



# EAP1040: Safeguarding the Endangered Court Records of Malawi, 1891-1964

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Mr McDonald Baluti  
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Blantyre District Courts				
FILES				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Civil Cases - European and Asiatics	1 June 1904 - 27 October, 1916	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
		30 June 1924 - 5 October, 1928	Readable Condition	
		11 October 1928 - 21 May 1929	loose and torn papers	the papers were grouped together and filed accordingly
2	Civil Cases - Natives	1 April 1909 - 12 December 1912	partially destroyed	Properly Boxed
		13 December 1912 - 29 April 1918	Readable Condition	Properly Boxed
		2 May 1918 - 18 November 1919	Readable Condition	Properly Boxed
		18 November 1919 - 16 June 1920	Readable Condition	Properly Boxed
		17 June 1920 - 5 July 1921	Readable Condition	Properly Boxed
3	Civil Registries	20 May 1926 - 28 November 1928	Readable Condition	Properly Boxed
		20 October 1928 - 10 October 1930	Readable Condition	Properly Boxed
		6 November 1930 - 17 November 1932	Readable Condition	Properly Boxed
		18 November 1932 - 11 November 1935	loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
4	Indexes - Non - Native Civil Cases	1 January 1925 - 2 August 1928	Readable Condition	properly re-arranged the file and boxes it according to its archival classes

5	Indexes - Native Civil Cases	20 November 1928 - 21 May 1927	Readable Condition	properly re-arranged the file and boxes it according to its archival classes
6	Inquests and Preliminary Inquiry	15 January 1929 - 12 August 1932	Readable Condition	properly re-arranged the file and boxes it according to its archival classes
7	Appeals from Native Authorities	28 March 1934 - 17 April 1936	loose papers and faint ink and partially damaged	properly boxed
<b>Blantyre Sub-District Courts</b>				
<b>FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	7 November 1929 - 28 November 1930	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
2	Indexes of Civil cases	1 January 1925 - 30 July 1930	Readable Condition	
3	Returns of Civil Cases	November 1929 - September 1930	loose and torn papers	the papers were grouped together and filed accordingly

**Blantyre First Class Subordinate Courts**

**FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	30 December 1929 - 15 August 1933	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
		11 October 1933 - 15 July 1945		
		30 July 1945 - 26 November, 1945	Readable Condition	
		30 November 1945 - 27 April 1946	loose and torn papers	the papers were grouped together and filed accordingly
		29 May 1946 - 14 December 1946		
2	Exhibits (Appeal cases)	6 June 1939 - 31 December 1940	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
3	Indexes (Civil cases)	A-Z	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
		1929 - 1931	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling

		1929 - 1930	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
4	Indexes (Inquests)	1929 - 1931	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
5	Inquests and Preliminary Inquiries	28 August 1939 - 31 May 1945	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
		5 July 1939 - 16 January 1946	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
		30 January 1942 - 26 February 1943	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
6	Lunacy	12 July 1929 - 5 December 1934	records in wooden shelves but not box and not properly arranged	the officers at the court were introduced to proper filling
<b>Blantyre Second Class Subordinate Courts</b>				
<b>FILES</b>				

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	10 January 1930 - 9 December, 1932	some loose papers and faint ink	The records were relocated to the Blantyre District court for proper storage
		1 November 1934 - 22 February 1936		The records were relocated to the Blantyre District court for proper storage
		3 March 1932 - 29 December 1932	Readable Condition	The records were relocated to the Blantyre District court for proper storage
		19 December 1932 - 27 September 1933	loose and torn papers	The records were relocated to the Blantyre District court for proper storage
		27 September 1933 - 11 May 1934	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		8 May 1934 - 13 February 1935	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage

		6 February 1935 - 27 November 1935	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		28 November 1935 - 26 March 1936	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		29 February 1936 - 21 October 1936	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		18 November 1936 - 22 september 1937	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		29 sepetmber 1937 - 26 January 1938	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		25 January 1938 - 3 June 1838	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage

		16 June 1938 - 12 September 1938	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		28 september 1938 - 25 January 1939	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
2	Indexes (Civil Cases)	17 October 1927 - 17 september 1928	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
		10 January 1930 - 19 July 1935	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
3	Inquests and Preliminary Enquiries	1935 - 1938	readable but stored in poor conditions	The records were relocated to the Blantyre District court for proper storage
<b>Blantyre Third Class Subordinate Courts</b>				
<b>FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION



