A COMPARATIVE STUDY OF ARCHIVAL RECORDS MANAGEMENT IN KADUNA AND KWARA STATES LOCAL GOVERNMENT HEADQUARTERS.

BY

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CERTIFICATION

This thesis entitled "*A Comparative Study of Archival Records Management in Kaduna and Kwara States Local Government Headquarters*" fulfills the requirement governing the award of the degree, Master of Library Science of Ahmadu Bello University, Zaria, and is approved for its contribution to knowledge and Literary presentation.

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DECLARATION

I hereby declare that this thesis has not been accepted in substance for any other degree and is not being submitted concurrently for any other degree. I certify that the thesis is entirely the result of my own independent research. The various sources to which the author is indebted are clearly indicated in the references. The errors in the script are entirely my own



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Date 1/6/98

The above declaration is confirmed.

DEDICATION

This thesis is dedicated to my late father and Mother Alhaji Bushari Adekeye Oladipo and Alhaja Wulematu Titilayo Oladipo (Peace be upon them) for their care and words of wisdom and my loving husband, Mr. Raiphu Ayirolafin Aliyu, for his love, understanding and patience. My beloved little ones, Rukayatu Shayo, Muhammad Faruk (Taiye), Muhammad Mustapha (Idowu) and late Kehinde Aliyu.

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ABSTRACT

The research aims at achieving the following objectives: to determine factors affecting Archival Records Management and to suggest ways of improving the management of records in Kaduna and Kwara States Local Government Headquarters.

There were variation in the management of records in the two States for instance some records offices appeared to be well managed while others were not. The areas examined in the records management are, management concept, records creation, present qualification of records staff, adequate budget allocation to operate the offices, adequate records appraisal, planning programme adequate records control, and adequate equipment for storing records.

The survey research method was adopted in the study, the instruments for collecting data were the questionnaire and observation of records officers for a period of time. The study found the following kinds of records created in the ten local government headquarters: Records on personnel management, finance, agriculture, education and women commission, housing, works, sports and health. The majority of the staff are holders of diploma, although not in records management.

Opinions were divided on the adequacy of funding. On adequacy of planning the records programme, the majority of respondents were of the opinion that records planning programme was adequate. Concerning records appraisal, the findings of the study revealed that records were adequately appraised in the two States. Both states, reveal that records were adequately maintained in some local government headquarters.

Concerning records retention and disposal in the two states, the study found that in the two States it was found to be adequate which is healthy situation in the management of records. Concerning available equipment for handling records, the majority of the respondents were of the

opinion that (1) typewriters for handling records were adequate in Kwara but inadequate in Kaduna State (2) shelves for storing records were found by the two stales to be adequate. Opinions of respondents in Kaduna State were divided on the adequacy of filing cabinet, one half stated adequate while one half stated inadequate.

Based on the findings obtained in the study, archival records management was being carried out in accordance with the principles of records management in the two States. However, they were hampered by files, boxes, staff, absence of planning of records management programme and absence of adequate control, appraisal, retention and disposal of records and equipment for storing records.

To achieve archival records management aims, there must be files, boxes, shelves, space, qualified staff and fund allocation to the records office. Appraisal should be done to create space for more records. The computer should be used to create more space and for quick retrieval of records. Staff should be sent for further training in order to acquire formal qualification and be kept abreast of current developments on records management.

DEFINITION OF TERMS

1. Acquisition:

   This is the process for securing material for the organization whether by purchase, gift or exchange.

2. Appraisal:

   The evaluation of worth, that usually takes place when the retention schedule is made, but can sometimes be made when the records are received for storage or at the time of final disposition.

3. Archives:

   A building utilized for storage of inactive records, manuscripts, papers, memorabilia which are retained permanently for the benefit of the scholar; it is also used to refer to records or historical documents kept in a recognized repository.

4. Disposal:

   The destruction of records which have served their usefulness.

5. Equipment:

   These are devices used in the storage and retrieval of records, for example filing cabinet, shelve etc.

6. Funding:

   The monetary or capital forms of the running of the organization or allocation set aside for the organization to achieve the set objectives and goals.

7. Local government Secretariat:

   An office or complex structure meant for deliberating on matters affecting a Local Government area. Records are also kept here.

8. Planning:

   Setting goals and objectives for an individual or organization.

9. Records:

Written accounts of facts, events where public documents with accounts of events, official acts are written down at the time they occurred, stored, preserved in writing as automatic evidence in matters that are established.

10. Registry:

Refers to a place where inactive records are stored, controlled and usually maintained for operating or administrative purposes. It is also synonymously as records centre in this study.

11. Records Maintenance:

All activities employed to ensure that records are created; they are properly filed for easy retrieval, properly stored during their active and inactive stages, ensure that proper and adequate equipment and applies are used to bring about effectiveness and economy.

12. Retention:

This is when a record is examined on the basis of their administrative, legal, research, or historical value, origin, physical class, function served and organizational relationship.

13. Records Creation:

Records creation is the recording of information on paper, printed, forms punched cards, cassettes, tapes or any information transmitting medium.

14. Records Managements:

The application of systematic and scientific control to recorded information which is required in the operation of an organization, institution or business in exercised control over the creation, distribution, utilization, retention storage, retrieval, protection, preservation and final disposition of all types of records with an organization.

15. Staffing:

The personnel who managed records in a records office.

