies on religious archives are sparse and this study attempts to add to this corpus or body of knowledge on faith-based collections. However, there have been notable works by Garaba (2013; 2014; 2015; 2016); Garaba and Zaverdinos (2014); Ngoepe and Ngulube (2014) and Denis (2018) which have all highlighted the plight of religious archives in South Africa. Just like the narrative reported by general works on records and archives, the problems are the same regardless of whether this is a private or public institution as the issues of neglect, chronic underfunding, lack of expertise and infrastructural challenges hog the limelight. McFarland (2012) aptly remarked that it is difficult to convince those leading a spiritual movement that they should invest resources in an archives. Nevertheless, four empirical studies done at Masters level similar to the present study are worth mentioning here. First is the study by Matasio (2017) in Kenya who noted that very little research has been conducted on records management in religious institutions. Similarly, studies by Lwabi (2011) and Ntwayage (2019) in Botswana and by Nwaomah and Nwaomah (2021) for the Seventh Day Adventist Church in Africa had this records management orientation unlike the present study. The present study differs from Matasio (2017), Ntwayage (2019), Nwaomah and Nwaomah (2021) and Lwabi's (2011) studies as it looks at recordkeeping holistically with its focus on the entire records and information lifecycle by looking at the personal papers of Michael Cassidy. Millar (2017:80-81) noted that while churches often focus solely or primarily on their organizational archives or the corporate record, the archivist as an official member of the creating agency, s/he should participate actively in guiding how records and

archives are managed; setting policies for quality records creation and use. There is also a doctoral study by Chibambo (2023) which is noted here for its use of archival material, that is, AE archives and MC's manuscripts which is material that this present study is concerned with in terms of its upkeep. However, concern is raised technically on the referencing as the cited archival sources are missing in the reference list which rendered their tracing a herculean effort as this is unethical and unscholarly. Mutula and Majinge (2017:126) could not have put this better when they noted that the technical presentation of a PhD project is critical and must be taken seriously by the candidates because it contributes significantly to the quality of such project. It was also common to find PhD candidates presenting incomplete references where one or more of the bibliographic data were missing. Similarly, there were common cases of cited references not being in the list of references and vice versa.

That said, going back to the studies at Masters level, with regards to methodology, Matasio's 2017 study lacks clarity on the methods used to collect data. Quantitative and qualitative approaches are mentioned but how data was collected for the former is not clear at all. However, the study's use of interviewing like this present study was found appropriate as this enables one to get the information from practitioners, stakeholders and from the creator of the records, in this case, Michael Cassidy.

The fourth study is that by Marima (2019) which is very close to the present study as this also focused on the personal collections of Phillip Valentine Tobias housed at the University of Witwatersrand. However, there are conceptual differences between the two studies, with Marima (2019) emphasising the integrity of archives with her use of Hillary Jenkinson and Theodore Schellenberg's ideas on archival theory in the management of archives. While this perspective from Marima (2019) is correct, in view of provenance issues, the present study goes deeper and adopts a broader appeal by embracing the records and information lifecycle theory. This is because there is a lack of theory that informs personal archives and Marima (2019) while she correctly notes that Jenkinson and Schellenberg's perception on archives was influenced by their government archives background, it begs the question as to why she proceeded to adopt the two protagonists to inform her theoretical lenses as this seems to suggest some misunderstanding on how theory informs practice and lack of pragmatism, especially in this technological era amplified by the proliferation of digital records.

Bell and Brown (2013:45; see also Douglas 2017:31) correctly noted that the models and examples discussed by the early authors related solely to records of nineteenth and twentieth century government and their proposals are more difficult to apply to the archives of other bodies, to personal archives or to electronic records. Tejasen 2018's use of the records continuum to inform personal papers collections further points to how archival theory has evolved which like this study represents a paradigm shift in the development of archival ideas and theory and further shows that archivists cannot remain wedded to old ideas, seminal as they are. The other difference pertains to the profile of the personalities involved with the present study being pointed by focusing on the evangelist, Michael Cassidy, with Marima's (2019) lacking specificity in this regard – the treatise is muted on this with its lack of background information about Phillip Valentine Tobias.

Despite these shortcomings, Marima's 2019 study was found appropriate with regards to its methodological approach which also informed the present study. Marima's 2019 use of the interpretivist's paradigm informed her research design with the use of in-depth interviews in an attempt to make sense of a phenomenon in terms of what and how people attach some meaning and understanding to archives that people create and keep for posterity.

It is also of significance to note that following the 2010 RAG survey report there was another survey in 2019 in the UK that was conducted at a smaller scale that focused on private records. This survey focused on one county, Oxfordshire. The Oxfordshire Undeposited Records Project as it became known, is a small scale project that was funded by UCL Department of Laws, to design a model methodology for identifying private sector records of value which have not been deposited in an established archives by investigating records in one designated area, Oxfordshire (Cowling 2019:5). This project informed this current study in that it highlighted a common global thread with regards to preservation of private records, as in England and Wales, this was reported to be uneven and sometimes random. Another important revelation was that the national archival institution, TNA just like here in South Africa with NARSSA has been hampered by severe financial constraints that have restricted its ability to collect private sector records or to be proactive in saving them. All this serves to highlight the threat to our documentary heritage in as far as private records are concerned, particularly with religious archives as embodied by the personal papers of the evangelist, Michael Cassidy. As correctly noted by Bradley-Saunders (2020:54), activist archiving intervention to document the lives of everyday individuals traditionally underrepresented in mainstream archives is now a growing necessity. Having given

the foregoing narrative on the scholarship that ring-fenced this study, the next sections look at some of the themes and concepts that inform archival practice from an archival administration or management point of view.

3.4 PERSONAL ARCHIVES

No record exists without the individual, whether organisational, corporate, institutional, or personal. Therefore, recordkeeping starts with the individual. Everybody keeps personal archives as they "contain the documentation of the individual and the collective human experience as witnessed by those who memorialise the activities and events occurring throughout their lives" (Bass 2012:1). Records extend and corroborate human and corporate memory and play a crucial role in maintaining awareness of how the present is shaped by the past (Forde and Rhys-Lewis 2012:xi). Within the discipline, records and archives are sometimes used synonymously hence the saying in archival parlance that records are archives but not all archives are records. The term archives can be used broadly to refer to collections of historical materials maintained by organizations, individuals, families or community groups or the location where such materials are kept (Forde and Rhys-Lewis 2012:xi). As noted in Chapter One, Section 1.7, personal archives are those records created by individuals during their life-time. Records that can be deemed of personal archival nature are letters, photos, videos, certificates, scrapbooks, diaries, and emails, to name a few.

Although historians have popularly used personal records in autobiographic research, "studies have shown that they are an understudied area on the archival research landscape" (Tejasen 2018:19). A few global studies (Hodson 1991;2004; Hobbs 2001; 2010; Bass 2012; McFarland 2012, Barret 2013, Oestreicher 2013; Skrypnyk 2015; von Rutte 2016, Douglas and Mills 2018; Heare 2018; Platt 2018; Ashi-Nikoi 2019; Belovari 2019, Stanford Libraries 2019; Hubner 2020; Krause 2020; Norledge 2020) focus on personal papers of prominent individuals and private archives at large but not on evangelists as is the case with this study.

3.5 CHALLENGES WITH PERSONAL ARCHIVES

According to Hodson (2004), manuscript collections containing personal letters and other writings from those still alive may present acute challenges to the archivist assigned to manage them. Below, few of the challenges relating to personal archives are discussed.

3.5.1 PRIVACY

According to Sharma, Bao and Peng (2014), privacy generally refers to respecting the information right attributed to the individual. Privacy means the exclusiveness of space around an individual, “the right of an individual to be let alone”, freedom to make decisions without government interference or expectations that certain personal information will not be disclosed to outsiders (Behrnd-klodt 2008:106). Hobbs (2001) noted that there is an intimacy on personal archives not present in the collective formalized recordkeeping systems. This presents uneasiness in handling and providing access to personal papers such as manuscripts. Archivists find themselves in a dilemma whether to or not provide access as some of the content might be confidential. The privacy of third party personal information in archival records and personal papers has become a concern in light of technology’s ability to disseminate information rapidly and widely. Social Security numbers, education records, and medical and health information makes it difficult for archivists as to what should or should not be released and to whom (Behrnd-klodt 2008:101). Therefore, "archivists must be aware of and take steps to safeguard the privacy of individuals presented in archival collections" (Hodson 2004:195). Other systems may be implemented to limit access like categorizing some archives as **sensitive**, strictly granting access upon approval.

3.5.2 REPLEVIN

Writing in 1898, Dutch archival theorists, Muller, Freith and Fruin 1898, as cited by Kukubo (1990:08) advanced a practical thesis, which came to be accepted in the archival profession, that when considering "missing documents" while completing an archival collection, it was the duty of the archivist not only to reconstruct an archival collection in the documents placed in his/her charge, but also to obtain those documents which in the past formed part of that collection but which now are deposited elsewhere.

Replevin is thus a type of legal action employed to recover personal property from one who has taken it wrongfully or who holds it unlawfully (Society of American Archivists Word of the Week 2017). In order to be recoverable by replevin, personal property must be tangible, identifiable and separable so that it may be seized (Behrnd-klodt 2008:168). Occasionally, as noted by Behrnd-

klodt (2008:178), individuals or organizations seek the recovery of personal or business papers through replevin action, irrespective of how challenging the whole process might be. Traditionally, private papers are not sought after and acquired until their heritage value is evident. Private records may be obtained illegally through theft or legally through donation. However, records do not just get repatriated without due diligence and assessment of their current state.

3.5.3 COPYRIGHT

Copyright is the legal right of the creator or author of a work of authorship to determine who may publish, copy or distribute (Millar 2017:294). It is the right granting creators/assignees control over the publication, duplication, reproduction and exhibition of their work while protecting their legal interests (Society of American Archivists Dictionary of Archives Terminology 2005-2022g). Copyright is also referred to by the broader term intellectual property rights. Copyright applies to many kinds of materials in archives. This could be literary (text-based) works, artistic productions such as photographs, maps and artworks, software, databases and typographic layout (Cullingford 2011:94-95). Padfield (2015:13) noted that archival documents consist mainly of materials that have been or are protected by copyright. However, this is not the reality of unpublished works such as manuscripts, which presents a challenge in preserving personal archives, particularly providing access to them. Padfield (2015:13) further notes that the administration of copyright does not lie with the archivist or record manager. Copyright administration of archival records lies with the organisation, institution or individual it originates from. Therefore, it is crucial for recordkeeping professionals to have the knowledge and be aware of how copyright affects materials they are responsible for. Copyright is becoming increasingly harder to manage in the digital age. There are threefold challenges confronting archivists when managing intellectual property rights in an archival environment namely confirming copyright, knowing when intellectual property rights expire and distinguishing between physical and intellectual ownership (Millar 2017:109).

3.6 ARCHIVES MANAGEMENT

As noted in Chapter One, Section 1.7, Archives Management refers to the facilitation and oversight of the processes to acquire, appraise, preserve, arrange and describe records with enduring value in order for them to be accessible (Society of American Archivists Dictionary of Archives Terminology 2005-2021b). It is the area of management concerned with the management, administration, preservation and use of archival material. Core components in this area of management; appraisal, arrangement, ethics and preservation are discussed below.

3.6.1 APPRAISAL

Appraisal is often considered to be one of the core functions of the archival profession. Other synonyms used interchangeably for appraisal include selection/selective retention/review/evaluation/sentencing. In archival context, appraisal determines the fate of records as to whether they will be retained for their enduring value (administrative, legal, fiscal and historical) or disposed off. It is through the act of appraisal that those records that will support legal rights and obligations, business processes and transactions, organizational and personal accountability, historical and societal memory are identified (InterPARES and ICA 2012). Appraisal is thus the process of determining whether records and other materials have permanent archival value (Franks 2018). The permanent value is the wheat and that to be destroyed represents the chaff (Ngoepe and Nkwe 2018). Although there are appraisal methods and guidelines, "most appraisal theory does not address personal records" (Hobbs 2001:128). It is further noted by Foscarini (2017) that literature has neglected the appraisal of private papers compared to that of public records. A response from archivists and record managers is required to address this concern.

