

EAP402: 'PEACH' - preserving East African co-operative heritage

Dr Linda Shaw, The Co-operative College
2010 award - Pilot project
£9,440 for 6 months

A survey report was produced providing details on the various archives visited. The information includes a brief history of each organisation, the location of the archive and its general condition.

Further Information

You can contact the EAP team at endangeredarchives@bl.uk

EAP402 Survey

Arusha Co-operative Union (ACU)

Organisational History

Secondary co-operative. The Arusha Regional Co-operative Union (1984) Limited was formed in 1984. Prior to its formation, a Regional Co-operative Union called Igorabawe existed from 1962-69. Igorabawe included Mbulu District, which now belongs to Manyara Region. At that time the Union existed on the basis of the 1968 and 1982 Co-operative Acts. In 1988, two Unions were formed. The first consisted of societies in Ngorongoro, Arumeru, Monduli and Kiteto Districts while the second included Hanang, Babati and Mbulu Districts. The latter was called Rift Valley Union. At present there are 43 Primary Societies affiliated to ARCU Ltd. of which 24 are for coffee and the others are for other food crops.

Location of record Storage

Some of the records were kept in a cupboard next to the gents toilets, in piles, with no apparent order. The other records were kept downstairs in a room, however there had been sightings of snakes in the room and therefore we were not able to go in and examine them.

Description of Individual Storage Units:

Unit: cupboard

Security: security guards for building

Environment: visible insects and dust

Record Format: loose papers

Storage Description: Large two-door wooden cupboard, resting directly on the floor. Waist height.

Temperature and Humidity: 27.3 degrees, 49% RH

Condition of materials: Very poor - yellowed, rips to pages, paper clips and staples present

Covering Dates: 1984 onwards

Notes of historical / archival interest

Other Notes: No document image samples were taken during the visit to this union due to the unfavourable working environment.

COASCO – Co-operative Audit and Supervision Corporation

Organisational History

The organisation is responsible for auditing co-operatives in Tanzania. This is the regional office for Shinyanga. It was established under the Prime Minister's office in the 1960s, when it was then known as the Audit and Supervision Fund.

After the 1976 dissolution COASCO's role was to liquidate the unions, but also to continue providing audits to the primary co-operatives, which continued to operate, albeit not through the unions.

COASCO is a semi-autonomous parastatal organisation that was established by the Co-operative Audit and supervision Co-operation Act of 2005. It was originally established in the 1960s as the Co-operative Audit and Supervision Fund under the respective ministry at the time. It is responsible for the audit of financial affairs of co-operatives and for ensuring that records are maintained. Its headquarters are in Dodoma and it has 14 offices spread across the country. The Director and Registrar of co-operatives (a government department under the Ministry of Agriculture, Food Security and Co-operatives) has regional co-operative officers which performs duties of the registrar at the regional level, ensuring co-operatives operate according to the 2003 Act. The department also carries out internal audits, and COASCO carries out external audits.

Location of record Storage

The most recent and current records are stored in the auditor's office, however the older records are in a store room.

Description of Individual Storage Units:



Unit: Store room

Security: Windows with bars, ground floor

Environment: Mould, visible insects and spiders webs, evidence of rat droppings

Record Format: Files bound together with string.

Storage Description: Shelf units. Files themselves / packages of files appeared to be in date order.

Temperature and Humidity: 29.8 degrees, 31% RH

Condition of materials: Very poor, yellow, faded, spines falling off, insects, rips to pages

Covering Dates: 1972 was the earliest sample found

Notes of historical / archival interest: Audit reports reflect the situations for co-operatives over different years – e.g. the liquidation report for Shinyanga union (SHIRECU).

Other Notes:

Isuki Rural Co-operative Society

Organisational History

Primary co-operative. Isuki Rural Co-operative Society belongs to the KNCU union, and was established in 1949, when it had the name of Machame Lemira Co-op Society.

Location of record Storage

The records were kept in the office at the primary society in cupboards.

Description of Individual Storage Units:

Unit: Cupboard

Security: None

Environment: Dusty, evidence of insects

Record Format: Mostly the records were in files and the documents within the files were in date order, from most recent to oldest. The actual files themselves had no apparent order. Meeting minutes.