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CHAPTER ONE

INTRODUCTION

1.1 HISTORICAL BACKGROUND

Schellenberg (1975:75) defined records as "All books, paper, Maps, Photograph or other documentary materials, regardless of physical forms or characteristics, made or recorded by any public or private institution in pursuance of it's legal obligation or in connection with the transaction of it proper business and preserved or appropriate for preservation by the institution or its legitimate successor as evidence of its functions, policies, procedure, operations or other activities or because of the informational value of the data contained there."

Rao (1983:4-151) Views archives as collective resources of University. And illustrate its importance by drawing a parallel line between it and what the last centuries records are to modern day society. In addition to this importance he also asserted that archives help to relieve busy office of inactive files. He made three general recommendation or suggestion that should be included in the policy statement when ever a University decides to establish an archives These are: Records of permanent value that are no longer active, that are to be transferred to the archives. When ever the officers-in-charge adjudge it as such. Lastly the University archives shall preserve the personal papers of Faculty, Administrative Officers and member of the governing body of the University. After making these suggestions in his article, he also went ahead and highlighted the mode of operation of the archives in the areas of access to materials which he suggested should be specified by office of origin or individuals in case of personal papers. He also commented on the importance of service as he sound out that information service is the most important function of the archives after preserving materials. He also suggested reference service to people outside the University.

Aguolu (1995:55) Records contain information and are the means of communication it in order to enhance social interaction. It has been of long-standing interest to man over several generations. It is through information that man can effectively interact with one another as well as interact with his environment for economic and political survival. This information is a potentially powerful instrument in all place of life not the least of which is its need for teaching and research. Information can also enhance the growth of knowledge and it is essential for the progress of human civilization (Ibrahim (1989:4). According to (Encyclopedia of Library and

information services vol. 25:111) stated that, the National Archives and records service was set up to fixed agency responsibility for compliance on record-keeping. The body advocated an integrated records management system. The Federal government in United States gave records managements its impetus. And a law was also passed by United States Congress (body) which amends the Federal records Act which provides a 1976 Bicentennial version of Records Management and its states "Records Management means the planning, controlling, directing, organizing, training (statling) promoting and other managerial activities involved with respect to records creation, records maintenance, use and records disposition. The records management is also concerned with the "time capsule" or historical accumulations needed for long term business use.

The society of America Archivists (1977:301) views records managements as "an area of general administrative management concerned with achieving economy and efficiency in the creation, use, maintenance and disposition of records". Drake (1982:227) also stated that. "Information Management not only deals with the need of individuals or organizations but it is also deal with the problems of getting the right information to the right people at the right time and the right form." Aguolu (1983) cited by Daya (1991:56) stated that adequate information can increase our awareness, revise our reason, it can help us educate our people, accelerate progress and provide the source data required for the solution of our increasingly complex, economic, scientific and social problems.

Maedke and Robeks (1974:20) stated that, the advent of World War II increased the need for more effective records management programmes because emergency agencies began to proliferate and create voluminous records with no organized plan for quality. This was the situation when the National Archives first entered the field of integrated records administration. As the central agency with the major responsibility for the welfare of government records the National Archives took the initiative in encouraging and collaborating with other agencies in the establishment or records administration programmes. Other Federal government agencies were given advice and assistance by the National Archives, and many of them staffed their records management units with personnel trained in National Archives.

Maedke and Robek (1975:20) noted that a commission was set up in 1947 popularly referred to as Hoover Commission which entered into a contract with the National Records

Management Council whereby the commission agreed to make a task force study of the records management problem of the Federal Government. Emmet Leathy, the Executive Director of National Records Management Council and former National Archives staff directed the Work of the task force. The completed report of the task force on paper work management was submitted by Leathy to the commission on October 14, 1948. The Hoover commission based on advice of its force made the following recommendations.

1. Records management Bureau be established in the office of council service. inception the existing National Archives establishment and having the additional responsibilities of establishing and operating general records - centres and developing and promoting government and economics in records management
2. A Federal Records Act be legislated to provide for the more effective creation, preservation, management and disposal of records of the U.S. government
3. An adequate programme for records management e required in each department, including controls of records making, records keeping and selective records preservation.

These recommendation received attention by establishing the General Services Administration of general service to make surveys of government records and of records management and to promote, improved records management practices and controls, including the central storage or disposal of records not needed for current use. It also transferred the National Archives to the general services administration. In September 5, 1950, the President approved a second statute, which enlarged upon and suspended the National Archives Act of 1934, with respect to records management, and suspended the National Archives Act of 1934, with the respect to records management, and spelled out in detail the general authority granted the administrator of general service by public law 152. It imposed on operating agencies designated responsibilities in the field of records management. The law also defined records management for the first time in Federal statute, using the broad terms recommended in the task force report, which do not cover record retirement but records creation and maintenance as well. Administrator of General Service were charge with responsibilities for

1. Improvement of standards, procedures and techniques with respect to the creation of records.
2. Organization, maintenance and use of current records.
3. Disposition of records when no longer needed for current operations Maedke and Robek, (1974:21-22).