3.6.2 ARRANGEMENT

Arrangement is the process of intellectually and or physically organizing records in accordance with archival principles such as provenance and original order (Millar 2017:292) and these two concepts to relate to the importance of *context* in archives (Note 2019:7). The goal of arrangement is to support the physical and intellectual security and control of archives, preserve and illuminate their content, context, structure and document the progress of their creation, use, management, disposition and care before and after their transfer to archival custody or control (Millar 2017:292). Provenance is the history of ownership of a valued object, often including its origin, date of creation and description (Note 2019:8) and this principle dictates that records having the same origin be kept together and records of different origin not be intermixed (Foscarini 2017:165). Fonds can be arranged into items, collection, series, files and groups all keeping to the original order. This principle of provenance traces its origin to Europe in the early to mid 19th century. This principle has guided archivists' work and remains a central topic in archival debate and discourse (Douglas 2017:25). According to this principle archives of a given creator must not be intermingled with those of other creators. Provenance is also referred to by the French expression, *respect des fonds*.

On the other hand, original order is the second fundamental principle of archival arrangement and was initiated by the Prussian State Archives on the 1880s (Hunter 2020:96). Original order means

records should be maintained in the order in which they were placed by the organization, individual or family that created them or office of origin (Millar 2017:300; Hunter 2020:96). One must respect the classification that was used and this order may be chronological, alphabetical, geographical, numerical, topical or a combination of these (Note 2019:8). Original order is also referred to by the French expression *respect pour l'ordre primitif* (Society of American Archivists Dictionary of Archives Terminology 2005-2021a). Records maintained in their original order are more likely to reveal the thought processes of the people who created them and more importantly, the order of activities out of which they emerged (Note 2019:8). In other words, the intellectual grouping of and sequencing imposed on the records in the context of accumulation and use is essential to understanding the interrelations among them as well as being evidence of how they were used (International Council on Archives Expert Group on Archival Description 2020:4).

3.6.3 ETHICS

Ethics is that branch of philosophy that examines all human conduct and how this has an impact on society. Ethics promote values and principles that assist with moral accountability. These have been developed in all study areas and into professional work environment because "ethical standards are central to the sphere of activity of any profession" (McMenemy, Poulter and Burton 2007:8). Ethics and values in LIS are considered at the professional and societal levels to understand the extent to which they inform professional practice and policies (International Federation of Library Associations and Institutions 2022:6). Ethics are about the dos and don'ts of the archival profession and are at the core or heart of archival practice. Ethics cut across the entire spectrum of the records lifecycle in as far as the duties of an archivist are concerned. Having a code of ethics serves to preserve archives as a trusted witness to what really happened (Danielson 2010 as cited by Hunter 2020:238). The first place to look for ethical guidance in any discipline is those professional associations that govern and provide leadership to members. These are the foundational organizations that dictate professional priorities and outline key objectives for those in the discipline (Hamer 2018:158-159). Our global representative body, the International Council on Archives (ICA), which advocates the effective management of records, preservation and use of archives has a Code of Ethics that is "intended to provide an ethical framework for guidance of members of the profession" (International Council on Archives Code of Ethics 1996). These ethical codes contribute significantly to the adherence of recordkeepers to policies, standards and legislative framework. At the local level, the South African Society of Archivists (SASA) code of ethics is outdated as it was last revised in 1993 and it's almost three decades since

it was last revisited as there have been so many changes in the records and archives discipline wrought by technology.

3.6.4 PRESERVATION

As highlighted in Chapter One, Section 1.7, preservation refers to the act of keeping something as it is, keeping it in its original form in order to prevent it from deterioration and to protect it from being damaged or destroyed. According to Hunter (2020:129), preservation comprises a variety of interrelated activities designed to prolong the life span of archives and it covers protection, stabilisation and treatment of documents. Archival buildings are the first stage of protection for the materials kept within them and as such are crucial in ensuring survival (Forde and Rhys-Lewis 2012:41). Infrastructure (purpose-built or adapted) accommodating archives plays a critical role in ensuring preservation guidelines, regulations and standards are met. Preservation of archives or collection care is thus the means by which the survival of selected material is ensured for perpetual access. Whether purpose-built or adapted, archival buildings are to meet certain standards that ensure appropriate preservation of records. Common challenges experienced with adapted building are temperature control, light, security, storage, ventilation to name a few. If records are not appropriately boxed, packed, stored, are exposed to light, security risk and other factors, they are subject to deterioration. The visuals captured at AE which will be subject of discussion in Chapters Four and Five make pointed reference to the need to have standard archival buildings for safe custody of archival material. The disadvantages of adapted buildings are also emphasized by Forde and Rhys-Lewis (2012:55) as they mention inappropriate ventilation and air circulation, inadequate security, inadequate fire resistance, and inadequate structural stability. Therefore, a lot of factors have to be considered when either building or adapting a building for archival purposes where preservation is concerned.

Classification

This involves the organization of materials into categories according to a scheme that identifies, distinguishes, and relates the categories (Society of American Archivists Dictionary of Archives Terminology 2005-2021c). The categories for personal archives are many and these include subdividing an individual's archives by subject according to life materials, achievements, activities, social evaluation, audio-visual material etc.

Access

This involves the permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance (Society of American Archivists Dictionary of Archives Terminology 2005-2021d).

3.6.5 RECORDKEEPING PROFESSIONALS

There has been growing convergence between records managers and archivists that have given birth to the term recordkeeping professionals. According to the Society of American Archivists Dictionary of Archives Terminology (2005-2021b), recordkeeping refers to the systematic creation, use, maintenance, and disposition of records in order to meet administrative, legal, organisational, ethical and regulatory responsibilities. In this definition, the convergence is highlighted as it blends the responsibilities of records managers and archivists into one profession. Engvall et al (2019:223) and InterPARES Trust (2018) suggest the use of the term records professional as an umbrella term to include individuals working in various sectors of records management and archives regardless of job titles. It is further noted that "it is only sensible that records managers and archivists collaborate and cooperate, particularly as both groups draw on similar theoretical bases and share many tasks of practice" (Myburgh 2005:28).

3.7 RECORDKEEPING KNOWLEDGE DOMAINS

The convergence of recordkeeping professionals is also seen in the integration of recordkeeping knowledge domains. The three domains are; records and recordkeeping systems, environmental and recordkeeping context, and recordkeeping practices and processes.

Table 3: Summary of three recordkeeping knowledge domains

Purpose and characteristics of records and recordkeeping systems	Environmental and recordkeeping context	Recordkeeping practices and processes
<p>Records are:</p> <ul style="list-style-type: none"> • reliable • authentic • useable • evidential • outcome of social and business activity systems: • capture, manage and preserve • are compliant • are made up of entities and aggregations • use metadata 	<p>Context is about:</p> <ul style="list-style-type: none"> • expectations of individuals, organisations, communities and society • legislative frameworks • policies and governance • standards 	<p>Practice is about:</p> <ul style="list-style-type: none"> • documenting context • custody • storage • functional requirements • preservation • care and handling • application of metadata • reference and access • classification • capturing records into systems • applying disposal Frameworks

Source: Adapted from Loo, Eberhard and Bettington (2008:27)

The environmental and recordkeeping context will now be explained as this is at the centre of archival practice as it can be argued that other domains feed into this category or domain.

3.7.1 ENVIRONMENTAL AND RECORDKEEPING CONTEXT

Recordkeeping is directed by legislative framework, policies and governance, and standards. The overall mandate is established by legislative framework such as the National Archives and Records Services of South Africa Act no. 43 of 1996 that states, on behalf of the state, non-public records with enduring value of national significance may be acquired for preservation by the National Archivist. Archives belonging to organizations such as AE are eligible for such consideration; however it is a well-known fact that the main focus of public archives worldwide has been on records of public sector institutions and not private organizations, a gap which this study sought to explore. Referring to Section 3.3.2, in recent years, the National Archives and Records Service of South Africa (NARSSA) has been hampered by financial and governance constraints that have restricted its ability to collect private sector records or to be proactive in saving them. This constitutes a major threat to South Africa's heritage compounded by a general public apathy on the importance of this heritage and its preservation for the benefit of posterity. This markedly contrasts with the National Archives Administration of China, which in 2012 issued guidelines, rules and regulations for the management of celebrity archives with its *Provision on the scope of archives collection at all levels and various types of archives* (Wang and Han 2019). Celebrity archives just like the personal papers of famous evangelists like Michael Cassidy are records of famous individuals in their social activities and daily work and life and include texts, photographs, recordings, videos and so on (Wang and Han 2019:85).

In accordance to recordkeeping regulations, institutions set standards in order to ensure compliance and effective recordkeeping practices. NARSSA has a Records Management Policy Manual, Department of Sports Arts and Culture (2007) explaining to governmental bodies the obligations of records management in terms of the NARSSA Act and detailed specific requirements and conditions for the management of records. Archives management is governed by a range of national and international standards. The South African Bureau of Standards (SABS) in collaboration with the National Archives and Records Service of South Africa (NARSSA) has a suite of standards that inform records and archives practices in South Africa. In total there are 13 standards which serve as benchmarking tools for sound records management for public records and also guide public institutions on archival matters and these standards can also inform private institutions like AE ([Refer to Appendix Two](#)). In addition, these standards affirm statutory requirements relating to copyright, personal information and electronic communications and transactions. The Protection of Personal Information Act no. 4 of 2013 effects the right to privacy

and sets standards for the processing, protection and sharing of paper-based or electronic personal information. Relating to recordkeeping, the Act in Chapter 3 Clause 7 (19), states the responsible party is required to ensure integrity and confidentiality of information by taking appropriate technical and organizational measures to prevent loss of, damage to, unlawful access and unauthorized destruction of personal information. Regulating digital records, the Electronic Communications and Transactions Act no. 25 of 2002 effects the legal recognition of electronic records, communication and transactions. Its objective is to also ensure the equality of electronic records to be paper-based. The Act in its Chapter 8 also enforces regulations for the protection of personal information which supports and strengthens compliance to POPIA. The Copyright Act no. 98 of 1978 regulates copyright and arising matters which are applicable to recordkeeping as in the case of this study, the copyright between AE and MC collection.

3.8 SUMMARY

This chapter, highlighted the importance of the literature review and the approach applied to organise it was outlined. The chapter provided analysis on the paucity of literature by exposing the gap and in so doing critiqued the scholarship on faith-based collections. The chapter also identified common challenges experienced by church organisations in managing archives. Issues such as copyright and privacy which inform challenges relating to personal archives and practices within archives management were also discussed. Core components in archives management that include appraisal the importance of preservation and factors which affect it, replevin, role of legislation, classification, archival ethics, access and role of recordkeeping professionals and the expertise that they need to be equipped in managing archives were discussed. The chapter also highlighted the suite of standards that inform records and archives management in South Africa. The next chapter explains the research methodology and methods applied in this study.

CHAPTER FOUR

RESEARCH METHODOLOGY AND METHODS

4. INTRODUCTION

Literature relevant to this study was the focus of the previous chapter. This chapter focuses on the research methodology, investigative and analysis methods applied to carry this study. Some explanation of what research is provides the starting point. According to Kothari and Garg (2011:1), research in common parlance refers to the search for knowledge and it is that inquisitiveness which sets one on a voyage of discovery. The purpose of this study was thus to establish systems and mechanisms in place at AE, how AE collections and MC's papers are/were created, stored, transferred, preserved and access provided. Research methodology is the methods used or procedure followed to conduct research as guided by the research problem. According to Jansen and Warren (2020) it is the systematic design of how the researcher will ensure reliable and valid results that address the objectives and aims of the study. Kothari and Garg (2011:7) defined research methodology or approach as the overall strategy employed to solve a research problem systematically, which constitutes the philosophical position, research design and methods used to carry out a study. On the other hand, research methods are all those methods/techniques that are employed in conducting research (Kothari and Garg 2011:6). Therefore, the research paradigm, methodology, data collections techniques, data analysis and ethical issues are discussed in this chapter.