1	Civil Cases	10 May 1932 - 18 December 1933	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
		4 February 1933 -18 August 1936		
		5 December 1933 - 15 November 1935	Readable Condition	
		19 November 1935 - 20 February 1936	loose and torn papers	the papers were grouped together and filed accordingly
		27 November 1935 - 18 December 1935	loose and torn papers	the papers were grouped together and filed accordingly
		29 september 1937 - 14 October 1937	loose and torn papers	the papers were grouped together and filed accordingly
2	Inquest and Preliminary Inquiries	18 July 1933 - 15 April 1935	loose and torn papers	the papers were grouped together and filed accordingly
		20 Augst 1935 -21 July 1939	loose and torn papers	the papers were grouped together and filed accordingly
3	Returns of Civil Summons	December 1947 - July 1954	loose and torn papers	the papers were grouped together and filed accordingly

<b>Fort Manning District Courts</b>				
<b>FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Appeals from Native Courts	February 1934 - July 1943	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival classes
2	Civil Cases	August 1929 - June 1939	Readable Condition	
<b>CHINTECHE DISTRICT COURTS</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Civil Cases	23 November 1914 - 17 September 1915	partially destroyed by termites	Properly Boxed
2	Civil Registers	13 October 1926 - 4 December 1930	Readable Condition	
<b>CHINTECHE SUB- DISTRICT COURTS</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Civil cases	24 February 1927 - 21 August 1927	some loose papers and faint ink	properly re-arranged the file and boxes it according to its archival

				classes
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**CHINTECHE SECOND CLASS SUBORDINATE COURT**

**CLASSES OF FILES**

1	Appeal books	14 December 1937 - 26 February 1941	partially destroyed	Properly Boxed
2	Criminal Cases to Minor Offences	1 October 1930 - 28 December 1939	Readable condition	Properly Boxed
		10 September 1946 - 1947	Readable condition	Properly Boxed
3	Inquest and Preliminary Inquiries	1945 - 1946	Readable condition	Properly Boxed

**CHINTECHE THIRD CLASS SUBORDINATE COURT**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Criminal Cases to minor offences	4 January 1937 - 23 February 1940	Readable condition	Introduced the officers to proper records management practices
		30 December 1946 - 2 January 1947	Readable condition	Introduced the officers to proper records management practices

**CHILADZULU DISTRICT COURTS**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	6 April 1934 - 26 July 1939	partially destroyed	Properly arranged and Boxed

		8 November 1937 - 14 June 1940	partially destroyed	Properly arranged and Boxed
<b>CHOLO DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil cases - European and Asiatics	9 July 1923 - 1 August 1930	some loose papers and faint ink	properly re-arranged the files and boxes it according to its archival classes
2	Civil cases - Natives	26 August 1921 - 23 January 1926	Readable condition	properly re-arranged the files and boxes it according to its archival classes
		27 January 1926 - 16 October 1929	Readable condition	properly re-arranged the files and boxes it according to its archival classes
		17 October 1929 - 22 September 1931	Readable condition	properly re-arranged the files and boxes it according to its archival classes
3	Inquests and preliminary inquiries	21 February 1923 - 30 October 1930	Readable condition	properly re-arranged the files and boxes it according to its archival classes

<b>CHOLO SUB-DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Civil Cases	4 November 1927 - 17 July 1935	stored in dark room with non record materials	relocated the records to the National Archives
<b>CHOLO FIRST CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Criminal Cases	17 June 1942 - 13 August 1945	stored in dark room with non record materials	relocated the records to the National Archives
<b>DOWA DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Civil Cases	25 August 1924 - 18 August 1930	Readable condition	Earmarked for re-organisation during the major project phase
2	Civil and Criminal Cases	22 september 1923 - 9 July 1924	Readable condition	Earmarked for re-organisation during the major project phase

<b>DOWA SECOND CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Criminal Cases	2 May 1934 - 28 May 1937	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
		28 May 1937 - 6 November 1939	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
		4 November 1939 - 29 December 1941	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
2	Criminal Cases to Minor Offences	5 October 1940 - 29 December 1945	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
		29 December 1945 - 29 December 1947	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase

			Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
3	Tax Cases	3 June 1949 - 25 August		
<b>DOWA THIRD CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Criminal cases	25 September 1942 - 8 January 1948	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
2	Criminal Cases to Minor Offences	22 September 1930 - 1 December 1943	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
		8 December 1943 - 2 January 1948	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
3	Returns of Criminal cases	October 1943 - June 1945	Records stored together with exhibits and other consumable stores	Earmarked for re-organisation during the major project phase
<b>FORT JOHNSTON DISTRICT COURT</b>				

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil cases	March 1904 - March 1906	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		April 1906 - March 1911	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project



		poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
	April 1911 - March 1916		
	May 1916 - February 1919	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
	February 1919 - March 1921	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being	Records to be re-organised, relocated in the major project

		destroyed by dust and mice	
	April 1921 - July 1926	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
	July 1926 - October 1930	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project

2	Criminal Cases to Minor Offences	May 1900 - January 1912	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		January 1902 - March 1904	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		April 1906 - September 1907	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being	Records to be re-organised, relocated in the major project

			destroyed by dust and mice	
		October 1907 - March 1912	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
3	Inquest and Preliminary Enquiries	March 1912 - July 1926	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project

		August 1926 - October 1930	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		March 1935 - september 1942	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
<b>FORT JOHNSTON SUB-DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>

1	Civil Cases	April 1908 - July 1920	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		January 1922 - May 1930	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		september 1925 - September 1929	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being	Records to be re-organised, relocated in the major project

			destroyed by dust and mice	
<b>FORT JOHNSTON SECOND CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	October 1930 - May 1935	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project

2	Criminal to Minor Offences	October 1931 - December 1932	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		December 1932 - August 1934	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		August 1934 - January 1938	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being	Records to be re-organised, relocated in the major project



		destroyed by dust and mice	
	February 1939 - October 1940	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
	December 1942 - July 1946	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project

			poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
3	Hut Tax Defaulters	October 1934 -May 1939		
		June 1939 - January 1948	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
<b>FORT JOHNSTON THIRD CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Civil Cases	May 1920 - June 1927	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
2	Criminal cases	April 1931 to October 1944	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
		September 1930 - October 1933	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being	Records to be re-organised, relocated in the major project

		destroyed by dust and mice	
	September 1936 - April 1941	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
	April 1941 - January 1948	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project

			poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
3	Hut Tax Defaulters	November 1934 -October 1943		
		March 1942 - March 1948	poor storage conditions and no officer assigned to look after the records, most documents readable but with high chances of being destroyed by dust and mice	Records to be re-organised, relocated in the major project
<b>FORT MANNING DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Appeals from the Native Courts	February 1934 - July 1943	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
2	Civil cases	August 1921 - June 1939	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
3	Criminal cases	January 1923 - October 1924	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase

		November 1926 - November 1928	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
3		November 1928 -November 1930	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
		January 1934 - October 1937	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
<b>FORT MANNING SECOND CLASS COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>

1	Civil cases	December 1937 -1940	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
2	Court record book	february 1930-octomber 1933	Readable condition but threatened by dust and lack storage boxes and shelves	Officers and court clerks were briefed on proper records management. However, proper interventions will be done in the Major project phase
<b>KARONGA DISTRICT BOOKS</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	RETURNS OF CRIMINAL CASES	JANUARY 1942- JANUARY 1945	some loose papers and faint ink	Oriented the officers on how to properly manage the records
		JANUARY 1946-SEPTEMBER 1947	some loose papers and faint ink	Oriented the officers on how to properly manage the records
<b>KASUNGU (NGALA) DISTRICT COURT</b>				



<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	CIVIL CASES	AUGUST 1924- OCTOBER 1925	Readable condition but not boxed	Re-organised the records and provided the boxes
2	CRIMINAL CASES	JULY 1910-JANUARY 1915	Readable condition but not boxed	Re-organised the records and provided the boxes
		2 APRIL 1922- NOVEMBER1923	Readable condition but not boxed	Re-organised the records and provided the boxes
		DECEMBER 1924-SEPTEMBER 1926	Readable condition but not boxed	Re-organised the records and provided the boxes
		JULY 1928-DECEMBER 1929	Readable condition but not boxed	Re-organised the records and provided the boxes
3	INQUESTS AND PRERIMINALY INQUIRIES	May 1922-august 1934	Readable condition but not boxed	Re-organised the records and provided the boxes
<b>KASUNGU (NGALA) SECOND CLASS COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>