Encyclopeadia of Library and Information Service, (1975:114). The Royal Commission on the organization of Government of Canada in 1960 recognized the continuous process of records creation management, retrieval and disposal. Archivists of Canada today operate a Records Management Archival Agency similar to that of the NARS in the United States. Records also received attention even in Nigeria by Dr. Onwuka Dike, who was the then a lecturer in the Department of History, University College Ibadan, as the supervisor of public records. The Nigerian National archives is relatively a new institution. It started as a public records office on he 1st of April, 1954. It was established by a administrative order of the Govern General. The archives of Nigeria was enacted by the colonial government in November, 1975. The establishment of the institution was due to the initiative and foresight of late Professor K. O. Dike. In 1953 he submitted a Report in which Dike recommended among other things that:

1. Temporary accommodation must be found immediately to house the archives of the Nation which were then accumulating at a rapid rate.
2. The increasing accumulation of historical records consequent on the work of the survey demands the immediate appointment of a full time archivist. The archivist first task would be the collection and treatment of the oldest records discovered by the surveys, their organization and conservation.
3. There is need to decide, after consultation with the Regional Government whether the permanent public record office should be central or regional Yusuf, (1991:3)

Dike's recommendation on the establishment of public records office in Nigeria was granted without delay and he was appointed Government Supervisor of public Records. The public archives ordinance which would define and regulate archives administration was enacted. This ordinance changed the name from public records office to National Archives of

Nigeria. University of Ibadan provided office for storage facilities, staff and document at inception with two other offices at Enugu and Kaduna (Daya, 1991:8).

1.2 STATEMENT OF THE PROBLEM

Records are vital instrument in every society or organization or institution especially in reference, decision making or administrative, research, etc. as it was noted by Cook, (1993:16) that the purpose of managing public records is to make the records serve the purpose for which they were created as cheaply, effectively as possible and make a proper disposition of them after they have served those purposes. He stressed that, records are effectively managed if they can be found quickly without fuss or bother when they are needed. If they are kept at a minimum charge for space and maintenance while they are needed for current business and some could be kept longer than they are needed for such purpose except they have a continuing value for research or other purposes.

He also noted that, the objectives of efficient records management can be achieved only if attention is paid to the handling of records from the time they are created until the time when they are released to an archive institution or disposed of. Records management has to do with the whole "life span" of most records. The "birth control" in the field of records was also advocated. It also exercises a partial control over their current use and determining which should be sent to "hell" or incubator of "Heaven" or archival institution.

Aguolu (1995:55) pointed out that records contain information and are means of communicating it in order to enhance social interaction. It is through information that man can effectively interact with one another as well as interact with his environment for economic and political survival. This information is a potentially powerful instrument in all places of life not the least of which is its need for teaching and research. Information can also enhance the growth of knowledge and it is essential for the progress of human civilization.

The views expressed by these authors informed me to conduct a preliminary observation on the local government headquarters records offices in Kaduna and Kwara States. There were variations in the application of records management in Kaduna and Kwara States for instance some records offices appeared to be well managed while others were not. These variations led the researcher to conduct a study on the management of records in the local government records offices in Kaduna and Kwara States. To determine if records are well

managed in accordance with records management principles with regard to Maedke and Robek *et al* (1974:49) observed that, the major problem facing records management today is to learn how to operate records management. The solution to these problems lies in a carefully planned, well organized and properly administered records management programme. Planning is a key success to the achievement of any organizational goal including local government headquarters .

1.3 RESEARCH QUESTIONS

1. What kinds of records are created and held in the local government headquarters under study?
2. What kinds of staff man the records offices in the local government headquarters?
3. How adequate is the funding of records meeting the needs of local government headquarters?
4. How adequate is the planning of records programme?
5. How are the records in these local government headquarters appraised?
6. How are these records controlled?
7. How are these records maintained?
8. How are these records retained and disposed of?
9. What kinds of equipment are used in handling records in the local government headquarters?

1.4 OBJECTIVES OF THE STUDY

This research aims at achieving the following objectives:

1. To determine factors affecting adequate archival management of records in the local government headquarters in Kaduna and Kwara States in terms of records creation, staffing, funding, planning, control, appraisal, maintenance retention/disposal and equipment for storing records.
2. To suggest ways of improving the management of records in the local government headquarters in Kaduna and Kwara States.

1.5 SIGNIFICANCE OF THE STUDY

This study is important in three ways. First by identifying the factors affecting comparative archival records management in the local government headquarters in Kaduna and Kwara States, the study would be able to recommend ways of improving the archival management of records so as to bring about adequacy in the management of the local government headquarters records. At present records management in the two States are being hampered by a number of factors which need to be identified.

Secondly, the identification of the obstacles facing records management would enable other local government headquarters in the country to adopt measures to remove them in order to manage their records adequately. It is worth mentioning that the structure of the local government headquarters throughout Nigeria is similar.

Thirdly, this study is significant in that it would be a useful contribution to the literature on local government records management. It will serve as an important source of information that future studies would rely upon particularly, research questions, methodology, review of related literature and the findings obtained.

1.6 SCOPE AND LIMITATION

The research examines the following aspects of the Management of records in the local government headquarters in Kaduna and Kwara States: records creation, staffing, funding, planning, appraisal, control, retention/disposition, maintenance and equipment for storing records.

The study is limited to the ten local government headquarters in Kaduna and Kwara States. Although the findings of the study apply to the records of the ten local government headquarters in the two States studied, the findings could be generalized to other local government headquarters in the two states that were not covered by this study.

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CHAPTER TWO

REVIEW OF RELATED LITERATURE

2.1 INTRODUCTION

The purpose of this chapter is to review literature on concepts of records management, planning, staffing, funding records creation, appraisal/acquisition, records scheduling, records control, records maintenance, records retention/disposal, filing, arrangement and equipment for storing records.

2.2 CONCEPTS OF RECORDS MANAGEMENT

Records are documents that contain data on information of any kind and in any form Maedke and Robek et al (1974: 45). This definition applies not only to documents generated by an organization, but also to those received. Most of the records transmitted in business and government are completed forms, correspondence and reports.