4.1 RESEARCH PARADIGM

A paradigm is a cluster of beliefs and for scientists in a particular discipline; it helps to dictate what should be studied, how research should be done and how the results should be interpreted (Bryman 2012:630). The epistemological orientation that informed this study was interpretivist. The interpretivist approach was applied in this study because it is naturalistic and is done in a natural setting and not in a laboratory (Cohen, Manion and Morrison 2007:168; Creswell and Creswell 2018:181; Hall 2020:12). As an interpretive researcher, we do not seek answers for our studies in rigid ways (Thanh and Thanh 2015:25) but subscribe to the view that the study of the social world requires different logic of research procedure, one that reflects the uniqueness of humans as opposed to the natural order (Bryman 2016:24). This paradigm was used in order to understand Michael Cassidy's wishes with his personal papers, whether he will bequeath these to collecting institutions, establish the volume of his collections scattered in other repositories and

have these brought home, build a purpose-built archive for his collections and also establish how the corporate information at AE is managed. Interpretive studies are thus inductive and purposefully directed at understanding phenomena from an individual or natural setting perspective. Thus the researcher used interviews as a data collections method from AE officials and others from organisations preserving some of his collections.

4.2 RESEARCH METHODOLOGY

Kothari and Garg (2011:7) defined research methodology or approach as the overall strategy employed to solve a research problem systematically, which constitutes the philosophical position, research design and methods used to carry out a study. Academic research has three types of research methodologies which are; quantitative, qualitative and mixed methods. Quantitative research approach embraces quantity as Apuke (2017:41-2) states that it involves the utilisation and analysis of numerical data using statistical techniques to test hypothesis in large groups in order to be objective. While qualitative research approach embraces quality over quantity thus Creswell (2014:232) asserts it relies on texts and image data. Mixed methods research approach comprises of qualitative and quantitative research approach. Creswell (2014:266) summarises it as a method that involves the collection of both open-ended and close-ended data in response to research questions or hypothesis which includes the analysis of both forms of data as they are integrated in the design analysis.

The present study was a purely qualitative study concerned with the who, what, how, why, when and where of a phenomenon under study, in this case the archives at AE. According to Creswell (2014:32), qualitative research is undertaken in natural settings where the researcher gathers data and analyses it inductively. Apuke (2017:42) sums it as an approach that focuses on studying smaller groups, relies on words, images and objects for data (interviews, fieldwork and observation), subjective, identifies patterns and allows the researcher to generate a new hypothesis or theory. The significance of this approach is that it allows one to identify issues from the perspective of the study participants (Hennink, Hutter and Bailey, 2020:10). Hammerburg, Kirkman and Lacey (2016:499) hold the same view stating, qualitative methods are used to answer questions about experience, meaning and perspective from the standpoint of participants of which the data is usually not amenable to counting or measuring.

4.3 RESEARCH DESIGN

According to Trochim (2020) the research design is used to structure the research and show all the major parts of the research project. Akhtar (2016:68) states it can be considered as the structure of the research as it is the glue that holds all elements of the research project together. It refers to the steps and strategies the researcher applies which will allow for the topic to be tackled. An analogy used by Nsibirwa (2012:147) offers a concise interpretation where she states a research design can be compared to designing and building a house, there is a need for a solid foundation and plan to structure the way forward in order to achieve the best results. This allows the researcher to identify overall data collection tools, procedures and analysis techniques. The research design then applied in this study was that of a single case study, with AE the research site of interest.

4.4 CASE STUDY DESIGN

Kumar (2019:196;472; See also Flick 2020:135) highlight the fact that when one talks of a case study in research, this refers to an instance/s pertaining to studied phenomena. A case thus could be an individual, a group, a community, an instance, an episode, an event, a subgroup of a population, a town or a city. The present study was thus a case study on the individual and evangelist, Michael Cassidy, and the organization AE which he founded and the two other repositories that could be holding in custody some of his manuscripts, namely APC&SA and PMBAR. Thus, case studies provide contextual knowledge and participants' versions of practice that are drawn together from their interactions, actions, voices and practices in the study site (Miles 2015:311) and the choice of interviewed participants was thus informed from this case study design perspective.

Yin (2009:46; Yin 2018:47-54) categorized case studies as exploratory, explanatory or descriptive in nature and distinguished the following four types of case study designs:

- 1) Single case (holistic) designs – where a single unit of analysis is selected to represent a unique or critical case. One can also select a single case as a representative or typical case or one which has not been considered before;
- 2) Single-case (embedded) designs – this involves more than one unit of analysis within a single case. The sub-units have been found to add significant opportunities for extensive analysis, enhancing the insights into the single case;
- 3) Multiple-case (holistic) designs – where a study contains more than one case; and

- 4) Multiple-case (embedded) designs – involves several units of analysis within the multiple cases.

This study adopted a single case (embedded) design, described as a case study research comprising more than one unit of analysis within a single case, carefully selected to develop a more in-depth, better understanding of the phenomenon than can be provided by a single-case study. In view of the fact that the units of analysis occurred at more than one level, data was collected from various units within three research sites namely AE, Alan Paton Centre and Struggle Archives and the Pietermaritzburg Archives Repository with the aim of intensively examining recordkeeping practices in as far as these apply to MC's papers. Table 4 shows the profile of the respondents from which data was extracted.

Table 4: Respondents profiles

Name	Designation	Respondent justification
Michael Cassidy	Founder and owner of AE	To collect information about his papers and AE
Charlene Pauw	Michael Cassidy Legacy Project Advisor and archivist	To collect information about the project
Liisa Zondervan	Director of AE	To collect information about AE records
John Tooke	(Long standing Colleague, Friend, Wrote PHD Thesis on MC, Director of <i>Michael Cassidy and Friends Legacy Foundation</i>)	To collect information on how MC's legacy will be protected from an archival point of view
Judith Hawley	Head, Pietermaritzburg Archives Repository	To collect information on the records they have on MC and AE
Nazim Gani	Head, Alan Paton Center and Struggle Archives	To collect information on the records they have on MC and AE
Robyn Gruijters	Archival Consultant recently appointed (2020) at Africa Enterprise and formerly archivist at Michael House School	To collect information on plans for a records and archives management programme

McKemmish and Gilliland (2013:94-5) correctly opined that in-depth single case or multiple case studies are appropriate for exploring current recordkeeping practices. As an interpretivist researcher, as the two authors further pointed out, the focus was on the contingent nature of

records, the diverse and changing contexts in which they are and continue to be created, managed and used and the formative role played by recordkeeping professionals (McKemmish and Gilliland 2013:97-98).

4.5 STUDY POPULATION

According to Sheppard (2020:158), a population is the cluster of people or other phenomena that you are most interested in which share common characteristics. It refers to the group of participants selected for the purposes of this study. It plays a critical role as it is the source and also permits for data collecting techniques to be executed. The population consisted of a total number of 21 participants but was limited to seven participants; five from AE, one from APC and SA and one from PMBAR as Table 4.1 shows. This list was provided through email and telephone communication with the relevant officers between 04 July 2021 to 08 July 2021. Due to relevance in terms of providing the required information, financial and time constraints, it was not feasible to include the entire population in the study, hence the need for sampling discussed below.

4.6 SAMPLING

Thompson (2012:01) states that sampling is selecting some part of a population to observe so that one may estimate something about the whole population. According to Sharma (2017:479) it is a technique applied by a researcher to systematically select a relatively smaller number of participants from a population to serve as data sources for observation or experiment as per objective of the research study. The two types of sampling techniques are; probability and non-probability sampling. Taherdoost (2016:20) probability sampling allows opportunity for every member in the population to be included in the sample as it is based on random selection. Subsequently non-probability sampling does not afford every member the chance to be included in the sample as it is based on non-random selection. Etikan, Alkassim and Abubakar (2015:01) states non-probability sampling allows researchers to subjectively select the unit that represents the population under study. The sampling technique applied in this study is purposive sampling. Purposive sampling as discussed by Taherdoost (2016:22) is a non-probability technique most applicable in small populations and often associated with case study research design and qualitative research where participants are deliberately selected in order to obtain information that cannot be obtained from other selections. The significance of this sampling technique in this study is that it allowed for the desired information known by a significant few within the organisation to

be obtained. Table 4 shows the criteria for the sampling with the details pertaining to designation and justification for the selected informants.

4.7 DATA COLLECTION TOOLS AND PROCEDURES

Under this section the researcher discusses the data collection tools applied in this study and the procedure followed by the researcher to conduct interviews.

4.7.1 INTERVIEW SCHEDULES

Luenendonk (2019) refers an interview schedule to a list of structured questions that have been prepared to serve as a guide for interviewers, researchers and investigators in collecting information and data about a specific topic. Data was collected through semi-structured interviews using open-ended questions in an effort to elicit as much information as possible from the selected respondents. Semi-structured interview composes of both structured and non-structured interview. According to George (2022) semi-structured interviews are often open-ended, allowing for flexibility and best used when the research question is explanatory in nature giving the participant the opportunity to provide a rich detailed response. Seven interview schedules were developed each tailored for each respondent.

4.7.2 CONDUCTING THE INTERVIEWS

Due to COVID-19 regulations and research guidelines, traditional face to face interviews had to be substituted with innovative methods such as virtual (example.Zoom) and text-based (example email correspondence) to collect data. Between 05 September 2021 to 15 August 2022, the researcher collected data by sending interview schedules via email to all participants with the intention of obtaining interview responses from the schedule. Five responses were obtained from AE, and each participant from APC and SA and representing their organisations. A follow up telephone call was made to the PMBAR Reading Room following the response of the participant via email. In total, seven interviews were conducted. The issue of how many interviews one needs in qualitative studies is a hotly contested issue and to get around this question, this depends on one's research purpose and the analytic level to which the researcher aspires as well as the study's requirements as noted by Charmaz (2014:105). This research was straightforward as it sought to resolve a recordkeeping problem in the Archival Science discipline and the small number of interviews was thus justified as correctly noted by Charmaz (2014:106). The level of analysis largely rested on Michael Cassidy's wishes with his personal papers, whether he would bequeath these to collecting institutions, establish the volume of his collections scattered in other

repositories, and whether he wanted these brought home. The questions that made up the interview schedules were structured in such a manner to elicit the required information based on the respondents' portfolios. The interview schedules were about two pages in length with several important components like introducing the purpose of the study and the interviewer to respondents, benefits of taking part, confidentiality, data management, results of the research project and the list of the interview questions with probes and closing instructions. [Appendix Nine](#) show the nature and type of questions used to capture the required data for this research project.

4.7.3 OBSERVATION

Dudovskiy (2011) explains it as the method of collecting data through observation, which involves watching, listening, touching, and recording and provides direct access to research phenomena. Visual data was obtained upon a visit to the AE Archive prior to the research project on 6 March 2019 (pre-pandemic period) and this was upon invitation to survey the collections, provide advice and this gave birth to the genesis of this project. The supervisor had first met the project leader at the Forum of School Museums and Archives (FSMA) conference in which she raised concerns about their archives and hence the two invitations to AE, one on 6 March 2019 and the other on 31 December 2020 to introduce the investigator to AE and to meet Michael Cassidy at his home in Hilton, Pietermaritzburg, followed by a subsequent tour of his archive. This rapport and talking directly to people and seeing them behave and act is a major characteristic of qualitative research (Creswell and Creswell 2018:181) and it laid the foundation for trust issues to be established and this will be elaborated in Section 4.7.

Permission was thus granted by AE to take visuals of their storage facilities where much of the documentary material is housed. As a result, observation was not integrated into the data collection process as this would be a violation of research ethical clearance protocols for this study. The challenges noted then onsite and the visuals taken at AE further generated strong interest for the research topic and this was instrumental in amplifying the research problem expressed in Section 1.2, Chapter One, as one of the MC legacy project advisers at AE, expressed concern about the state of their archives. This data was thus of subsequent value to the research study upon its commencement. In addition, the COVID-19 situation would not have allowed the collection of these visuals as this was well before the pandemic.

4.6 DATA ANALYSIS

Data analysis refers to the form in which the collected data is studied. According to Trochim (2020) data analysis involves three steps which are data preparation, describing the data and testing it to conclude the results. It is the process when all collected data is carefully analysed in order to obtain findings relating to the research problem. According to Creswell (2014:234), qualitative research is undertaken in natural settings where the researcher gathers data and analyses it inductively. The study therefore took on inductive analysis as the method to study the data. According to Thomas (2006:237), the inductive approach serves to summarise raw textual data by identifying and evaluating the link between the findings obtained from the data and objectives of the research. In other words, qualitative data analysis is concerned with transforming raw data by searching, evaluating, recognizing, coding, mapping, exploring and describing patterns, trends, themes and categories in the raw data, in order to interpret them and provide their underlying meanings (Ngulube 2015:132).

