Re- Emphasising Records keeping in the Organisations: The Place of Entrepreneurship Education

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Abstract

This paper discussed Re- Emphasising Records keeping in the Organisations: The Place of Entrepreneurship Education. It discussed the meaning of records as documented information appearing in print and electronic format generated or received by individual or group during business transaction it defined record keeping as the total activities carried our to keep records safe, it explained records life cycle as stages records pass from creation/receive lo disposition such as generation/receive Stage, distribution stage, use stage, maintenance stage and disposition stage. The paper defined organisation as a group of individuals with common goal working together to achieve that goal, it explained administration as the process of controlling both human and material resources in order to achieve a particular goal. The paper further mentioned challenges of record keeping in the organisation as shortage of fund for managing records, lack of qualified personnel to keep the records in a proper condition among others. The paper concluded that record keeping is important in every organization as it helps the organisation to achieve its objectives through proper planning, implementation and evaluation of its daily activities.

Introduction

Records are being created in both public and private organisation in order to keep the transactions of that organisation documented. Records serve as the corporate memory of the organisations. This is because for organizations to carryout decision, they need to refer back to their records where their polices rules and regulations etc are documented. Cordelia (2007) Maintained that records help organisations both profit and non-profit to manage human and non-human resources effectively because everything to be done in the organisation is guided by the documented information inform of policy document which is a record of guidelines of the organisation. Without record keeping, organizations cannot continue to exist, this is because the daily activities of every organisation is guided by the information documented inform of records in that organisation.

Records kept by the organizations can appear in either print or electronic formats. Baba (2013) maintained that print record is a documented information that is generated, distributed, used, maintained and disposed using paper. Burke (2009) asserted that electronic record represents an information that is stored in file format in the computer.

Concept of Record

Record is defined as documented information regardless of format created, generated or received by an individual or organisation in the transaction of business. This means that record is created during a particular activity in a particular time for a particular purpose. Record helps individual or organisation in running day-to-day activities. This means that individual's or organisation's past activities can be found in his or its records.

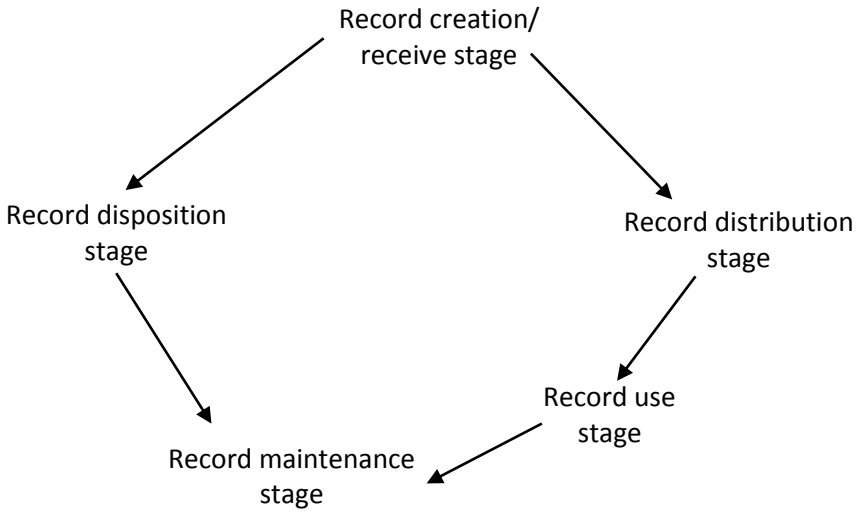
Record Keeping

Record keeping is the totality of all the activities carried out to make sure that records are being kept in a safe condition for future use. These activities include storage, preservation, conservation, filing, arrangement etc of the records. Musah and Ibrahim (2014) reported that lack of record keeping leads to the failure of many organizations.

Keeping records by individual or organisation is a continues process. This means that as record is generated, it needs to be stored, preserved, conserved etc in a Continuous way. These activities help in ensuring that the life span of the record is being elongated.

Record Life Cycle

Record lifecycle Consists of stages through which record pass from the creation/generation or receive to the stage of ultimate disposition. Record life-cycle starts from creation as a stage where record is born, the cycle moves to distribution stage where record is being shared to users, from there the cycle moves to use stage where record is being used, from here the cycle moves to maintenance stage where preservation, conservation, filing etc. of the record are being done, from there, the cycle moves to disposition stage where record is either destroyed or transferred to archives. Below is the record lifecycle model



Importance of Record Keeping in an Organization for Entrepreneurship Education

Keeping record in an organisation has many advantages. As every organisation has aims and objectives, to achieve these, record keeping helps organisation. This is because the policy of every organisation is documented in a particular document inform of record. Baba (2014) maintained that the following are the advantages of record keeping in the organisation;

i. Record keeping helps in achieving effective and efficient service in the organization.
ii. Record keeping reduces the risk of litigation in the organisation.
iii. Record keeping helps in improving the productivity of the organization.
iv. Record keeping helps in maximizing profit in the case of profit making organisation.
v. Record keeping helps in preserving the corporate memory of the organisation.
vi. Record keeping helps in ensuring quick account of the transaction of the organisation.
vii. Record keeping helps in the planning, implementation and evaluation o the organisation's activities etc.

The Concept of Organization

Organisation is defined as a group of people working together with common goals having division of labour in a particular place and time. Shehu (2006) reported that the purpose of organisation is to achieve goals through working together as a team. In any organisation, every member of that organisation will be given responsibility to perform, this is called division of labour. Also every member of that organisation must work towards achieving a common goal. Organisation can be profit or non-profit based Profit-based organisation arc those that produce goods and services. While nonprofit-based organisations do not produce goods but they provide certain services.

Administration in the Organization

Administration is defined as the process through which both human and material resources are controlled in order to achieve organisational objectives. Administration is carried out by people called administrators, Odeyemi et al. (2011). These people only out the responsibilities of planning, controlling, directing, staffing, monitoring and evaluating both human and material resources in the organisation.

Challenges of Record Keeping in the Organization for Entrepreneurship Education

There are challenges that are found in the organisation concerning their record keeping. These challenges include;

1. Shortage of finance that will be used to maintained the records.
2. Lack of technical-know how on how to use modem devices for record keeping as technology changes within short time.
3. Poor habit of record keeping among the people.
4. Shortage of qualified record management personnel in the organisation.
5. S. Lack of organizational commitment towards record keeping etc.

Conclusion

Record keeping is very important in every organization for entrepreneurship education. This is because it helps the organisation in preserving its corporate memory, it helps the organisation to maximize profit, it helps the organisation to reduce litigation risk, it helps the organisation to plan, implement and evaluate its activities. Records keeping has some challenges in the organisation which include shortage of finance for record maintenance, lack of organisatioflal commitment towards record keeping, shortage of qualified personnel that will keep organisation records properly etc.

Recommendations

The following are the recommendations of this paper

1. Organisations should source for funds lo be used in keeping their records for entrepreneurship.
2. Organisations should training its stall to get technical knowledge on how to keep their records for entrepreneurship.
3. People should develop good habit of record keeping for entrepreneurship.
4. Qualified staff should be used in keeping organisations' records for entrepreneurship.
5. Orgaisations should be committed in keeping their records.

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