Maedke, Robek, et al (1971:5) noted that, records management is concerned with all of the records required for the continuance of government and business operations at costs consistent with the services involved. They stressed that, such a program is a functional approach that is designed to achieve organization - wide control so that an orderly and efficient flow of information is provided for management problem solving and decision making purpose This concept of records management envisions a top management - direct program which maintains surveillance over all of the organization's records and attempts to perform pertinent services to ensure effective control.

2.3 RECORDS CREATION

Boyle, (1992 : 33) noted that, records must be properly created and organized in order to facilitate prompt retrieval of necessary information. If records are not properly created and organized, then their value depreciate. Most decisions taken in any organization are based on accurate facts and figures coming from a well organized body of records. The process of creating and organizing records properly is the function of records management It is a systematic and scientific control of recorded information over its creation, maintenance, protection and disposition of records, etc.

Alegbeleye (1990 : 16), stressed that, organizational records like any other type of records constitute the memory of the establishment that create them. The executives or administrative officer who direct and control organization's operations need such records among other things, for creating, staffing, planning and documenting activities transactions, etc

The New Encyclopaedia Britannica, (1975:120) stated that, the origin of government publications dated back to the antiquities when kind and emperors kept records of their activities or administrations on stones, papyrus, parchments metals, wax and later papers Discussing the history of government publications under "diplomatic" the book describes public documents as "public deeds" which includes administrative, judicial, legislative and diplomatic documents emanating from public authorities such as laws, constitution ordinance and infact every kind of deeds necessary for the orderly government of civilized State." It added that in the early times all these were referred to under one general term "letter" (literee) The importance of records creations in any organization cannot be over emphasized in view of its value to the past and future managers for reference and caution future decisions.

Maedke, Robek et al (1974:24). noted that records are created in a variety of types of documentation and in a variety of media. They are then distributed to those for whom they were created. After the recipients take appropriate action, the records are maintained in different types of equipment in various organizations for varying periods of time. He stressed that, at each stage of activity some kind of control is mandatory. Such control requires that appropriate standards be established and necessary policies and procedures be formulated

In a survey of the records in Sabon Gari Local Government Headquarters Records office, Aliyu (1996) identified two categories of records: open files and secret files Some documents in open files are: letters from any organization that is marked confidential or secret. Heads of department minutes of meetings, paper presented in seminars, workshops, conferences, etc.; units heads minutes of meeting, circular, chairmen's minutes of meetings

Secrete files comprises ; letters from Governor's office, Council minutes of meeting, letter from the President's office, promotion, recruitment and dismissal letters, Ad-hoc committee meetings, staff files, financial expenses, e.g. contract bill, salaries, Obas', Emir's, Chief's minutes of meetings, fees from levies or taxes, report of local government annual

activities, sports' activities, reports and expenses, gifts from various organizations or individuals to the local government headquarters.

2.4 RECORDS APPRAISAL/ACQUISITION

Maedke and Robek et al (1974: 48), He observed that the archivist like the records manager does not want useless records. He is selective in choosing material for permanent retention in the archives, and the materials he chooses must serve the purpose for which the archive was created. The archival value of a record depends on whether or not it has evidential or informational value.

The Committee on Terminology of the society of American Archivist (1991:8) defined record Appraisal/Acquisition as the process of determining the value and thus, the disposition of records based on their current administrative, Legal and Fiscal use, their evidential and information or research value, their arrangement and their relationship to other records.

Afolabi, (1991:10) defined appraisal as involving weeding of units of record that are no longer useful. Such records in business organizations include routine, inquires, announcement, acknowledgments, and duplicates of letters. Care must however, be taken in removing any record from the collection. He stressed that, apart from appraising records for research, information and administrative values, a somewhat form of appraising is the setting of monetary value to records, especially manuscripts. He noted that, the role of the manuscript curator is to identify manuscripts of individuals that could be of potential research value Similarly, the role of records that can be of reference, research, administrative and historical value for presentation and use. The process of determining the significance of records and manuscripts is referred to as appraisal.

Maedke, Robek et al (1974:11) observed that records inventory provides the facts upon which an analysis of the organizations records is based. Duplications of records can be detected, the length of the usefulness of files can be assessed, and the legal implications to be derived from the records can be appraised.

Afolabi, (1990:11) observed that, after appraising records, the next step is to acquire them. Three common ways of acquiring archival documents, records and manuscripts are Legal deposit gift and purchase. Archival documents are mainly acquired through legal deposit

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while some are acquired through gift. A few are however, acquired through purchase Manuscripts are commonly acquired through gifts and purchase. The importance of appraisal and acquisition can not be over-emphasized on the part of the users, cost benefit on the part of the organization, to create space for other new and value records and manuscripts in the future.

2.4.1 Planning

Jatto, (1984:23) stressing the importance of planning in archives stated that, storage is very vital aspect of archival planning and that, if proper though and time are not given it right from the planning stage, it will become a serious problem later. If adequate time is given to storage in planning records management, this will increase the life span of the records.

Abdullahi (1991:20) Noted that, the importance of planning in achieves was also stressed by him in his study. The need to plan the procedure for creating, organization, preserving, filing, disseminating, storing location records, find lost records and making available information sources for creating those records. He stressed that, information services to be provided requires careful planning to ensure expected result of the organizational goals.

