

Record Keeping in Universities: Associated Problems and Management Options in South West Geo-Political Zone of Nigeria

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ABSTRACT This study examined the associated problems and management options of record keeping among universities in the South West Geo-Political Zone of Nigeria. A total of 2,471 staff (made up of 684 academic and 1,787 non-academic staff representing 20% of the population of each group) was sampled for the study. A structured questionnaire was used to gather data which were subsequently analyzed by the use of mean scores and Z-test statistics to give answers to two research questions and two hypotheses. Findings revealed that negative attitude of staff, improper security of records, inadequate computer terminals, ineffective means of retrieving records, lack of record keeping policy, inadequate resources as well as lack of record retention and disposition schedule among others were identified as the associated problems. On the other hand, the management suggested options pointed at the need for policy formulation/enlightenment for all staff, training needs of staff, full computerization of all records and provision for university records manual. Arising from the above findings, the following recommendations were made: only professionally trained staff in records management be employed over time and/or existing staff be sent for necessary training through in-service programmes. Induction programmes for new staff and refresher courses for old staff were also recommended. Full computerization of all records and provision of university filing manual are encouraged.