Storage Description: Cupboard within the co-operative office

Temperature and Humidity: 26.4 degrees, 51% RH

Condition of materials: faded, yellowed, rips to pages, evidence of insects, paper clips and staples

Covering Dates: 1957- present

Notes of historical / archival interest: The records included a file relating to the School of Commerce at the KNCU in the 50's – the early Co-operative College. This includes student reports and letters of correspondence between the society and the school of commerce. There was also a Register of all Coffee Growers in the Moshi District in 1955 . There was a photograph of all the secretaries of primary co-operative societies at the KNCU in 1961

Other Notes:

Kagera Co-operative Union

Organisational History

Secondary co-operative. The BNCU (Bukoba Native Co-operative Union) was established in 1950, in a different building, which is still owned by the now-named KCU. In 1959/60 the BNCU became the BCU (Bukoba Co-operative Union). This was necessary in order to remove the word native which reflected the tribalism. This was because BNCU had created competition for an association called the Bukoba Planters Association, which when it went bankrupt, the BNCU bought the assets of and re-named itself BCU – because it now included a larger number of members. This union served four districts including Bukoba, Karagwe, Muleba and Biharamulo.

N.B The Bukoba Union had a monthly newspaper – this is known to be in the National Archives (would be dated pre-1972).

In 1955, the board of the BNCU bought 51% shares in the Bukoba Coffee Curing Company (BUKOP). This was a company that had been established (with a factory) by Indian traders in 1935. In 1960, it bought the remaining shares, making the company 100% the property of the BNCU.

In 1972, the structure of the BCU changed. Other unions were merged with it to create the West Lake Region Co-operative Union (WERECU). This included unions such as Bugufi (now a primary society named Ngara Multipurpose Co-operative Society) and Biharamulo (which today remains an independent union). This only lasted for 3 years, as in 1976, when the government abolished co-operatives, it was dissolved and the Coffee Authority of Tanzania took over its assets, and became responsible for marketing during this period. At this stage, BUCOP (the Coffee Curing Company) was also handed over to the Tanzania Coffee Board.

In 1986, the now-named KCU was re-established, following the act allowing for co-operatives in 1982. It included the primary societies now part of the Kagera union and the primary societies that now belong to the Karagwe union. BUCOP once again was owned by the KCU. In 1990, the KCU was split into 2 unions- Karagwe and Kagera.

KCU today has 125 primary co-operative societies, with a total membership of 70,000 individual farmers. It sells about 40% of its coffee to Fairtrade (an increase from just 4% in 2002) – most is also organic. Selling to the Fairtrade / organic market has very much helped with record keeping due to transparency requirements – they know the production of each farmer/levels of farm maintenance. Problems with organic are that in areas where soil needs a lot of fertiliser, if they cannot use the chemicals they would with non-organic, they get a lower yield, even if it is organic- difficult balance.

Location of record Storage

There is no special room for the storage of the documents. They are scattered around – and the staff think most has probably been lost. The factory should have lists of shareholders and share certificates though.



A wooden cupboard in the General Managers office contains a seemingly random selection of older documents in no particular order. Financial reports are stored in the Chief Accountants office in a cabinet – these date back to 1986 to present.



The most recent documents e.g. relating to finance are in the various offices (The most recent co-operative act states that financial records must be kept for 10 years).

The factory (which has the functions of cleaning, grading, packaging) has records pertaining to these activities, including records of coffee received from farmers. Factory staff were appointed by the co-operative in the past, and are now, however in the period when the Coffee Board owned the factory, it appointed staff. Therefore there may be some records relating to this with the Tanzania Coffee Board (which is based in Moshi in Kahawa House- may have records also to do with the properties belonging to the co-operatives which were handed over to them).

The factory also stores meeting minutes from board meetings, probably from the 1950s onwards although the manager who had the key to the filing cabinet was not present.

Description of Individual Storage Units:

Unit: General Managers Office

Security: Windows with bars

Environment: No mould and no visible insects, but spider webs in shelving.

Record Format: Minute books, Reports e.g. audit/budget, Cash books, Legal documents e.g. Acts of Tanzania, bound books (hard back), Loose files with general correspondence, Government plans.

Storage Description: 1 wooden cabinet, with 4 shelves, mostly full, containing older documents. Dimensions of cabinet: 145cm x 92cm. Some books/volumes, but also reports/circulars which were bound. Milk powder stored in the cupboard; 1 shelf unit containing 5 shelves with recent and current files on relating to current activities; Table with some current documents on.

Temperature and Humidity: 24.3 degrees/ 66% RH

Condition of materials: Some fading, yellowed, spines falling off, paper clips, staples, small rips to some documents, pages of the minute books had been glued into cash books. English/ Swahili.