Maedke Robek et al (1974:20) reported that overall planning and supervision were almost lacking. The National Archives therefore encountered serious problems when it tried to carry out its basic task of selecting, the records and reporting all others to congress for disposal. He observed that, the advertisement of World War II increased the need for more effective records management programmes because emergency agencies began to proliferate and create voluminous records with no organized plan for disposition and no restraint upon quality. He stressed that, importance of organized and well planned records management program was recognized when president Truman issued Executive order 9784 in September 25, 1946, this action required all agencies of the executive branch of the Federal government to conduct an archive continuing program for the effective management and disposition of records. The writings reviewed here clearly shows the importance of planning in records management.

Fayola, (1991:5) cited by Daramola, stated that managing involves the activities of forecasting, planning, organizing, directing, co-ordinating and controlling. In Fayola views to forecast and plan means to examine the future and draw up a plan of action. To organize means building up the structure of the understanding. To direct means maintaining activities

among the personnel. To co-ordinate means binding together, unifying and harmonizing all activities and efforts. To control means seeing that everything occurs in conformity with the established plan. Planning is considered as a basic ingredient in managerial function

Maedke and Robek et al (1974:49) observed that, two major problems facing management today are to learn how to operate these tools and how to keep abreast of all changes. The solution to these problems lies in a carefully planned, well organized and properly administered records management programme. Planning is a key to the achievement of any organizational goals. Local government headquarters is an organizational that plans for its activities including records managements.

2.4.2 Staffing

Emmanule, Dawha et al (1993:20) was of the view that much cannot be achieved without qualified personnel due to the rapid expansion and growing importance of the work registry, clerks, secretaries and other ancillary staff such as messengers have also to be involved before successful implementation can be achieved.

Norton (1975:224) articulated the need for efficient, effective and economical management of the organization's information resources. This approach sought to formalize the treatment of information and deal with data as manageable and budgetable resources, in the same way that organizations must deal with human, physical, financial and natural resources

Miachand (1989:224) cited by Musa state that, identified information management in two dimensions: management of data sources and management of the information processes The latter has to do with the interaction of the organizations with the data resources and supporting technology for decision making. Stafling in the Local Government headquarters plays a vital role of which the failure or achievement of the lay down objectives and goals depend largely on them.

Abdullahi (1991:30) stated that effective information flow is vital to success and efficiency of any organization. He stressed that, the major task of a decision maker is to identify what information is needed to serve as a basis for decision because decision is made by staff and even suggestion by the users which may equally become a decision. The vital role of decision by the administrator/management in running of local government secretariats is an

essential task that can increase efficiently in the discharge of duties based on information proceeding the decision.

According to Bahmar (1968:515) cited by Musa, stated that archives is an umbrella term that has three components which are (i) the records of an institution public or private preserved because of their value. (ii) an agency or administrative unit responsible for identifying, arranging, describing and providing materials and for approving and housing archival materials and providing office space for both archivist and users. His emphasis was mainly on the concept of archives. The reviewed work is relevant to the study because the definition of archives is also applicable to local government secretariats function in keeping records of day to day activities.

Norton, (1975:106) stated that, "the official in charge of public records whether be the head of agency in which the records originated or the archivists, is bound by law to protect the integrity of the records in such a manner that their value to individual and government shall not be impaired." Proper supervision of local government secretariats in Kwara State will enable administrators to work with the records where needed before accurate and right decision at the right time by the right person/worker.

2.5 FUNDING

Scott (1992:30), stated that, in most organizations, the greatest portion of the existing information is generated within the organization. Examples of internally generated information are production schedules, budget reports, pay rolls, accounting statements, policy manuals and organizational directives.

Maedke, Robek, et al (1974:17) stated that archival records are those that were once considered current files but are now semi active or active, and are retained for legal, fiscal, administrative, or historical reason. Documents included in an organization's archive for legal reason include copyrights, deeds, incorporation papers, patents and trade marks. Accounting records, policies, pertaining to employee benefit payments, and payroll records have long range fiscal value.

Ibrahim, (1993:32) stated that local government financial records deals with both Revenue and Expenditure of the local government. He stated that Bagudov Local

Government has three sources of revenue. Revenue can thus be similarly defined monies that a local government, receives in its account. This type of money could be both from the external and internal sources. The three sources of local government revenue includes the following:

1. Federal Statutory Allocation
2. State Government Grants
3. Locally generated revenue

Ibrahim, (1993:39), further stated the following records are associated with revenue collection: cash books, daily abstract of revenue, revenue vote service ledgers, revenue collectors charts, tax assessment register at district level, monthly revenue return to revenue fiscal mobilization commission in Kano, monthly chart of checking of used, unused and partly used revenue receipts booklets as well as department cash books

He stated that, after receiving the revenue from the various sources mentioned above. The money will be distributed to the seven departments for providing the social services to the people. Each department will break up its share into Heads and sub-heads for providing social services.

Ibrahim, (1993:39) noted that, revenue generated is associated with a lot of problems, which have made it very difficult for the local government to maintain its records properly at the same time realize its projected revenue yearly some of that problem include:

1. Mode of collection
2. Manpower shortage
3. Lack of constant remittance to the bank
4. Lack of up to date records
5. Diversion of public funds into the personal use
6. Refusal of local government staff to participate in revenue collection
7. Refusal of submit uncompleted receipts.