1	Civil cases	January 1939 - March 1941	Poor storage conditions exposing the records to dust	Introduced the officers to proper records management. However, proper re-organisation of the records in planned to be done during the major project phase
	Civil Summons	March 1941 - March 1941	Poor storage conditions exposing the records to dust	Introduced the officers to proper records management. However, proper re-organisation of the records in planned to be done during the major project phase
	Criminal to Minor Offences	October 1930 - May 1935	Poor storage conditions exposing the records to dust	Introduced the officers to proper records management. However, proper re-organisation of the records in planned to be done during the major project phase

		May 1935 - June 1951	Poor storage conditions exposing the records to dust	Introduced the officers to proper records management. However, proper re-organisation of the records in planned to be done during the major project phase
<b>LIWONDE SECOND CLASS SUBBODIANTE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Criminal Cases	November 1935 - April 1941	Readable Condition	Advised the officers at the court on proper records management
<b>LIWONDE THIRD CLASS SUBBODIANTE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Criminal to Minor Offences	November 1943 - September 1944	Partially damaged but readable	Earmarked for proper organisation in major project
<b>LILONGWE DISTRICT COURT</b>				

<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Criminal Cases	December 1941- september 1943	Partically damaged but readable	Earmarked for proper organisation in major project
<b>LILONGWE SECOND CLASS DISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Criminal cases	September 1947- Decmber 1947	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
2	Retuins of criminal cases	july 1943-december 1943	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		January 1944- march 1944	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe

		April 1944- July 1944	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		August 1944- december 1944	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		January 1945- April 1945	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		May 1945- octomber 1945	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		October 1945-April 1946	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe

		April 1946-October 1946	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		November 1946-May 1947	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe
		May 1947-October 1947	bucky files and not properly stored as some records are mixed with used and broken chairs	Relocated the records to the Regional Archives in Lilongwe

**LILONGWE THIRD CLASS SUBORDINATE COURT**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil cases	December 1937-December 1944	poor storage conditions exposing the records to dust and other hazards	Earmarked for re-organisation and appraisal in the major project
		April 1942-September 1944	poor storage conditions exposing the records to dust	Earmarked for re-organisation and appraisal in the major

			and other hazards	project
		January 1945-August 1947	poor storage conditions exposing the records to dust and other hazards	Earmarked for re-organisation and appraisal in the major project

**MZIMBA DISTRICT DISTRICT COURT**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil cases	1 April 1911-14 September 1912	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		19 May 1913-4 June 1918	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		2 April 1917- 30 March 1921	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		4 April 1921-17 December 1923	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		27 December 1923-8 November 1927	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management

		8 November 1927-8 May 1930	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		8 May 1930-17 May 1935	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
2	Criminal cases	17 January 1905-30 August 1910	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		1 September 1910-1 October 1912	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		2 October 1912-26 January 1915	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		1 February 1915-23 July 1918	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		3 January 1926-26 March 1928	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
		3 April 1928-27 April 1932	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
			Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management



<b>MZIMBA SUBDISTRICT COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Civil cases	1 July 1911-13 September 1937	some loose papers and faint ink	Advised the officers at the court on proper records management
2	Criminal cases	15 March 1911-21 September 1938	bucky files and not properly arranged	Advised the officers at the court on proper records management
<b>MZIMBA DISTRICT FIRST CLASS COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>
1	Criminal cases	9 May 1944-30 August 1944	Poor storage conditions exposing the records to dust	Advised the officers at the court on proper records management
<b>MZIMBA DISTRICT SECOND CLASS COURT</b>				
<b>CLASSES OF FILES</b>				
<b>S/ N</b>	<b>FILE TITLES</b>	<b>PERIOD</b>	<b>CONDITION</b>	<b>INTERVENTION</b>

1	Appeals from native authorities	29 June 1934-25 August 1935	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty	Advised the officers at the court on proper records management
		8 February 1940-10 February 1948	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty	Advised the officers at the court on proper records management
2	Civil cases	29 June 1940-27 August 1945	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty	Advised the officers at the court on proper records management
<b>MZIMBA DISTRICT THIRD CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Civil cases	23 September 1937-9 February 1938	Records are disorganised and kept in rooms that are not condusive for records, as such the records are dusty	The court clerks were oriented to proper arrangement of records and boxing
2	Criminal cases	21 September 1938-19 December 1947	Records are disorganised and kept in rooms that are not condusive for records, as such the records are dusty	The court clerks were oriented to proper arrangement of records and boxing