Covering Dates: Oldest document found: 1945 UN Charter and 1946 Laws of Tanganyika

Notes of historical / archival interest: Documents in General Manager's Office such as meeting minutes cover the periods when co-operatives were under colonial rule, independent and then government rule. They include the minutes from the original BNCU formation meeting.

Other Notes: Staff members very helpful and positive about the need for an archive. Commented that there is a practice of burning co-operative records because there is so much paperwork involved in their activities.

Unit: Factory Records (BUKOP)

Security: Locked cabinet

Environment:

Record Format: Accounts and other financial records; Employees affairs

Storage Description: The board meeting minutes were in a cabinet that was locked. It could not be viewed as the manager, who held the key, was away. It was suggested these dated back to the 1950s. This could not be verified. Other documents were scattered in rooms around the factory. These were in an appalling state – the rooms themselves had leaking, mouldy roofs, the documents were more or less unusable. They appeared to date back to 1979 (which is interesting as the factory was then owned by the Coffee Board).

Temperature and Humidity:

Condition of materials:

Covering Dates: Oldest document found: 1979

Notes of historical / archival interest: Certificate of establishment of BUCOP – still a major coffee curing company for the area.

Other Notes:

Karagwe District Co-operative Union, Kagera Region

Organisational History

Secondary co-operative. KDCU used to be part of the Kagera Co-operative Union (KCU) which it separated from in 1990. Therefore most records pre-1990 are kept with the KCU, with the exception of some records pertaining to property which they kept after the separation.

KDCU's primary co-operatives are all coffee growing co-operatives.

Location of record Storage

In the General Managers office are the most recent records, which are moved at the end of each financial year. Financial and Audit reports are moved from this office every 3 years.

In the Registries Office are documents over the last 3 years. In the Administrative Manager's office are records from 1990-2006. These are records that are still used, which is why they are separate from the other records from this period.

Storage room – this appeared to contain records since 1992 . Warehouses – There are two warehouses which contain old coffee sacks full of other records since 1990.



Description of Individual Storage Units:

Unit: General Manager's Office

Security: Windows / door which locks

Environment: No visible mould or insects

Record Format: Bound papers, loose papers

Storage Description: Shelving

Temperature and Humidity: 24 degrees/ 39% RH

Condition of materials: Some fading, paper clips, staples, small rips to some documents, no visible pests, spines mostly intact.

Covering Dates: 2007 - present

Notes of historical / archival interest: English/ Swahili. Distribution of assets between KCU and KDCU at the time of the split.

Other Notes: Some management had requested that all the old files (contained in the warehouses) were burnt. Another manager had argued that this should not be done – this manager was very keen to learn of any follow-up/report outcomes of this project.

Unit: Registries Office

Security: Windows with bars

Environment: Mould on the floor and coming through ceiling, evidence of spiders webs

Record Format: Box files on the shelves, loose papers on the floor

Storage Description: 4 Shelves, one pile in the corner on the floor

Temperature and Humidity: 23.4 degrees/ 39% RH

Condition of materials: Some in files were in better condition but generally fading, yellowed, spines falling off, paper clips and staples, rips to documents

Covering Dates: 2004 - 2007

Notes of historical / archival interest: English/ Swahili (predominantly Swahili).

Other Notes:

Unit: Administrative Office

Security: Windows with bars

Environment: Mould on the floor and coming through ceiling, evidence of spider's webs

Record Format: Files, minute books, counter books for security staff handover – in no particular order on the shelves but mainly within the files, the papers were in descending date order.

Storage Description: 1 cupboard containing 3 shelves- not full to the top

Temperature and Humidity: 23.4 degrees/ 39% RH

Condition of materials: Some in files were in better condition but generally fading, yellowed, spines falling off, paper clips and staples, rips to documents

Covering Dates: 1990-2006

Notes of historical / archival interest: English/ Swahili (predominantly Swahili)

Other Notes:

Unit: Storage room

Security: Windows with bars, security guard in building

Environment: Mould on the floor and coming through ceiling, evidence of insects in the material itself.

Record Format: Box files containing invoices (e.g. from transporters), petty cash, coffee advance distribution records; Box files containing tender documents from 2005 onwards, when documenting started (public procurement act passed in 2003) including tenders for jute bags, fumigation of warehouses, transport, security guards, and adjustment of weighing scales.