8. Lacking to adhere to the audit quarters

9. Lack of effective machinery of control

10. Fluctuation of the revenue figures

Ibrahim, (1983:3) stated that in order to improve the local government records keeping; there should be a competent treasurer who can supervise the Finance Department effectively at the same time inspire his subordinates, in order to perform effectively Equally important is the availability of qualified manpower for the treasury department in order to handle the vital local government financial records effectively. All records from the remaining departments should equally be cared for in order to achieve effective records management in the local government headquarters.

Ibrahim, A. (1982:5) suggested that local government financial records could be improved by adherence to the store regulations by local government staff. All items taken in the store is properly recorded and every item received from the store has to be recorded accordingly. In order to improve the financial records keeping of the local government We should adhere strictly to the provision of financial memoranda and instructions This is because both the financial memoranda and audit queries have been provided by the local government staff either individually or collectively.

RECORDS CONTROL

Records control was defined by Stewart et al (1981:117) as the procedure for keeping track of records after they have been created or received and stored in the files She observed that when a business doesn't have established procedures for using records in the files, they may be lost, kept for individual use, or never used, once stored He noted that control of file is accomplished by means of a charge system, an approach which ensures that all records are accounted for whether they are in the files or in use Records control consists of the following procedures:

1. A requisition form to be completed by the individual making the request for the record or file folder

2. A replacement record for the record removed, usually an out card or substitution sheet.

3. A follow-up system to assure that the materials are returned to the files

4. A method for obtaining materials which have not been returned and for locating materials which have become lost.

Cook, (1986:44), noted that a basic management tool for the records management programme and which has a long term value is the register for records classes which contains all the information necessary for controlling the retirement of non-current records, and the disposition of the class. The two functions suggest that the register should usually be based upon a description of the records at two levels; a description of the class and a finding aid which gives access to the individual documents forming part of it.

Schellenberg (1963:44:49) noted that records production may be reduced by simplifying:

1. Function
2. The work processes and
3. The record procedures of the government agencies.

Their production is affected by influences that range all the way from high level decisions regarding organization and programme to the minor procedure prevailing in routine operations. He stressed that, their production is, therefore, of concern

1. To the top level administrators who are responsible for formulating and administering agency programmes;
2. To the public officials, who are specialist in the broad field of office management.
3. To the more narrowly specialized records officers.

Dawha et at (1993:20) observed that from its status a divisional headquarters to that of local government council in 1976, being one of the 300 local government council established under the military administration of Murtala and Obasanjo. Bin municipal

council has expanded and created three other councils (Shani, Itawu-land and Kwaya Kusar).

Its activities over the yeas, mostly involving local community service has resulted in the generation and use of an increasing volume of recorded information. In the course of discharging its function several types of records have been created, including forms (e.g. invoices, purchase orders, correspondences, payroll, reports, etc.

Maedke, Robek et al, (1974:1) observed that, a comprehensive records management programme exercises control over the creation, distribution, retention, utilization, storage, retrieval, protection, preservation and final disposition of all types of records within an organization. He stressed that, the objectives of such a programme are two fold:

1. to reduce cost in the handling of an organization's records and;
2. to develop efficient systems and procedures for the storage and retrieval of information.

2.7 FILING PROCEDURES

Stewart (1981), cited by Adikwu (1993:11), viewed filing as an arrangement of equipment and supplies to permit the sorting of records according to a defined plan. It can either be alphabetical, subject filing and numerical filing systems. The registry system was one of the traditional ways of filing records. In this system, the records of an office are kept in one series that consist of file units in which both inward and outward documents/records have been brought together,. the register in the numerical order in which they accumulate the indexes to the names of the writers and subjects of documents are made and keyed to the numbers of the file unit.

Maedke Robek et al (1974:142), defined filing as the process of arranging and sorting records so that they may be retrieved rapidly when needed. Schellenberg (1950) and Stewart (1986:79), described three types of filing system. These are the geographic filing system and subject filing system and numeric filing system.

2.8 FILE ROOM OPERATIONS

According to Maedke Robek (1975:153), pointed out the daily activities of the file room consist of collections of materials, screening, preparing materials for filing, sorting, indexing, coding, cross-reference, charge - out materials and follow up.

1. That the file materials should be collected from various departments of the organization from all departmental file boxes at least once daily. The collective bag should be designed to keep separate materials from each department. The distribution clerk will sort them into the file group.

2. Screening, before filing: records should be checked to be sure they are officially released for filing action. A release mark like signature, stamp is used to indicate their release. Cross-reference may be indicate by drawing a line beneath the name or subject, unless such material as working papers, extra copies or informational materials which has served its purpose should be screened to prevent over burdening the files.

3. Sorting: is the process of arranging records in the order in which they will eventually be filed. It is preparatory step to actual filing. There are three methods of sorting records:

   (a) Alphabetic sorting procedure

   (b) Numerical sorting procedure

   (c) Indexing

4. Coding or colour coding: after indexing, the file classification mark should be indicated on the record by coloured pencil and this is called "coding or colour coding."

5. Cross-referencing: this is a method, whereby a record could be called for more than one name or classification, at the time of coding a cross reference notations is made on the record. This is done by underling any secondary classification and placing X mark, before the underlined item.

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6. Charge-out procedure or file movements. A fundamental control in records management where a document is being loaned and the charge out is the records of loan. The charge out is valuable in two ways:

   (a) To keep track of the record while it is out.

   (b) To ensure its return. The record identification and the date on a cardboard form and file it in the container place of the record withdrawn If the request is received by telephone or person the form is prepared by the person taking the request in triplicate work the name and description of the records. If the record cannot be located, a "Not in field" notation, date and initials of the searcher are written on the charge out form and it is returned to the sender.

