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Taylor & Francis
Taylor & Francis Group**Anthropologist 28(3): 197-207 (2017)****DOI: 10.1080/09720073.2017.1335832**

Record Keeping Management Practices and Legal Issues in the School System

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KEYWORDS Information. Legal Issues. Management Practices. Record Keeping. School System

ABSTRACT The crucially, vitality and indispensability of records keeping and management in the school system cannot be overlooked because it is an essential ingredient in the smooth running of the school system. This is because the information either internally or externally generated assists the school managers in their decision making process and equally improves school implementation of functional records and information management system keep school system on the right part because records are the major administrative tool for the success of any school system. Also, the effective and efficient execution of record management enables the school administrators to achieve cost saving and permits transparency, easy accessibility, accountability and retrieval of needed information from their storage. The study examined the scope, phases, reasons for, legal basis for and categories of records keeping and management in the school system. It is then recommended that school administrators and teachers to display their total commitment and their professionalism by ensuring that school records are free from mutilation, carefully marked for easy identification and are kept in water aid or free proof cabinets.