**NCHEU DISTRICT COURT**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil cases	12 February 1906-14 April 1910	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		19 April 1910-21 April 1916	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project

		24 April 1916-27 October 1919	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		27 October 1919-4 February 1921	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		7 February 1921-2 July 1923	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		3 July 1923-29 March 1926	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		9 April 1926-4 January 1929	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		11 January 1929-18 January 1938	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
2	Criminal cases	26 April 1905-19 August 1907	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project

		20 August 1907-22 April 1909	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		27 April 1909- 28 October 1911	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		2 November 1911-24 May 1912	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		24 May 1912-27 March 1913	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		19 June 1914-26 October 1915	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		1 November 1915-25 April 1917	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		27 April 1917-1 April 1919	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project

		2 April 1919-5 October 1920	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		6 October 1920-8 November 1921	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		10 November 1921-30 November 1923	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
		1 January 1924-30 January 1935	Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
			Records not boxed and mixed with broken office furniture	Earmarked for re-organisation and appraisal in the major project
<b>NCHU DISTRICT LOCAL COURTCOURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Case record book( Book 1)	6 June 1960-12 September 1961	The books have torn covers with faint ink and partially eaten by termites	The records will be relocated to the Regional Court in Zomba where space is being prepared to house the records during the Major Project
		23 March 1959-31 January 1962		
		7 December 1962-26 March 1964		
		30 September 1962-13 December 1962		
		14 February 1962-26 June 1963		
2	Case record book( Book 2)	18 March 1952-8 September 1958		
		8 September 1958 -6 June 1960		
		18 July 1960-5 December 1960		
		4 January 1960- 4 July 1960		
		5 December 1960-8 May 1961		
		31 August 1960-12 April 1961		
		12 April 1961 8 November 1961		
		8 May 1961-18 September 1961		
3	Case Record book(Book 3)	20 September 1961-26 February 1962		
		15 November 1961-8 August 1962		
		1 April 1959 -11 March 1960		
		6 January 1958-6 May 1958		
		16 October 1957-6 December 1957		
		29 April 1959-16 October 1959		
		15 September 1958 -15 December 1958		

4	Case record book(Book 4)	15 July 1959-28 December 1959		
		22 December 1958-11 May 1959		
		12 May 1958-12September 1958		
		17 december1956-18 April 1957		
		8 August 1962-15 May 1963		
		5March 1962-6 June1962		
		6 June 1952-25 August 1962		
		28 July 1962-17 December 1962		

**ZOMBA DISTRICT COURT**

**CLASSES OF FILES**

S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	18 December 1916 - 8 August 1921	Records are in shelves but the room is small as such some records are just dumped on the floor	The officers were oriented on the management and arrangement of the records. During the major project phase, proper and comprehensive arrangement of the records will be made
		1 January 1928 - 8 January 1930	Records are in shelves but the room is small as such some records are just dumped on the floor	



2	Criminal Cases	8 June 1920 - 31 October 1920	Records are in shelves but the room is small as such some records are just dumped on the floor	
		10 December 1925 - 21 May 1926	Records are in shelves but the room is small as such some records are just dumped on the floor	
		18 May 1927 - 12 October 1927	Records are in shelves but the room is small as such some records are just dumped on the floor	
		10 October 1927 - 16 March 1928	Records are in shelves but the room is small as such some records are just dumped on the floor	
<b>ZOMBA MAGISTRATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Civil Cases	10 December 1908 - 08 May 1911	The records are disorganised and stored with dangerous non records materials such as old office chairs	The records will be relocated to the Regional District Court where a proper archive will be organised during the Major Project
		1 January 1928 - 8 January 1930		
<b>ZOMBA FIRST CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	10 October 1940 - 5 November 1943	The records are in shelves but not in any order and are not boxed	The records will be relocated to the Regional District Court where a proper archive will be organised during the Major Project
2	Criminal cases	30 April 1937 - 6 May 1937		
		16 June 1939 - 1 October 1940		
		20 January 1942 - 1 February 1943		
		30 April 1943 - 23 May 1944		
<b>ZOMBA SECOND CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION

1	Civil Cases	26 June 1929 - 25 June 1933	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty and endangered	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		21 November 1933 - 14 September 1937		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		2 November 1937 - 20 October 1943		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records

2	Criminal Cases of Minor Offences	5 January 1934 - 3 December 1935	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty and endangered	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		21 January 1936 - 10 July 1936		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		10 July 1936 - 7 April 1937		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records

		7 January 1938 - 10 March 1939	Records are disorganised and kept in rooms that are not conducive for records, as such the records are dusty and endangered	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		4 July 1939 - 1 march 1940		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
3	Inquest and Preliminary Inquiries	4 January 1932 - 15 August 1935		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records

		15 August 1935 - 16 June 1938		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		24 June 1938 - 14 October 1947		Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
4	Case Register Book	January to June 1940	the case books have torn covers and particaly eaten by mice	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records

		March to July 1942	the case books have torn covers and partially eaten by mice	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
<b>ZOMBA THIRD CLASS SUBORDINATE COURT</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Civil Cases	3 October 1938 - 8 February 1937	Partiacially damaded but in a readable condition	Earmarked for re-organisation and appraisal in the major project. Nevertheless, the court clerks were advised on the proper management of the the records
		29 November 1937 - 11 December 1943	Readable condition	
2	Criminal Cases of Minor of Offences	20 February 1949 - 19 November 1943	completely damaged by water	Relocated to the Conservation Section of the National Archives of Malawi
		2 October 1944 - 30 January 1946	completely damaged by water	

		18 February 1946 - 24 April 1947	completely damaged by water	
		25 April 1947 - 8 January 1948	completely damaged by water	
<b>ZOMBA LOCAL COURT - DOMASI</b>				
<b>CLASSES OF FILES</b>				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Court case books (Box 1)	1963	poor storage conditions	The records will be relocated to the Regional District Court where a proper archive will be organised during the Major Project
		1962	poor storage conditions	
		1961	poor storage conditions	
		1963-1964	poor storage conditions	
		1960	poor storage conditions	
		1962-1963	poor storage conditions	
		1960-1961	poor storage conditions	
		1959-1960	poor storage conditions	
		1961-1962	poor storage conditions	
<b>ZOMBA LOCAL COURT - MSONDOLE</b>				



CLASSES OF FILES				
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION
1	Court Analysis Books	1956	Records stored together with non records materials and very dusty	The records will be relocated to the Regional District Court where a proper archive will be organised during the Major Project
		1961-1962	Records stored together with non records materials and very dusty	
		1959	Records stored together with non records materials and very dusty	
		1962-1963	Records stored together with non records materials and very dusty	
			Records stored together with non records materials and very dusty	
2	Court Case Books	1963-1964	Records stored together with non records materials and very dusty	

			1960	Records stored together with non records materials and very dusty	
			1961	Records stored together with non records materials and very dusty	
		1962-1963		Records stored together with non records materials and very dusty	
			1962	Records stored together with non records materials and very dusty	
		1960-1961		Records stored together with non records materials and very dusty	
<b>ZOMBA LOCAL COURT -NTONYA</b>					
<b>CLASSES OF FILES</b>					
S/ N	FILE TITLES	PERIOD	CONDITION	INTERVENTION	
1	court Case Books	1962	Records stored together with non records materials and	The records will be relocated to the Regional District Court	
		1961			
		1957-1958			

		1958-1959	very dusty	where a proper archive will be organised during the Major Project
		1959		
		1962-1963		
2	Court Case Books	1961-1962		
		1964		
		1962- 1963		
		1960-1961		
		1960		
		1961		
		1959		
		1953		
		1956		
		1963-1964		
		1962		
		1958		
		1957-19-58		
3	Court Case Books	1952		
		1955		
		1959		
		1960		
		1958		
		1954		
		1957-1958		
		1959		
		1960		

		1964	
		1955-1957	
		1952-1953	
		1957	
		1959-1952	
		1963	
		1962	
		1956-1957	
4	Court Case Books	1952	
		1958	
		1960	
		1962-1963	
		1961	
		1962	
		1964	
		1953-1954	
		1955	
		1953	
		1960-1961	
		1963	
		1954-1955	
		1958-1951	