4.7 TRUSTWORTHINESS, VALIDITY AND RELIABILITY

The trustworthiness of a qualitative study as Silverman (2017) and Coll and Kalnins (2009) note is based on credibility, transferability, dependability and confirmability which Ritchie and Lewis (2003), Cohen, Manion and Morrison (2007) and Ponelis (2015) amongst many other scholars agree with.

Polit and Beck (2014:492) explained these concepts as follows;

- **Credibility** refers to the confidence in the truth of the data and interpretation of them;
- **Transferability** as the extent to which qualitative findings can be transferred or applicable in other settings;
- **Dependability** referring to the stability of the data over time and over conditions; and
- **Confirmability** refers to objectivity, that is the potential for congruence between two or more independent people about the data's accuracy, relevance or meaning.

In order to eliminate errors and ensure trustworthiness/reliability in terms of the above, all the data collected was counter reviewed. With regards to validity, two strategies were adopted. Firstly, the use of a rich, thick description to convey the findings as will be demonstrated in Chapter Five. In

so doing as noted by Creswell and Creswell (2018:200), this might help readers immerse and identify with the setting and give the reporting of findings an element of shared experiences. Secondly, spending protracted time in the field. The investigator with the help of the supervisor had face to face meetings with the project leader and the founder of AE, Michael Cassidy at AE and at his home as earlier reported (See section 4.5.3). This helped the researcher develop an in-depth understanding of the phenomenon under study and convey detail about the site (AE) and the people which lent credibility to this research project. The more experience a researcher has with participants in their settings, the more accurate or valid will be the findings (Creswell and Creswell 2018:201).

4.8 ETHICAL CONSIDERATIONS

According to Creswell (2014:114), it is important to engage in ethical practice and anticipate ethical issues that may arise throughout the research project. The researcher first obtained ethical clearance from the Humanities and Social Sciences Research Ethics Committee before collecting the data ([See Appendix Three](#)). Noted by Kang and Hwang (2021:07), informed consent is the underlying and founding ethical principle of qualitative research. Participants were provided with a detailed information sheet ([See Appendix Seven](#)) on the purpose of the study and the data collection process. Thus signed informed consent forms were obtained from participants which reaffirmed their right to withdraw from the study at any time. Noted in Chapter One, Section 1.11, the study observed COVID-19 regulations on research guidelines specified by HSSREC and adhered to ethical standards stipulated in the UKZN research ethic guide (UKZN research ethics policy 2014). For the research proposal, the researcher submitted a Turn-It-In (TII) report reflecting not more than a 15% similarity index as a safeguard against plagiarism. This percentage threshold was also observed for the completed dissertation and the researcher together with the supervisor agreed to observe all the ethical protocols pertaining to the management of research data in line with UKZN and national requirements.

4.9 SUMMARY

This chapter has provided an outline of the study's research methodology. First, the term research was explained as this involves the search for the truth by scientific means from a methodological point of view and the accompanying methods. The paradigm of this study and the rationale for its selection was explained. The three research approaches were briefly discussed and the chosen approach for the study was further discussed with its significance outlined. The sampling technique used for the population demonstrated the alignment of this technique to the research paradigm, design and approach. All data collection techniques and procedures were presented by the researcher together with the method used for data analysis in order to realize the overall's study objective. This chapter also discussed how trustworthiness and reliability were ensured and the ethical considerations taken by the researcher throughout this project. The next chapter is dedicated to the analysis, presentation and discussion of the qualitative data. Results from the study will be thematically analysed through discussion, which builds on the literature review presented in Chapter Three guided by the research questions.

CHAPTER FIVE

PRESENTATION, ANALYSIS AND DISCUSSION OF RESULTS

5. INTRODUCTION

This chapter focuses on the core mandate of this research study which is to meet research objectives and tackle all research questions. Presented in this chapter are the results, analysis and the discussion of findings. Data was collected from participants at AE, PMBAR and APC&SA through interviews. Findings obtained from the interviews are presented and discussed in response to the research questions presented in Chapter One, listed below.

- How are AE and MC connected and which records are in existence from this relationship?
- What arrangements have been put in place to manage AE records and papers of MC?
- How is access to the records provided for researchers because of privacy and competing legal and ethical issues in private papers?
- What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?

The study took on inductive analysis as the method to study the data. According to Thomas (2006:237; Tejasen 2018:72), the inductive approach serves to summarise raw textual data by identifying and evaluating the link between the findings obtained from the data and research questions of the study (working back and forth between the themes, patterns and categories). As this was a purely qualitative study, the significance of this research approach is that it allows one to identify issues from the perspective of the study participants (Hennink, Hutter and Bailey 2020:10) hence the thick reporting of data using verbatim responses. To safeguard the privacy and confidentiality of Research Participants (RP) they were anonymized as Research Participant #1 to Research Participant #7.

5.1 RESULTS AND DISCUSSION

The focus of this study was on faith-based collections and the challenges pertaining to personal archives. The presentation and discussion of results are based on the responses received from seven interviews. Visual data obtained from the observation was used to support the responses where necessary to reinforce the findings. Small as the study population was it presented the researcher with valuable information which was key to answering the research questions.

5.1.1 PRESENTATION AND DISCUSSION OF FINDINGS FROM INTERVIEWS

This section presents responses and analysis to research questions outlined in the introduction. In response to each research question, the researcher combines other interview questions that are related or asked in a different manner in order to provide a complete picture of the phenomena under review; in this case the Michael Cassidy manuscripts and AE collection.

5.1.1.1 How are AE and MC connected and which records are in existence from this relationship?

Research Participant #1

AE and MC records are connected in the sense that I happen to be under the Lord's sovereign grace to be the founder of AE so my own life, dreams, development, vision are all integrally interwoven in the development of AE from its inception. As for records in existence there are **formal documents** about AE. Secondly, there are hundreds if not thousands of **letters** written over the years, also **recorded diaries** on evangelist missions in Africa. Also there are **journals** which are very personal and can be used in a limited way for this project. Also there are **audio tape recordings** of my sermons. I also have **video recordings** with little messages I have been giving in the past few months; then the **documentary** on AE and **books** written using my memoirs, scrapbooks with **family photographs and notes, news about the ministry, newsletters, pictures etc ---Talk us through on the types of archives you have in your archive**

Research Participant #1

Correspondence, formal records, permission diaries and sermons.

Take us through some of the collections that are in the archives

Research Participant #2

- Cassidy has been journaling his whole life so we have his journals from when he was 11
- We have his annual scrapbooks where he combined family, ministry, political and current events, photos and newspaper clippings,
- We have a tape library of over 3,500 tapes (Various speakers as well as Cassidy)

- Missions Diaries. – Whenever Michael went on a citywide mission he kept a diary and produced a little booklet afterwards.
- We have a collection of hundreds of Cassidys articles
- We have many photos
- Correspondence
- A collection of special and significant letters spanning from when Michael was a child through into his ministry years.
- We have a collection of some 24 books and booklets that Cassidy authored.
- AE's organisational documents as well as a collection that was kept in America
- We have Cassidys personal library of around 3500 books as well as his friend James Boyce's (a prominent theologian in America in his time) library
- We have some VHS material some of which has been digitised and can be used
- Some old film reels from the 60's and 70's which have not been digitised.

Research participant #1 summarized this collection as follows:

it's not just an archive, it's a lived history, and this is the jewel in the crown of our collections

Research Participant #7 also echoed similar sentiments and noted that:

The greatest distinction in this Archive is that it includes both a private and personal archive of Michael Cassidy – his life, influence and impact, as well as the archive of AE. Whilst being a product of Michael Cassidy the AE story has extended far beyond him and in itself holds an incredibly unique history.

In terms of the size of the collection participants#2 and #3 were asked:

What is the total volume of your physical collections?

Research Participant #2

1000-10,000 linear meters or 83 - 833 cubic metres

The foregoing verbatim reports reveal that MC is connected to AE by virtue of him being its founder. This also highlights the richness of these collections which participants state to be inclusive of organisational records, sermons, scrapbooks, books, letters, audio, visual and audio-visual records. The response of RP#7 highlights that the archive houses both AE archival records and MC personal collection. This reveals that the two fonds are inter-related and cannot be separated from each and demonstrates the solid connection between AE and MC. To do otherwise would be to decontextualize the collection in violation of the principle of *respect des fonds* which needs to be respected. *Respect des fonds* means respect the creator/author of the collections and provenance and original order are its constituent parts and these principles help to illuminate content, context and structure (Millar 2017:48-49;302-303; Meissner 2019:17-18; Hunter 2020:5). The reported size of the collection shows how voluminous this is hence the space challenges they have in accommodating the fonds.

5.1.1.2 What arrangements have been put in place to manage AE records and papers of MC? Which systems are in place to manage records created by AE?

Research Participant #2

We have started with a basic excel accessioning system but it is not yet fully operational. We are in conversation with a Christian University to see if they will partner with us in preserving the archive in accordance with academic standards.

Research Participant #7

We aimed to implement a basic cataloguing system, which began as an intense clean-out and clear-up of the physical archive space. Digitization has also begun.

The study investigated the systems that are used to manage records at AE and the papers of MC. The findings reveal there are no standard systems put in place to manage records. There are currently ongoing efforts to implement a system that will be standardized and operational in the management of records at AE.

To identify issues impacting the management of collections participants were asked:

What are some of the challenges are you facing in managing AE archives?

Research Participant #1

There is vast amount of material which will be difficult to sort and make accessible to intellectually arrange this material – its bulkiness and sheer diversity is the biggest challenge Also the challenge of time, manpower, and resources. Discerning what amongst everything is of use to other people

Research Participant #2

We need an academic partner. At the moment we are short of staff, expertise and funding. I am not an expert in archiving. I only recognize that it should be properly preserved and we are trying to find the appropriate partnerships to move the project forward.

Research Participant #7

During my time, the challenge was human resources and the funding to employ a permanent archivist.

To assess the existence of the skills and training required in competent archives management participants were asked:

Are you a trained archivist?

Research Participant #2

No

Do you belong to any professional association for records, archives or museums?

Research Participant#2

No

Research Participant#7

SAMA, FSMA

In terms of expertise, to whom do you go to for help and advice?

Research Participant #2

I go to Robyn Gruijters who has extensive experience as she worked on Michael House's archive for 10 years and she has experience in establishing a formal archive

and a museum and she also understands the value of heritage. I also consult with David Larsen who owns Africa Media Online regarding digital preservation.

Research Participant #7

In my previous role, I have drawn on the help and advice of SAMA, FSMA and professionals in the arena like Linda Ireland

Do you collaborate with sister evangelical institutions on how to manage faith-based collections? If so, which ones.

Research Participant #2

No. We have not been aware of any.

Research Participant #7

No

Research participant #1 discusses arrangement and description as one of the main challenges that has an impact on the management of the collection because of the difficulty of handling large volumes of records, sorting and discerning. Responses to above questions reveal and confirm the absence of a functional archival management system. The necessity for expert knowledge, financial and human resources is identified by both participants as they state it to be one of the challenges in managing records at AE. This validates the literature presented in Chapter Three Section 3.3.1 highlighting challenges experienced by faith-based organizations in the management of records and archives. The study of Nwaomah and Nwaomah's study revealed lack of training in records management as one of the challenges. Ntwayagae's study also presented the lack of trained personnel as a challenge affecting managing records. The literature of Warkentin stated that financial constraints largely impact the work of church archivists as they do not get provision of required resources to do their work.

The data reveals that members of AE responsible for managing the collections do not have the necessary skills and training. Professional associations play a critical role in sharing of knowledge. They provide trainings, workshops and offer networks to experts. However AE is not benefiting from such bodies as participant #2 confirms to not being a member of any professional body while participant #7 confirms to belong to two bodies which the participant utilises as a portal to access

expert advice. As a result the organisation is not open to collaborative partnerships with alike institutions which respondents confirm to not partaking in any collaborations.