Storage Description: Shelving unit of 6 by 4 shelving each shelf measuring 48cmx55cm – full of box files; Shelving unit of 4 by 2 shelving each shelf measuring 45cmx84cm – mixture of materials

Temperature and Humidity: 25.1 degrees/ 58% RH

Condition of materials: Some in box files were in better condition but everything else was fading, yellowed, spines falling off, paper clips and staples, rips to documents, pests in materials.

Covering Dates: 1990-2006 (approx)

Notes of historical / archival interest: English/ Swahili (predominantly Swahili)

Other Notes:

Unit: Warehouses

Security: Locked

Environment: Mould, insects, damp, dirty.

Record Format: Loose papers/ files in jute bags – top bags labelled with dates, but bottom ones not investigated. Sample taken out of one jute bag included a file which had its contents in descending date order.

Storage Description: Piles of jute bags filled with records tied up and stacked in huge piles.

Temperature and Humidity:

Condition of materials: Fading, yellowed, spines falling off, paper clips and staples, rips to documents, pests in materials – hard to access, one bag opened and sample documents removed from it.

Covering Dates: 1990 - unknown

Notes of historical / archival interest:

Other Notes:

Kilimanjaro Native Co-operative Union

Organisational History

Secondary co-operative. In 1925 the Chagga people in the Kilimanjaro region formed the first Association of African coffee planters. In 1932 the Association was decentralised into a number of local co-operative societies which were united in the Kilimanjaro Native Co-operative Union.

The KNCU sent a number of young men to the United Kingdom for training and these were employed as secretaries, co-operative inspectors, and in other skilled work. The union had its own printing press which produced books and in the headquarters there was a library. The KNCU building also had accommodation, a restaurant, and a few shops used by the farmers who carried the coffee from their villages to the Union.

KNCU also promoted education. The Union built a middle School, Secondary school and this was followed by the College of Commerce; which was the early Co-operative College.

Location of record Storage

Unknown - The staff at KNCU were unaware of where the records were and despite offering to investigate were unable to access them.

Description of Individual Storage Units:

Unit: N/A

Security: N/A

Environment: N/A

Record Format: N/A

Storage Description: N/A

Temperature and Humidity: N/A

Condition of materials: N/A

Covering Dates: N/A

Notes of historical / archival interest: Many of the photographs (if not all) were taken from the KNCU to be put on the walls of the Union cafe on the other side of town. It is unclear whether these are copies, and if so, what happened to the originals!

Maruku Co-operative Society

Organisational History

Primary co-operative, member of Kagera Co-operative Union. Initial establishment date unknown, but the co-operative was re-registered in 1984. Currently have 457 individual members (165 of which are female). Associated with Credit Union (named Butairuku Savings and Credit co-operative) – however credit union was only established 3 years ago and had a different name.

Location of record Storage

The records are stored in a room next to the manager's office. Some paperwork is stored in the cupboard in the manager's office and there is a photograph and registration certificate on the wall above the safe in the manager's office.



Description of Individual Storage Units:

Unit:

Security: No windows

Environment: Mould, evidence of insects and pests, damp.

Record Format: Minute books; Cash books; Loan applications to SACCO

Storage Description: Shelving unit containing loose papers; Jute bags (for storing coffee) in piles on the floor containing loose papers and some files, which contained items such as minutes, which were themselves in descending date order.

Temperature and Humidity: 23 degrees / 55% RH

Condition of materials: Very faded, yellowed, ripped, rolled up, and holes in papers.

Covering Dates: 1970 – mid 2000's (Although there was a photograph on the wall in the managers office, which may date as early as 1960)

Notes of historical / archival interest: English and Swahili. An invitation inviting the society to attend a celebration of 10 years of the CCM and 20 years since the Arusha Declaration (1987) – shows co-operatives being used as vehicles of government, that they recognise them as vehicles of development and supporters of their activities. The Maruku co-op and the Butairuku Savings and Credit co-operative were separate legal entities but worked closely e.g. payments for crops were paid into the savings account in the SACCO.

Ministry of Agriculture, Food Security and Co-operatives

Organisational History

Co-operative Department is one of the departments in the Ministry of Agriculture, Food Security and Co-operatives. It existed since colonial rule and was put in different ministries depending on the interest of existing leadership.

At one time co-operatives had its own ministry known as the Ministry of Co-operatives and Marketing. The key functions of the co-operative department and promoting the formation of co-operative registration, inspection and internal audit and providing training and education.