7. Follow-up procedures: in record centre some records are returned immediately after use while some are not returned until holder is remained to do so The remainder is usually a letter or a form to which the suspense copy of the charge-out is attached. If this method fail, telephone call or personal visit may result in a return of the record. If the holder indicate that he will need the record for an extended period of time, the suspense of the charge-out form should be refilled and the charge-out form should be refilled and the charge-out procedures should be repeated.

8. This is a matter of management decision on the policy to adopt record manager may decide for himself on which step to take. It could be telephone request, which is valuable, particularly if there is distance involved because fast service is good anything that will expedite information retrieval should be used. Teletype or telephone facsimile transmission, as long as it is economical It is similar to the study because the break-down in the file room operation will also guide and aid the operation of records in Kaduna and Kwara State Local Government secretariats for accessibility of records, storage, care and facilitates administrators in discharge of their daily responsibilities.

2.9 RECORDS MANAGEMENT PERSONNEL

Maedke and Robek et al (1975:49), stated that records management personnel may be grouped into three levels:

1. Records management programme directors and administrators.
2. Line supervisors
3. Operating personnel.

They stressed that, records management is concerned with all aspects of information flow while records administrators should be educated in the methods selecting personnel for record management. Work and in the training of new employees. special training, ability and interest are necessary qualification of a records administrators He stressed that, additional qualifications are those who possess knowledge of record procedures and systems and the relationship between the management of records and the management of an organization as a whole will be best qualified for the position of records administrator. Line supervisors need to know how to prepare instructional materials, how to write procedure, how to write, how to plan and check work, how to budget, etc , with skill in organizing work and in developing efficient operating methods and procedures, how to delegate responsibilities and how to control results. Operational personnel are to communicate with others orally and in writing. He also handle and process records He also work with names, title of documents, numbers and operate some type of office machine.

Mordde and Penn; et al (1989:234) cited by Akeknowhow postulated that, "successful record manager should be those who can work independently often in isolation to achieve result. He must be self-motivated and constantly seek out and work with all users of information within the organization. Although fairly well established in the United States and Canada, records management is in some respects still in its infancy in the U.K. and most of other countries, and those who are establishing it within their organization must be innovative. Records manager and the staff should have ability to consider new ideas, new possibilities, and new ways of doing things. The determination to achieve results, reference using to be crippled by tradition or bureaucracy, they will try

every avenue until they are successful. He stressed that if they may be improperly placed in the organizational structure, he should still be innovative as a records manager.

Maedke and Robek et al, (1974:7). observed that "the success of a records management programme will depend to a large degree on the quality of the personnel employed. Many executives are not familiar with the objectives, functions and scope of a truly ingrate secretary or file, lerk can set one up and operate it. He stressed, the belief that any one can effectively organize and operate on information system is one of the great misconceptions of our times."

Saidu, (1987:26), stated that records manager is the individual within an organization who is assigned the responsibilities of systematically and successfully controlling the rendered information generated and retrieved by the organization The concept is similar to the study under investigation.

2.10 STAFF REQUIREMENTS AND TRAINING

Within any organization, there is need to have records and information created and managed in an efficient manner. To achieve this, an organization requires the compliments of competent, qualified, dedicated, experienced and highly motivated staff.

(a) Staff Requirement:

According to Maedke and Robek et al (1987), the Association of records Managers and Administrators (ARMA) International, has enunciated the staff requirements for records management activities, as illustrated in the summary of titles, responsibilities, personal attributes and qualification of Table 1.

Table 1 SUMMARY OF DUTIES, RESPONSIBILITIES, PERSONAL ATTRIBUTES AND QUALIFICATIONS OF RECORDS MANAGEMENT PERSONNEL

JOB TITLE	DUTIES AND RESPONSIBILITIES	PERSONAL ATTRIBUTES	QUALIFICATIONS
Records Manager	Responsible for development and implementation of all company records management policies and practices, maintains records management manual which details the policies and procedures of the programme, directs and coordinates personnel and resources.	Must relate well to people, successful supervisor and consultant, effective in selling concepts of records management, thoroughly versed in the profession of records and information management.	Minimum of Bachelor Degree of Intensive Course work areas in Business Law Account Data Processing, System Analysis, Personnel Records Management. Advance degrees helpful Experience - 5 years Senior Records Management experience as Supervisor or Consultative.
Records Analyst	Surveys, analyses, evaluates systems and procedures for creating, processing and storing records, recommends departmental filing and procedures and equipment for economic and efficient utilization; reviews, evaluates and recommends changes of retention schedules; conducts periodic department inventories, participates in Training personnel.	Must relate well to people, effective in selling concepts of records management, thoroughly versed in the profession of records and information management.	Minimum of Bachelor Degree or intensive courses work in areas related to records management Experience 2 years experience as Junior Records Analyst or Records Centre Clerk.