The state of the storage room

Depicted in the figures below is the visual data the researcher obtained from the observation. These support the above findings by illustrating the conditions of the AE archive storage room. It is observable that the organisation is experiencing challenges with the management of its archive as stated by the participants. Figures 2 and 3 show different areas of the storage room. A picture tells a thousand words so goes the old saying and in these photographs it is discernible the collection is not cared for as it is disorganized and uncatalogued.



Figure 2: AE storage area



Figure 3: AE storage area

In his study, Goswami (2018:45) states that the main environmental factors that affect the physical deterioration of paper-based materials are light, heat, humidity, moisture and pollutants like dust, dirt, and smoke. At AE, the environment is not suitable for archival storage which poses a threat to the life span of records. Figure 2 shows the stack rack to be positioned directly on a wall with

windows. Boxes are exposed to direct sunlight, dust, and rain during wet weather conditions. In addition, the boxes in use are not acid-free and not the recommended standard type to house archival material. As seen in Figure 3 the arrangement of records is not conducive for functionality. Boxes are placed on the floor; some records are placed inside boxes without clear classification or markings while others are placed on the table unboxed which is also illustrated by Figure 2. Consequently, this presents a challenge with making records accessible and managing their use or lack of. These findings corroborate the lack of systems/arrangements in place to manage records and demonstrate the reality of the challenges facing AE records and archives management. The plight of religious archives is almost identical as studies discussed in the review of scholarship attest to other faith-based organisation facing similar challenges. Nwaomah and Nwaomah highlight the challenge of limited storage. Matasio points environmental factors such as security and damage which threaten the lifespan of the record. This therefore reveals that these challenges are not unique to AE but are experienced by faith-based organisations across the board.

This is contrary to the state of the collection preserved at APC and SA. Though there are no figures presented to illustrate the state of the storage area, it is in a good condition. Records are arranged and described, they are labelled accordingly and properly boxed and stacked. As a result there is effortless retrieving and shelving of the collection. Thus there is efficiency in handling requests to access the collection. Although the centre is also not a purpose-built archive environmental factors that affect the lifespan of records are well monitored and managed.

With regards to storage participants were asked:

Have you ever made use of off-site storage for your records and archives?

Research Participant #2

No

Research Participant #7

The digital archive was previously managed by Africa Media Online.

Any plans to build a purpose-built archive?

Research Participant #2

We have a dedicated building where we keep the archives and certainly aim to transform it into a facility that meets proper archiving standards.

Research Participant #7

To my knowledge, the AE plans are to build a unique custom museum and archive, in order to not only preserve the collection but also to allow for access thereof.

With regards to budget participants were asked:

Talk us through the budget highlighting priority areas in terms of the MC Legacy Foundation project

Research Participant #3

- Legacy coordinator
- Archive - Get archive in functioning, professional order and digitised.
- Centre main building renovation
- Chalet renovation
- Exhibition centre renovations

As presented on the data there is an aim to have a facility that meets archival infrastructure. The current building is not suitable for archiving purposes as it does not have adequate space to accommodate materials. The above data align with the demonstrated pictures above highlighting the need for purpose built archive of which RP#2 and RP#7 make mention of in their responses. The organisation has not made use of offsite facilities to mitigate the challenge of limited storage space in their archive instead has invested in a digital archive. When asked about priority areas of the budget RP#3's response lists building renovations and plans to organize the functional order of the archive. These are crucial areas that can help alleviate some of the challenges relating to storage, environmental factors and provision of access to records.

5.1.1.3 How is access to the records provided for researchers because of privacy and competing legal and ethical issues in private papers?

Research Participant #2

Interested parties are able to arrange to view archive materials in the archive. Otherwise we also try to digitise the items they are interested in make it available

to them online if possible. Eventually we hope to have everything digitised and available for study online. Like an online museum and curated archive.

Research Participant #5

At this stage, researchers approach us from time to time and then the legacy coordinator tries to find for them what they are looking for. Usually they have a specific interest in a specific historical conference or event. Then we try to extract this information for them. Possibly digitise it on one drive and share the folder with them. However, we have lost some digitised folders doing it this way which makes us realise that we need to have a better, more formal system. Since everything has been very informal up to now we don't have proper structures in place although we have had guiding documents written up by Robyn Gruijters.

NB. Robyn Gruijters is an Archival Consultant recently appointed in 2020 at Africa Enterprise and formerly archivist at Michael House School, in Pietermaritzburg.

Research Participant #6

As a user/researcher you have to be ethical in how you use the information. Users are allowed scans and photocopies which are restricted by copyright and prohibited from reproducing the document in any format other than writing for academic purposes and acknowledging. You need to get permission.

Research Participant #7

At present, this is not (to my knowledge) available due to a clear policy not being finalized as well as the privacy of some material.

With regards to provision of access to records participants were asked:

Where do users consult material about MC and how secure is this reading room?

Research Participant #2

They arrange to come to the archive and then they are able to examine material under supervision.

Research Participant #7

At present, they don't.

Talk us through the profiles of users to your archives

Research Participant #2

Recently we have Professor Denis Philippe from UKZN who used the archives for writing his latest research paper / book on the NIR. Then we have Takatso Nawe who is writing her masters in Information Studies and the value of religious archives.

The literature review in Chapter Three Section 3.5 identified and discussed issues of privacy, replevin and copyright as challenges to providing access and management of personal archives. Due to issues of privacy within private papers there is difficulty managing such collections. Archivists are faced with the challenge of how to categorise them and provide access of them while maintaining sensitivity of privacy. They are also confronted with the difficulty of copyright in managing records in the digital age. Who holds copyright ownership, how it is to be applied on unpublished manuscripts and ways of providing access in respect of it. It also touched on the legislative framework concerning the management of personal information in section 3.7.1 which regulates and guides organizational policies to sound management of private information. As stated by Mosweu (2021:103) archival institutions do not only acquire and preserve records but also make them accessible for reference, administrative and research purposes to researchers and other users. This study explored accessibility to private papers in relation to privacy, legal and ethical issues.

The data reveals that AE does not have a system guarding the privacy, legal and ethical matters that affect access to and use of personal papers. Sourcing from the above quotes, most records are accessed digitally as stated by research participants #2 and #5. It is evident in all responses that there are no clear procedures for providing access to private papers. Particularly that of RP#7 who responded, *there is no policy in place guarding the access privacy of some materials*. The study reveals that though there are means applied to provide access, there is no existing process to follow in providing access to records with private, legal and ethical issues. These findings correspond to findings of studies reviewed in the literature. That of Garaba and Zarvedinos pointing to lack of policy guiding the management of faith-based institutions.

5.1.1.4 What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?

Research Participant #2

Cassidy has indicated a few things in his journals that he feels are too personal to just have out there in the public because they affect others, for example as a schoolboy he might have said something in anger about someone in his diary. He does not see any purpose in those types of things to be “out there.” As we digitize things we will curate what material and which we don’t want to share. Much of what Cassidy did was in the public sphere as a reconciler so we do not foresee that there should be much to be withheld.

Research Participant #3

When we document the collection and we are guided by the donor. All the sensitive matter is archived collectively within the collection itself. So specifically the files will indicate if it's restricted or confidential. We identify that immediately and inform the user. All collections are in the index file. When we document the collection we are guided by the donor.

Research Participant #5

At this stage we don’t have much. We don’t foresee that anything should be too sensitive however Cassidy has asked that his journals be carefully handled and has asked for some parameters to be set as to what becomes public.

Research Participant #6

All the sensitive matter is archived collectively within the collection itself. So specifically the files will indicate if it's restricted or confidential. We identify that immediately and inform the user. When we document the collection we are guided by the donor.

Research Participant #7

At present, this is decided on by stakeholders of AE and Cassidy himself.

Based on the above responses this study established AE does not have resources in existence to guide the identification of sensitive materials and how it is to be accessible for research purposes. The response of RP#2 presents that there are records Cassidy *feels are too personal to just have out in the public*. While RP#5 remarks, *Cassidy has asked that his journals be carefully handled and has asked for some parameters to be set as to what becomes public*. It is further confirmed by the response of RP#7 who mentions it is AE stakeholders and MC who advise on identification and access to sensitive material. These annotations speak to the issue of privacy present within the collection and its management. The researcher also notes the similarity of the findings in question 5.1.1.3 to this question. Similarities further highlight the lack of systems, procedures and guidelines specific to the management of private and sensitive material. In a nutshell, all this raises legal and ethical issues (privacy and confidentiality) on how archivists should proceed when dealing with papers of persons still living or when deceased. To mitigate the non-existence resources guiding the identification of sensitive material the responsibility befall on the record creator/donor. All the responses gave an indication that sensitive records do not receive the required attention from their custodians as deciding power is mainly exercised by the creator/donor. Preserving institutions need to play a critical role in formulating the required systems for managing sensitive materials at an institutional level in conjunction with the needs of the donor.

5.2 THE CASE OF THE MC COLLECTION

According to Mosweu (2021:103) archives are knowledge repositories that form an integral part of society that can be built through the collection of private papers. Thus donating individuals and collecting institutions ought to be open to giving and receiving in order to encourage this practice. The study also sought to establish what MC considered his most valuable fonds and also the case of those MC private papers held in other repositories outside AE. Expressed below are the wishes of MC.

5.2.1 Which fond do you consider most valuable and why?

My own scrapbooks, go way back and contain family photographs, stuff on the ministry, pictures, articles and newsletters. Beyond that the socioeconomic, political and historical context I was sharing in any given year that the scrapbook

was covering is pictorial as well as written. Ultimately I suppose my letters are the most valuable because they are addressing a hundred and one things to a thousand and one people. Also a great lot of material that is devoted to the ministry, its development and my service.

5.2.2 What plans do you have with your vast collection of personal manuscripts?

Most of what I have in archival terms will be going to the MC Friends Legacy Project

5.2.3 Do you intend donating your personal papers to AE or other collecting institutions?

Yes I do, I intend donating them to AE. Entirely at this moment I have no notion of directing them to any other institutions.

5.2.4 What are the plans in place to recover the scattered collections of MC in other archives like APC and SA and Pietermaritzburg Archives?

Research Participant #2

We first want to get our archive up to a good standard before we contemplate recovering scattered archive materials from places where they are being looked after.

Research Participant #7

Ideally, these would be approached and brought to be housed under a single roof within the AE archive. Unfortunately, I am not privy to information pertaining to these donations or loans.

The National Automated Archival Information Retrieval System (NAAIRS) serves as a finding aid to assist users of archives to identify and locate archival material that is relevant to their requirements (National Archives and Records Service of South Africa [NARSSA] 2016a). NAAIRS is a function assigned to the National Archives and Records Service (NARSSA) by the National Archives and Records Service of South Africa Act (No 43 of 1996 as amended). NAAIRS also incorporates national registers of non-public records (private papers) in the custody

of a large number of repositories throughout South Africa. NAAIRS is therefore an integrated archival information retrieval system which has the capability of identifying archival material on a given subject irrespective of whether it is public or non-public, its location or type (NARSSA 2016a). A visit to the NAAIRS site on 29 September 2021 showed information on archival material pertaining to the Cassidy family clan that NARSSA has in stock as ten items appeared on this finding aid (Refer to Table 5). Upon verifying the existence of the actual texts of documents at the PMBAR where they are reportedly to be in custody, it was established that these are actually deceased estate files and not part of MC's collection.