The headquarters of the department is Dodoma and it has a sub office in Dar es Salaam, and is deployed with co-operative officers ant all regions and districts in Tanzania. This department has existed since the first Co-operative Act, in 1932. Its location has moved over time and records have been misplaced.

Location of record Storage

The registration records are stored in the record office in the Ministry, in a shelving cabinet. These are volumes listing the co-operative registrations since 1932, when they became legal entities (according to the 1932 Act). There is also a regional archive in Dodoma, which is a subsidiary of the National Archive. This repository has the mandate to collect records relating to the Ministry of Co-operatives. They generally collect all records from the Ministry that are over 10 years old, so this would include registration certificates for all co-operatives. All the documents relating to the co-operatives listed in the register book are therefore in the regional archive. The register book(s) however remains with the Ministry.



Since the 1970s, the regional co-operative officers have done the registrations of co-operatives in their region. They then send the registration documents to the Ministry (which presumably records the co-operatives in the registration folders) but the Regional Co-operative Officers keep their own registration books (as we saw in Mwanza).

All the reports for the unions (all of them in Tanzania) liquidated in the 70s are in the COASCO headquarters in Dodoma. The primary societies that were liquidated in the 70s (not all of them) were done so under the Regional Co-operative Officers, and so records are either with them or lost.

Description of Individual Storage Units:

Unit: Office Shelving

Security: Ground floor office, windows with bars, door that locks, guards on front gate.

Environment: No evidence of mould or insects

Record Format: Volumes

Storage Description: Registration volumes were stored in a glass fronted cabinet, not in date order (i.e. not Volume 1, 2, 3 etc).

Temperature and Humidity: 25 degrees/ 65% RH

Condition of materials: Some fading, yellowed, small rips to some documents, spines mostly intact but some coming off their spines.

Covering Dates: 1933 – present

Notes of historical / archival interest: English/ Swahili. Copies of the Co-operative Acts are located in the building, although the first one from 1932 is probably not. This may be in the Dodoma subsidiary of the National Archive. (Dates of Acts: 1966, 75, 82, 91, 2003...and 1932 under colonial government)

In the office was a volume in which somebody had, in the late 60's created lists of (what appears to be) all the unions in the country and their primary members. It also lists co-operatives by sector, for example "Transport Co-operatives" or "Tailors" co-operative (then lists all the ones in the country, as

of the date this was put together). This volume had a hard cover and was stored on top of a cupboard.

Also in the office were the volumes for co-operative registration. The names of the co-operatives are listed in alphabetical order in the front, with the corresponding page numbers within the volume on which their details can be found. These include the earliest co-operative societies. Note: Many in the Kilimanjaro Region have an address c/o KNCU.

Other notes: SACCOs:

At this meeting, a focus group discussion was carried out with leaders from 3 different SACCOs, in Dodoma:

1. Majengo Sokoni SACCO (Manager naddy1508@yahoo.com) Began 2000. Offers services to members including deposits and Withdrawal, providing loans (business, social welfare, emergency) and education to members about savings. Records kept include financial (kept in a safe), member files, and loan applications.
2. Kibo SACCOs– Chair person Onesmas Ngowi – started with 20 members in 2004 and currently membership is 250. They are keeping books of accounts, financial reports, member's cards and minutes of the meetings and strategic plans.
3. ELCT SACCOs- Rober Nkini (Chairman). Started in 2004 with 74 members – all members of a Lutheran Church but has opened up to recruit members outside the church. Records are stored in a steel cabinet in hard copies and also computerized.

The first SACCO was in Dar-es-Salaam in 1958, and the 2nd in Kagera. When co-operative unions were abolished in 1976, SACCOs were not. The apex organisation for SACCOs is in Dar. The Dodoma region has a large number of SACCOs – the main co-operative activity as it is not a very agricultural area. In terms of record keeping the law specifies a time period that records should be kept (12 years) They said the problem was many of the SACCOs do not own their own buildings and so they do not have any special space for storage.

CRCU: Another thing arising from this meeting is that Dodoma used to have a union called the Central Region Co-operative Union (CRCU) but it was liquidated in the 90s and the building it was in is now sold. It started in the Dodoma region combined Singida and Dodoma, it wasn't for crop marketing but its members were members of transport co-operatives. It was established post-independence in 1961/62. The registrar's office which did the liquidation may have information on what happened to its records.

National Statistical Bureau: Someone in the SACCO focus group mentioned the National Statistical Bureau – may know how/where certain records were kept. This is in Dar-es-Salaam.