Table 5: Deceased estate files from NAAIRS for the Cassidy family clan

SELECT SOURCE	VOLUME NO	REFERENCE	DESCRIPTION	BEGIN DATE	END DATE
<u>MSCE</u>		<u>1163/1966</u>	<u>CASSIDY, GERALD MICHAEL. BORN IN JOHANNESBURG. UNMARRIED. DECEASED</u>	<u>1966</u>	<u>1966</u>
<u>MSCE</u>	<u>0</u>	<u>23307/1935</u>	<u>GRIFFIN, WINIFRED ROYSTON. (S/S GRIFFIN, KENNETH CASSIDY).</u>	<u>1935</u>	<u>1947</u>
<u>MSCE</u>	<u>0</u>	<u>37886/1943</u>	<u>GRIFFIN, KENNETH CASSIDY. (WIDOWER).</u>	<u>1943</u>	<u>1948</u>
<u>MSCE</u>	<u>00</u>	<u>1714/1944</u>	<u>CASSIDY, JOHN. S/SP CASSIDY, MARGARET.</u>	<u>1944</u>	<u>1945</u>
<u>MSCE</u>		<u>867/1963</u>	<u>CASSIDY, KATE MARIAN LOUISE. (BORN PATTEN). BORN IN BOLOTWA,</u>	<u>1922</u>	<u>1963</u>
<u>MSCE</u>		<u>989/1967</u>	<u>CASSIDY, MARGARET. BORN DOLAN. BORN IN GLANGEVLIN, IRELAND, EIRE.</u>	<u>1967</u>	<u>1968</u>
<u>MSCE</u>		<u>1436/1969</u>	<u>CASSIDY, FREDERICK ERNEST PATRICK. BORN IN NYLSTROOM, TRANSVAAL. S</u>	<u>1969</u>	<u>1972</u>
<u>AGO</u>	<u>1/8/3</u>	<u>40A/1856</u>	<u>CLERK OF THE PEACE, DURBAN FORWARDS PAPERS IN THE CASE OF CASSIDY</u>	<u>1856</u>	<u>1856</u>
<u>MSCE</u>	<u>0</u>	<u>1762/1957</u>	<u>GRIFFIN, ROSEMARY PEGGY. (BORN FIDLER). BORN IN DURBAN, NATAL. S/SP</u>	<u>1957</u>	<u>1958</u>
<u>MSCE</u>		<u>3331/1970</u>	<u>CASSIDY, MARGARET MARY. (BORN ANDERSON). BORN IN KIMBERLEY. SSP</u>	<u>1930</u>	<u>1981</u>

Source: National Archives of South Africa (NASA).: n.d.

A follow up search on 29 September 2023 on the new database known as Access to Memory (AtoM) which has now replaced NAAIRS showed two records; one about his book titled *The Passing Summer* held at the Cape Town Repository and the other titled *Hardy for Michael Cassidy Creation of a Climate* held at NARSSA (NARSSA 2016b). The latter is a letter written by his secretary on his behalf to the Convention for a Democratic South Africa (CODESA) which serves

to highlight his important role in South Africa's transition to a democratic country with his peace and love mission efforts. Interestingly, the two records in question are not reflected in the old NAAIRS database (see Table 5) and this discrepancy could be because of the ongoing migration of the old records to the new system and as reported on their website:

The National Archives and Records Service of South Africa (NARSSA) is in the process of migrating more than 8.3 million entries from the old NAAIRS database to the new database and therefore "full text search"(new database) will not display all the records in the system (NARSSA 2016a).

That said, the response to question 5.2.1 classifies the personal papers as a valuable collection to MC. It is rich in records relating to the ministry, family history, photographs, articles, scrapbooks, newsletters and his role in the struggle against apartheid. This then warrants it to be an archival treasure to MC and AE. Responses to questions 5.2.2 and 5.2.3 clearly express his wish for his collection to be under the custody of and preserved by AE. Therefore, this study reveals that MC does not wish to bequeath his collection to any institution other than AE. In this case, replevin laws should be a last resort. Occasionally, as noted by Behrnd-kloedt (2008:178), individuals or organizations seek the recovery of personal or business papers through replevin action, irrespective of how challenging the whole process might be. As highlighted in Section 3.5.2, replevin is thus a type of legal action employed to recover personal property from one who has taken it wrongfully or who holds it unlawfully (Society of American Archivists Word of the Week 2017). It is the duty of archivists to replevin whatever materials are located outside their patrimony (Kukubo 1990:3). There are also plans to recover Cassidy collections that are preserved in other repositories. Research participant #2 states, *we first want to get our archive up to a good standard before we contemplate recovering scattered archive materials*. This gives insight that although AE is currently not in a position to do so however is envisioning a position that will allow them to exercise their desire. Clearly this is an indication that AE shares similar sentiments with Cassidy regarding the donation of personal papers and recovering scattered collections.

5.3 THE VIEW OF ALAN PATON CENTRE AND STRUGGLE ARCHIVES

The APC and SA is a repository under the management of the University of KwaZulu Natal, Pietermaritzburg campus. It is a custodian of the Cassidy collection preserved in this institution. Below is the view of the centre regarding the MC collection.

5.3.1 What is the total volume of your physical collections?

It's quite big, 104 boxes.

5.3.2 Talk us through the nature of this collection

There should be something on the website. There is a lot of information it's quite intense it talks about the missions, covers periods to areas, and correspondence

5.3.3 Is APC and SA prepared to let go of MC collections in the event of their recall by the owner?

If the donor wants to recall the collection, he will be engaged on the feasibility of keeping it here. How heavily is it used? Has it served its purpose? What are the reasons for moving it and so forth. For example, personal issues like the Cassidy family saying we feel it's close for us to have the collection in the event something happens or MC wants to move overseas and take the collection with. Obviously, it will be a sad day for us to move collections out of the Centre, but we have to look at it and engage with the donor to reason, so I can't give anything specific I hope it doesn't happen in the future.

5.3.4 Is there any legal documentation authorizing custody of MC fonds?

The University policy for archives has a Deed of Donation. A document which permits the APC&SA to keep the collection. Legally binding the Centre to looking after/maintaining the collection, have full right and access to the collection thus having sole custody of the collection.

5.3.5 How did the fonds arrive at APC and SA?

The collection was donated by Cassidy himself.

Data presented that the size of the collection preserved by APC and SA to be big as the respondent stated it's made up of *104 boxes*. The respondent also stated the collection is made up of a variety of records such as correspondences and missions. This is also mentioned in question 5.1.1.1 response, which demonstrates the similarities of these collections housed by both repositories. Both collections are big, cover long periods of time, share the same richness and value. Cassidy collections are treasured by AE and Cassidy himself. Equally, the collection is treasured by the APC and SA. When asked about the possibility of a recall by the owner, the respondent states *Obviously it will be a sad day for us to move collections out of the Centre ... I hope it doesn't happen in the future*. This statement shows how valued the collection is to APC and SA as the Centre does not wish to find itself parting ways with the collection. The process in which the respondent states is to be followed in the case of a recall entails negotiations with Cassidy, *he will be engaged on the feasibility of keeping it here. How heavily is it used? Has it served its purpose? What are the reasons for moving it and so forth*. This qualifies the centre and demonstrates the extent to which efforts can be made in an attempt for the centre to remain the custodian of this collection. The centre is binded by a legal obligation (*Deed of Donation*) to safeguard the archival collection and through the responses of the questions denotes that it is fully cemented in its obligation and intends to continue in that notion. This then leaves one to applaud Cassidy for his decision at the time to donate one of his collections to such a capable and dedicated institution. However due to the plans of AE, this is now in contrast with Cassidy's view as he now wishes for his personal archives to be under the custody of AE and so other collections in other repositories need to be brought home.

5.4 SUMMARY

Presented in this chapter is the data collected from interviews. Using the inductive approach, the data was analysed and discussed according to each research question. MC as a change-maker is an important figure in the history of South Africa and his case highlights the importance of preserving the manuscripts of prominent individuals in society as such works are of national importance. It is in this context that the records he generated originated from as the collection is varied but extensive. There are a number of challenges pertaining to this collection. There are two series of collections, that is, personal papers and those relating to AE as an organization and African Independent Church, faith-based collections that accumulated during his active evangelical life. The stewardship of this collection thus needs to be seen in this light with regards to preservation, access, legal and ethical issues and also on the need for them to be brought under one roof, in a purpose-

built repository. The next chapter will be dedicated to the summary, conclusion and recommendations of the study.

CHAPTER SIX

CONCLUSION AND RECOMMENDATIONS

6. INTRODUCTION

This study sought to identify the relationship between AE records and MC private papers. It concentrated on the plight of religious archives and issues in private papers. Therefore, this chapter draws conclusions and makes recommendations based on the findings of the study that are grounded on research questions and research objectives. First, it provides a summary of the study.

6.1 SUMMARY OF THE STUDY

The introduction to the study was provided in Chapter One. To draw a road map for the reader, sections of the whole study were briefly discussed. This focused on the background, research problem, research questions, the objective of the study, theoretical framework, preliminary literature, research methodology, and the structure of the dissertation. It also included the study's rationale, scope, limitations and ethical considerations.

Chapter Two was dedicated to the theoretical framework. The model applied in this study was discussed in detail. The link between the theory and research questions was identified. New theories/models were also briefly discussed.

Chapter Three provided a review of the literature. The scholarship literature reviewed comprised primary sources, secondary sources, and published and unpublished materials. It presented literature exposing issues in private papers and the plight of recordkeeping in religious organizations.

The researcher used the fourth chapter to decipher the central part of this study, the research methodology. Discussed were core parts which encompass research namely; the research paradigm, methodology, design, data collection, trustworthiness, and ethical considerations. The chapter identified the case study design, stated the study population, and discussed the applied sampling technique. It further discussed the data analysis process applied to this study.

Chapter Five covered the presentation of data and the discussion of findings. In this chapter, findings were presented on each of the study's research questions and analyzed by the researcher. Where appropriate it also featured illustrations from the observation in an effort to validate textual data to the researcher's findings.

6.2 CONCLUSION AS PER RESEARCH QUESTIONS

In light of reviewed scholarship and research findings, this section draws the conclusion of this study to each research question.

6.2.1 How are AE and MC connected and which records are in existence from this relationship?

The study concluded both collections are connected through MC, the founder of AE and the creator of his personal papers. It revealed the types of records within the collections and that they are housed together demonstrating their inter-relation. Through their inter-relation, the two have a solid connection making it difficult to separate them which in turn creates an environment that allows adherence to the principle of *respect des fonds*.

6.2.2 What arrangements have been put in place to manage AE records and papers of MC?

This study aimed to investigate arrangements that are in place to manage AE records and Papers of MC. The data indicated there are no arrangements in place. However there are efforts in progress to address this. Findings further revealed that limited expert knowledge, financial constraints, and human resources are other challenges facing AE that affect the management of records and the archive. Results were then validated by illustrative figures revealing the current state of the archive. Similar challenges were revealed to be experienced by other faith-based organizations pointed out by Nwaomah and Nwaomah (2021) in their study of the Seventh Day Adventist Church of Africa.

6.2.3 How is access to the records provided for researchers because of privacy and competing legal and ethical issues in private papers?

In terms of privacy, legal and ethical matters in private papers, the study determined that there is no existing standard system to facilitate the provision of access to private papers nor is there policy to guide in this regard. However, there are methods used by the organisation to provide access to records.

6.2.4 What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collections available for research?

Findings revealed that there are no existing resources that guide the identification of sensitive material and their availability for access to researchers. There is no policy in existence providing guidelines for the management of sensitive material which raises legal and ethical issues (privacy and confidentiality) when handling such material. To address this policy such as MISS may need to be consulted for reference.

6.3 RECOMMENDATIONS

Based on the findings below are suitable recommendations.

Purpose-built archive building

The study revealed that the building housing the AE and MC collection is not suitable for preserving archives. There are plans to build a new building suitable to be used as an archive that will fully accommodate both collections. The researcher supports and advocates for AE to continue with plans to build a purpose-built archival building. This will fulfill Michael's dream to have his private papers under the custody of and preserved by AE. It is recommended that the new building be built to not only be spacious enough to accommodate both collections but also feature a modern archive architecture durable and suitable for all weather conditions. While plans for a new building are in progress it is recommended that the current building be adapted to make conditions favourable for records preservation to protect the lifespan of archives. The following can be adapted; the windows in the storage area can be closed off the wall and the floors can be stripped off the carpet as it retains dust and moisture.

Repatriation of MC papers

Having a purpose-built facility takes away the challenge of space as it is to have enough room to accommodate large volumes of records. Thus it is recommended that papers of MC currently in other repositories be repatriated back to AE for archival management. Private papers currently under his own care also be bequeathed to AE as he wishes.

Policy development

The absence of policy has a negative effect on the efficient management of archives and records. Ntwayagae (2019:75) notes that policy is a necessary component of recordkeeping that enables organisations to plan and forecast for the management of information and records resources. This study revealed the absence of policy. Therefore a policy is required to guide the identification of sensitive material and the provision of access to it for research. The management of and access to private papers also needs a policy that speaks to issues in private papers. It is therefore recommended that AE first finalizes its development of the policy for the management of the archive. It is further recommended for AE to develop a policy that is specific to sensitive material and private papers. According to Garaba (2013:3), it is a useful tool for guiding staff on what is to be done and why. Thus the researcher recommends that the policy stipulates guidelines for the classification of material to be sensitive, the procedure to follow in making sensitive records

accessible for research, suitable ways of providing access, and indicate the extent to which material sensitive or otherwise is to be used or reproduced. Reference for examples of policies can be made to <https://www.nationalarchives.gov.za/node/620>.

Arrangement of records in the storage area

It is recommended that AE initiates a project to arrange and describe records in the storage area. To achieve efficiency in daily operations of managing the storage area it needs to be appropriately arranged. The researcher advises for the project to consist of arrangement and description of records, creating finding aids such as inventories/index cards, creating registers, conducting a records audit, boxing and packing of records. This will promote efficiency by enabling ease of retrieving and shelving of records, ease of providing access to records, prompt handling of research enquiries, and ensure the initial safeguard of records.

Professional staff

The data revealed that the organisation is short of staff and in need of a qualified archivist. As stated by Touray (2021:15), establishing records management and maintaining an effective program requires specialist expertise. It is therefore recommended that a qualified archivist be permanently appointed to take care of the archive. An archivist is needed so that s/he plays a senior role in the management of the archive, provide expert advice to AE as well MC and FLF and provide in-house training where necessary. In addition, subject to the availability of funds, the researcher also recommends the appointment of assistant archivists who will play a junior role in the management of the archive. According to Tourary (2015:15), people carry out the operations and therefore the presence of and an increase in personnel will enable progress in daily operations and the organisation's projects to be fast-tracked.

Professional associations

It is recommended that AE joins professional associations for archives and records management. Ibrahim (2005:72) defines professional associations as organisations made up of people joined together by a common custom for a particular purpose. The organisation on a local scale can consider associations such as the South African Society of Archivists (SASA), Oral History Association of South Africa (OHASA). On an international scale, International Council on Archives, UNESCO Memory of the World, Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA), Association for Church Archives of Ireland, Society of American Archivists - Archivists of Religious Collections Section (ARSC). It is also

recommended that AE spear heads the establishment of a South African religious archives association. This will benefit AE in the following; allow AE to build a network with other institutions/organisations in the field, provide opportunity to engage with various professionals and experts in ARM, and form sister relationships with similar organisations that will not only protect the interests of the organisation but open platforms for partnerships, benchmarking, collaborations, develop and strengthen a footprint within the ARM field. AE will therefore have access to various networks, expert advice, and avenues to resources such as workshops, seminars, and trainings offered by associations to its members.

Funding

Indicated in the findings is the challenge of financial constraints. To implement and achieve most of these recommendations sufficient funds will be required. The progress of some developments is stagnant due to the lack of funding. Therefore, it is recommended for AE to source funds externally by approaching various stakeholders and possible donors who share the same mandate.

6.4 FUTURE RESEARCH AND THE STUDY'S LIMITATIONS

This study revealed the general paucity of published and unpublished literature on faith-based organizations and private papers. It also revealed the global scarcity of this literature which however is fairly better in developed countries than compared to Africa which this study sought to address. According to Ngoepe, Maluleka, and Onyancha (2014:120) the gap in research is widening when Africa is compared with developed countries as African researchers have little input in ARM. The three authors further note that output of such research can help to propel the image of archival institutions in Africa to new heights and catapult it to uncharted territories. Thus, it is recommended future research studies need to focus on religious organizations and private papers topics to bridge this gap in the literature and on an international scale. Future research should focus not only on Christian organizations but on other religious organizations such as Islam and Jewish, and establish how they are managing their collections. This study looked at the management of faith-based collections in one religious movement under AICs. The study also has methodological limitations with its use of one approach and also with its employment of a single case study. Therefore, the results cannot be generalised.

6.5 RESEARCH IMPLICATIONS FOR THEORY, POLICY AND PRACTICE

One of the key impact of research is to inform practice. This study has highlighted fundamental issues regarding faith-based collections at AE. The findings of this study resonated with those of

Nwaomah and Nwaomah (2021), Ntwayagae (2019), Ngoepe and Ngulube (2014) Matasio (2017), Garaba (2013, 2015, 2016), Garaba and Zarvedinos (2014), Ngoepe and Ngulube (2014) which have all highlighted the plight of religious archives in South Africa and in some parts of Africa. The present research has therefore made a contribution to literature on recordkeeping where empirical studies on faith-based collections are considerably limited. Besides contributing to literature, the proposed recommendations can be adopted by organizations with faith-based collections to enhance sound recordkeeping practices. The study hopes to inform and give guidance on formulation and implementation of policies for the management of faith-based collections and advocates the need for functional archival repositories for the management of this genre of archives

6.6 FINAL SUMMARY

This chapter wraps up the study by providing a summary of the study through each chapter and draws a conclusion to each research question. In light of the conclusions, it suggests suitable recommendations.

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South Africa. Protection of Personal Information Act 4, 2013.

APPENDICES

Appendix 1: Rescuing the Memory of our Peoples, Core Group Teleconference opening prayer

O God our Father and Creator,
You have left your image on every creature.
Your footprints are on all the pathways of the universe.
Your fingerprints adorn and embellish every being.

You have inspired all holy men and women,
sages, gurus, prophets, bodhisattvas,
jinas, tirthankaras, suffis and saints to leave a record
of their perception of you in meditation, dream, and vision,
their experience of you in prayer and contemplation,
in renunciation and simplicity of life,
both in creation and in history.

Our spiritual and cultural ancestors
have left behind monuments, carvings, paintings
in caves and frescoes, on stones, tablets, in epics
and stories, in oral and written traditions,
and they serve as signposts of your hidden presence
in creation and historical revelation.

You inspired the disciples of your Son Jesus Christ
to treasure up for all ages to come

his saving image, precepts and words in the scriptures.

These agents of the mission of your Son
always sought to leave behind a record of their activities
in extending your kingdom on earth as lesson for posterity.

May we gather up the scattered fragments
of the history of their heroism and holiness,
their love for all the peoples of the world,
and the history of their service to the Churches.

May we cherish and preserve them.

May we learn from their experience.

May we be inspired by their zeal.

Inspire, illumine and guide us as missionaries,
interested in preserving and promoting
all that reminds us of your saving presence and work in the world,
especially of the mission of your Son Jesus Christ.

May your blessings accompany our enterprise.

May this prayer rise from our hearts to your throne
in the name of Jesus Christ your Son and our Saviour,
and the Lord of all history,

Amen.

Sebastian Karotemprel, SDB

Rescuing the Memory of our Peoples, Core Group Teleconference, 12 March, 2001.

Appendix 2: Abridged standards informing records and archives management practices in South Africa

SANS 15489-1:2004 (Ed. 1.00): Information and documentation - Records management Part 1: General

Purpose: Provides guidance on managing records of originating organizations, public or private, for internal and external clients. The new standard is more focused on the electronic/digital environment whereas the previous SANS 15489-1 is more focused on the paper environment or hybrid environment;

2. SANS 15489-2:2004 (Ed. 1.00): Information and documentation - Records management Part 2: Guidelines

Purpose: Provides an implementation guide to SANS 15489-1 for use by records management professionals and those charged with managing records in their organizations. Gives an overview of processes and factors to consider in organizations wishing to comply with SANS 15489-1;

3. SANS 15801:2013 (Ed. 2.00): Document management - Information stored electronically - Recommendations for trustworthiness and reliability

Purpose: Describes the implementation and operation of document management systems that can be considered to store electronic information in a trustworthy and reliable manner;

4. SANS 30300:2013 (Ed. 1.00): Information and documentation - Management systems for records (MSR) - Fundamentals and vocabulary

Purpose: Defines terms and definitions applicable to the standards on MSR and establishes the objectives for using an MSR, provides principles for an MSR, describes a process approach and specifies roles for top management;

5. SANS 23081-1:2006 (Ed. 2.00): Information and documentation - Records management processes - Metadata for records Part 1: Principles

Purpose: Covers the principles that underpin and govern records management metadata. These principles apply through time to records and their metadata, all processes that affect them, any system in which they reside and any organization that is responsible for their management;

6. SANS 23081-2:2010 (Ed. 1.00): Information and documentation - Managing metadata for records Part 2: Conceptual and implementation issues

Purpose: The purpose of this framework is to enable a standardized description of records and critical contextual entities for records, to provide common understanding of fixed points of aggregation to enable interoperability of records and information relevant to records between organizational systems, and to enable the reuse and standardization of metadata for managing records over time, space and across applications;

7. SANS 19005-1:2006 (Ed. 1.00): Document management - Electronic document file format for long-term preservation Part 1: Use of PDF 1.4 (PDF/A-1)

Purpose: Specifies how to use the Portable Document Format (PDF) 1.4 for long-term preservation of electronic documents.

8. SANS 19005-2:2011 (Ed. 1.00): Document management - Electronic document file format for long-term preservation Part 2: Use of ISO 32000-1 (PDF/A-2)

Purpose: Specifies the use of the Portable Document Format (PDF) 1.7, as formalized in ISO 32000-1 for preserving the static visual representation of page-based electronic documents over time.

9. SANS 30301:2013 (Ed. 1.00): Information and documentation - Management systems for records – Requirements

Purpose: Specifies requirements to be met by an MSR in order to support an organization in the achievement of its mandate, mission, strategy and goals. It addresses the development and

implementation of a records policy and objectives and gives information on measuring and monitoring performance;

10. SANS 16175-1:2014 (Ed. 1.00): Information and documentation - Principles and functional requirements for records in electronic office environments - Part 1: Overview and statement of principles (Based on ICA-Req Module 1)

Purpose: Producing globally harmonised principles and functional requirements for software used to create and manage digital records in office environments;

11. SANS 16175-2:2014 (Ed. 1.00): Information and documentation - Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems (Based on ICA-Req Module 2)

Purpose: This part articulates a set of functional requirements for digital records management systems. Applies to records irrespective of the media in which they were created and/or stored;

12. SANS 16175-3:2014 (Ed. 1.00): Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business systems (Based on ICA-Req Module 3)

Purpose: This document will help organisations to ensure that the evidence (records) of business activities transacted through business systems are appropriately identified and managed; and

13. SATR 13028:2010 (Ed. 1.00): Information and documentation - Implementation guidelines for digitization of records

Purpose: Establishes guidelines for creating and maintaining records in digital format only, where the original paper, or other non-digital source record, has been copied by digitizing; establishes best practice guidelines for digitization to ensure the trustworthiness and reliability of records and enable consideration of disposal of the non-digital source records.

Source: National Archives and Records Service of South Africa (2016)

Appendix 3: Ethical Clearance



25 June 2021

Miss Takatso Beverly Nawe (213515760)
School Of Social Sciences
Pietermaritzburg Campus

Dear Miss Nawe,

Protocol reference number: HSSREC/00002887/2021

Project title: Faith-based collections at African Enterprise: a case study of the Michael Cassidy collection

Degree: Masters

Approval Notification – Expedited Application

This letter serves to notify you that your application received on 03 June 2021 in connection with the above, was reviewed by the Humanities and Social Sciences Research Ethics Committee (HSSREC) and the protocol has been granted **FULL APPROVAL**.

Any alteration/s to the approved research protocol i.e. Questionnaire/Interview Schedule, Informed Consent Form, Title of the Project, Location of the Study, Research Approach and Methods must be reviewed and approved through the amendment/modification prior to its implementation. In case you have further queries, please quote the above reference number. **PLEASE NOTE: Research data should be securely stored in the discipline/department for a period of 5 years.**

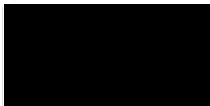
This approval is valid until 25 June 2022.

To ensure uninterrupted approval of this study beyond the approval expiry date, a progress report must be submitted to the Research Office on the appropriate form 2 - 3 months before the expiry date. A close-out report to be submitted when study is finished.

All research conducted during the COVID-19 period must adhere to the national and UKZN guidelines.

HSSREC is registered with the South African National Research Ethics Council (REC-040414-040).

Yours sincerely,



Professor Dipane Hlalele (Chair)

/dd

Humanities and Social Sciences Research Ethics Committee

Postal Address: Private Bag X54001, Durban, 4000, South Africa

Telephone: +27 (0)31 260 8350/4557/3587 Email: hssrec@ukzn.ac.za Website: <http://research.ukzn.ac.za/Research-Ethics>

Founding Campuses: ■ Edgewood ■ Howard College ■ Medical School ■ Pietermaritzburg ■ Westville

INSPIRING GREATNESS

Appendix 4: Authority to conduct research at African Enterprise



PO Box 13140
Cascades 3202
South Africa
Ph: +27 33 347 1911 Fax: +27 33 347 1915
Email: aesa@ae.org.za
Website: <http://southafrica.africanenterprise.com>

30 December 2020

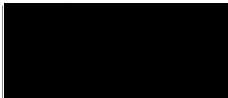
Dear Takatso Nawe,

We are happy to hear that you are interested in studying Michael Cassidy's archive at African Enterprise for your Masters Thesis at UKZN under the oversight of Dr Francis Garaba.

This is the information we have on your proposed research.

Name: Takatso Nawe
Student number: 213515760
Course: Masters of Information Science
Research topic: Faith-based collections at African Enterprise: a case study of the Michael Cassidy collection

We gladly give you permission and access to the archive to do so.



Charlene Pauw
PA to Michael Cassidy and Legacy Co-Ordinator

Appendix 5: Authority to conduct research at Alan Paton Centre and Struggle Archives



UNIVERSITY OF
KWAZULU-NATAL
INYUVESI
YAKWAZULU-NATALI

19 April 2021

To whom it may concern,

Permission is hereby granted to Takatso Nawe to conduct research and interviews at the Alan Paton Centre & Struggle Archives.

Please see detail below:

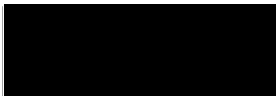
Name: Takatso Nawe

Student number: 213515760

Course: Masters of Information Studies

Topic: Faith-based Collections at African Enterprise: the case of Michael Cassidy

Kind regards



Nazim Gani

Senior Librarian

Alan Paton Centre & Struggle Archives

University of KwaZulu-Natal

Alan Paton Centre & Struggle Archives
Private Bag X01
Scottsville
3209
KwaZulu-Natal
South Africa
Tel: +27 (0) 33 260 5926 Fax: +27 (033) 260 6143
e-mail: gani@ukzn.ac.za

Appendix 6: Authority to conduct research at Pietermaritzburg Archive Repository



KWAZULU-NATAL PROVINCE
ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL ARCHIVES
AND RECORDS SERVICE**

PIETERMARITZBURG ARCHIVES REPOSITORY

231 Pietermaritz Street | P/Bag X9012, Pietermaritzburg 3200 | pmbarchives@kzndac.gov.za

Tel: +27 (0) 33 3424712/3 | Facebook/Twitter/Instagram: @artskzn

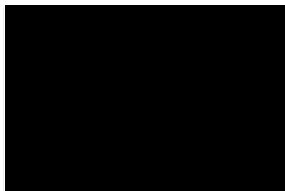
ENQUIRIES	JN Hawley	CONTACT No.	033 3424713
FILE REFERENCE	P13/2	E-MAIL	hawleyj@kzndac.gov.za

TO WHOM IT MAY CONCERN

Ms Takatso Nawe is a Masters of Information Science student at UKZN (student number 213515760).

Her research topic is Faith-based collections at African Enterprise: The case of Michael Cassidy

She has permission to conduct research at the Pietermaritzburg Archives Repository.



HEAD: PIETERMARITZBURG ARCHIVES REPOSITORY

2021-05-11

Appendix 7: Participant Information Sheet

Participant Information Sheet

Please read the following information carefully

Researcher: Takatso Nawe

Principal Supervisor: Dr F. Garaba

1. The purpose of this research project

This research project aims to identify and understand AE archives in terms of their management and upkeep. This exploration will inform the establishment of a new archival information system with regards to the management of AE records and MC's manuscripts. This investigation will be completed through interviews.

Dear Sir/Madam

I am a Masters student at the University of KwaZulu–Natal, South Africa in the Information Studies Programme. I am carrying out a research as part of the requirements for the award of a Masters degree. The topic of my research is titled Faith-based collections at African Enterprise (AE the case of Michael Cassidy

The research will be collected as part of a larger dissertation on Michael Cassidy's papers and AE collections. The results of the interview schedule will be used to understand the current environment of Michael Cassidy's manuscripts and their relationships to AE. Due to COVID 19, data collection will comply with national guidelines, directives and laws during this COVID 19 crisis as spelt out in the Human and Social Sciences Research Ethics Committee (HSSREC) protocol as well national guidelines and directives from the South African government. The need to avoid community spread of the corona virus has thus necessitated this email communication for you to complete the interview schedule. The reality of the current situation does not allow us to have face to face interaction and I will be making telephonic follow-ups. The information you provide will be kept confidential and used only for the academic purposes of this study and will not be revealed to third parties.

You are kindly asked to answer all questions to the best of your ability. You have the right to withdraw at any time in the process. Should you have any queries please do not hesitate to contact me or my supervisor at the Department of Information Studies, University of KwaZulu-Natal.

Thanking you in advance for your time and cooperation.

Yours faithfully,

Takatso Nawe (Student)

Email: [REDACTED]

Contact No.: [REDACTED]

Dr. F. Garaba (supervisor)

Email: garaba@ukzn.ac.za

Contact No.: [REDACTED]

2. Data

All data you provide in this survey will only be used for analysis. No other use will occur without your written permission, and no one outside the project will be allowed to access the original data.

3. Benefits of taking part

Whilst there are no immediate benefits for participation, it is hoped this work will contribute to enhancing steps towards the preservation of AE records and MC's legacy, thus your contribution is important towards this endeavour.

4. Confidentiality

All the information that we collect about you during the course of the research will be strictly confidential. You will not be identified in any ensuing reports or publications.

5. Results of the research project

The data collected during this project may be used for additional publications and/or conference presentations. It is important to note, as previously outlined, all data collected from participants will be anonymous. Participants will not be identifiable in any report or publication. The results of this study are likely to be published as a Masters dissertation upon completion. If participants would like to obtain a copy of this dissertation, this will be available from UKZN Library ResearchSpace.

Appendix 8: Informed Consent Form



INFORMED CONSENT FORM

Faith based collections at African Enterprise: a case study of the Michael Cassidy collection.

I,....., hereby consent to participate in the study as outlined in the document about the study/as explained to me by the researcher.

I acknowledge that I have been informed about why the questionnaire/interview is being administered on me. I am aware that participating in this study is voluntary and I may refuse or withdraw from this study at any stage and for any reason without any form of disadvantage.

I,....., acknowledge and understand the contents of this form and freely consent to participate in the study.

Participant

Signed:

Date:

Researcher

Signed:



Date: 20-05-2021

Appendix 9: Interview Schedules

Interview schedule for Michael Cassidy

1. How is AE and MC connected and which records are in existence from this relationship?
2. Talk us through on the types of archives you have in your archive
3. Which fond do you consider most valuable and why?
4. What plans do you have with your vast collection of personal manuscripts?
5. Any plans to migrate your archives to digital platforms?
6. Do you intend donating your personal papers to AE or other collecting institutions?
7. What are some of the challenges you are facing with regards to your archives?
8. Talk us through some of the memoirs you have written using material from your manuscripts.
9. Could you show me around your collection and will you allow me to take photographs?
10. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study?

Interview schedule for Charlene Pauw (Legacy Project Advisor, AE)

1. Tell us about your organization
2. As MC's Legacy Advisor, how would you want him remembered for the benefit of posterity?
3. Take us through some of the collections that are in the archives
4. What is the total volume of your physical collections?
Under 1000 linear metres or 83 cubic metres []
1000-10,000 linear metres or 83 - 833 cubic metres []
Over 10,000 linear metres or 833 cubic metres []
5. Which systems are in place to manage records created by AE?
6. What are the plans in place to recover the scattered collections of MC in other archives like APC&SA and Pietermaritzburg Archives?
7. Any plans to build a purpose-built archives?
8. Which collections have been digitized?
9. Is there a written policy that guides AE personnel in providing access to archival materials?
10. What are some of the challenges are you facing in managing AE archives?
11. In terms of expertise, to whom do you go for help and advice?
12. Do you collaborate with sister evangelical institutions on how to manage faith-based collections? If so, which ones.
13. Have you ever made use of off-site storage for your records and archives?
14. How is access to the records provided for researchers in view of privacy and competing legal and ethical issues in private papers?
15. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?
16. Where do users consult material about MC and how secure is this reading room?
17. Talk us through the profiles of users to your archives
18. Are you a trained archivist?
19. Do you belong to any professional association for records, archives or museums?
20. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study

**Interview schedule for John Tooke (Long Standing Colleague, Friend, Wrote
PHD Thesis on Michael, Director of *Michael Cassidy and Friends Legacy
Foundation*)**

1. Explain the influence MC had on you that motivated you to write a thesis about him.
2. For your PhD study (Michael Cassidy - lay apostle to the cities of Africa), talk us through some of the sources, MC and AE that you used primarily in compiling this.
3. Were these sources readily available and where did you consult these and what was their condition then?
4. I am very much aware that your thesis is available on the University of Pretoria Library website via Open Access. How is access being granted to this thesis at Africa Enterprise and are there are plans to digitize this important collection?
5. Michael is a living archive and there is so much documentation at personal and clerical levels that he created and is still creating as we speak. As the Director of Michale Cassidy and Friends Legacy Foundation, what plans are in place to preserve this material so that it is accessible in the long term?
6. We all know that there are collections about MC being held by other repositories here in South Africa. Are there any plans to bring these under one umbrella so as not to compromise the integrity of the collections?
7. As Director of Michael Cassidy and Friends Legacy Foundation, talk us through some of the events concluded and in plan to honour this great son of soil for South Africa.

Interview schedule for Lisa Zondervan (Director AE)

1. Do you have a budget for MC Legacy Project? If so, how much?
2. Talk us through the budget highlighting priority areas in terms of the MC Legacy Foundation project
3. How is access to the records provided for researchers in view of privacy and competing legal and ethical issues in private papers?
4. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?
5. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study?

Interview schedule for Robyn Gruijters (Archival Consultant, AE)

1. Tell us about your recent appointment as the Archival Consultant at AE and how this came about
2. Take us through some of the collections that are in the archives
3. Which systems are in place to manage records created by AE?
4. What are the plans in place to recover the scattered collections of MC in other archives like APC&SA and Pietermaritzburg Archives?
5. Any plans to build a purpose-built archives?
6. Which collections have been digitized?
7. Is there a written policy that guides AE personnel in providing access to archival materials?
8. What are some of the challenges are you facing in managing AE archives?
9. In terms of expertise, to whom do you go for help and advice?
10. Do you collaborate with sister evangelical institutions on how to manage faith-based collections? If so, which ones.
11. Have you ever made use of off-site storage for your records and archives?
12. How is access to the records provided for researchers in view of privacy and competing legal and ethical issues in private papers?
13. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?
14. Where do users consult material about MC and how secure is this reading room?
15. Do you belong to any professional association for records, archives or museums?
16. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study?

Interview schedule for Judith Hawley (PMB Archives Repository)

1. How big is the collection belonging to MC?
2. Talk us through the nature of this collection
3. How did the fonds arrive at the Pietermaritzburg Archives Repository?
4. Is there any legal documentation authorizing custody of MC fonds?
5. How is access to the records provided for researchers in view of privacy and competing legal and ethical issues in private papers?
6. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?
7. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study?

Interview schedule for Nazim Gani (APC&SA)

1. How big is the collection belonging to MC?
2. Talk us through the nature of this collection
3. How did the fonds arrive at APC and SA?
4. Is there any legal documentation authorizing custody of MC fonds?
5. Is APC and SA prepared to let go of MC collections in the event of their recall by the owner?
6. How is access to the records provided for researchers in view of privacy and competing legal and ethical issues in private papers?
7. What resources exist to provide guidance in identifying sensitive material and deciding whether it is safe and wise to make the collection available for research?
8. Is there anything of relevance to MC's papers and AE that you may want to bring to the attention of this study?