JOB TITLE	DUTIES AND RESPONSIBILITIES	PERSONAL ATTRIBUTES	QUALIFICATIONS
Forms Manager	Determines the need for each form used by the organization and makes recommendations concerning the elimination, duplication, and overlapping of subject matter. Plans implements, coordinates forms control programme throughout company. provides technical assistance regarding design, use, specification, cost, procurement of forms, ensures standardization in format.	High aptitude for identifying problem, communicates effectively, knowledge of hardware and soft-ware standards in the records management field, knowledge of principles of standard office practice, knowledge of forms design.	College Graduate, Experience - 5 years experience, preferably in paper work simplification
Form Analyst	Investigates and analyzes forms requirements, designs; masters, analyzes, revises and consolidates existing forms	Relate well to people and make suggestions without antagonizing them; ability to establish priorities of work, broad background in all types of forms design, office equipment and printing services.	Minimum of 2 years of college education. Experience - 5 years experience preferably in general business function and management methods, graphic arts, duplication and other related fields

Reports Manager	Responsible for development and implementation of all company reports management policies, develop and implement efficient techniques to assist department in identifying, reviewing and controlling reports.	Has high aptitude for identifying problem, must relate well to people, must be flexible, aggressive and determined, should be self-discipled and career motivated.	College Graduate Experience - 5 years experience preferably in paper work management and work simplification
Reports Analyst	Provides a company wide basis most efficient methods of reports creations improvement and control through review of reports, procedures and systems designs in order to obtain maximum information required at minimum costs; participates in training personnel.	Possess report writing skills, relate well to people and be able to make suggestions without antagonizing them, creative and self-motivated.	Minimum 2 year of college education. Experience - 3 years as report writer preferably in one of the functional department of the company.
Records Technician	Operate, control, maintain technical files center of reasonably complex nature; organizes and maintains files in conformance with system and standards developed by corporate records management, oversees disposal of UN-needed reports at the proper time.	Analytical mind, ability to grasp difficult question and derive answers using records at hand; good decision maker, good planner and organizer.	Higher School Diploma and Advanced work in office procedures Experience 25 years in file records in file records experience in difficult record areas.
Records Centre Supervisor	Operates and maintains a corporate records centre, select and supervises records centre clerks and support staff; responsible for vital records protection, storage and disposal.	Work effectively with all levels of personnel, able to supervise effectively, able to co-ordinate resources available for an effective programme; good organizer and decision maker, has an analytical mind.	Minimum of 2 years of college education or vocational training in business or related areas Experience 25 years in records centre operations

Records Centre Clerk	Assists in accessing, reference, retrieval and disposal activities of the centre; assists with vital records searches, sorts and files records as requested by users.	Relate well to people, mechanical aptitude, ability to analyze data for answers to questions, handle confidential requests with discretion, analytical mind.	High school where some training in records management and office procedures is received.
Records Clerk (File Clerk)	Sorts, indexes files and retrieves all types of records, may enter dates on records, may search and investigate information in files, materials and records; transfers records and disposes of records according to retention schedule.	Relate well to people, mechanical aptitude, ability to analyze data for answer to questions, handling confidential requests with discretion, analytical mind.	High school where some training in records management, filing and office procedure is received.
Micro-Graphics Services Supervisor	Operates a central micrographics programme; works closely with records analysts and other corporate members in development of micrographics applications; trains micrographics technicians.	Good mechanical aptitude to maintain equipment; ability to translate micrographics systems specifications into work procedures to prepare film requires; good organizer and planner, decision maker, analytical mind.	High school plus additional training in micrographics Experience - 3 years experience as micrographics technician (may substitute vocational training for experience)
Micro-graphics Technician	Operate various types of cameras, operate file processor, tests, develops film for overall quality, operates microform preparation equipment, conforms to production standards.	Good mechanical aptitude, handle confidential data with utmost discretion, make sound judgements, ability to analyze problems, ability to plan and organize work.	High school, plus technical training in microfilming Experience - previous records of experience help but not necessary

Source: **Maedke, Wilmer O. et. al. Information and Records Management. Encino, Virginia. Glencoe Pub. 1987, p. 26.**

(b) Training

Mere numerical strength of staff is not enough to ensure that the records of organization will be managed properly, neither does the employment of the most competent staff, without regular training and retraining ensure efficient management of records. Regular training and retraining of personnel particularly in the face of changes brought about in records management are necessary. The study of Gustin (1992), on training of records personnel showed that the employment of competent workers and the training of the "not too good" ones resulted in increased efficiency, productivity, profit and better customer/business relationship. According to him, the work of a records manager is incomplete until he has trained his employees on records management principles. This view was confirmed by Penny (1990). Whose study showed that training is a major component of motivation. According to him when employees are trained to do their work well and quickly they are motivated because the satisfaction they derive in doing their job well is rewarding and bring a sense of self realization and actualization. He warned records manager on the danger of not training their staff as follow: "Don't embark on a sea of records management with an inexperienced navigator and don't over look the training that is needed to keep with advancement in the field."

The method used for the training and retraining of personnel is important if the desired objectives are to be achieved. The studies of Barbarah (1992), Ira and Grail (1992) and Scott (1992), dwelt extensively in the best common training method is "job Instruction training," which is the type given to employees during their first weeks of employment. Her study showed that most organizations use such method to acquaint newly recounted records personnel on the institutions policies, specific jobs to be done and how to do it.

When a Local Government decides to train its staff, the question of medium of communication poses a problem. The study of Scott showed that the more traditional methods like using handouts, seminars, memos, are becoming increasingly inadequate. His study revealed that the use of video tapes, is becoming more attractive and their use is on the increase in preference to the use of seminars and handouts.

2.11 RECORDS MAINTENANCE

Ropher, (1992) cited by Akinfemiwa (1975:14) the end result of improperly maintained records will be that trivial records are erammed together with important ones He observed rightly that: "More records with order would be almost as bad as no records." Weeks (1990) identified the following as major components of records *maintenance*:

(i) Filing

(ii) Retention/Disposal

(iii) Protection; etc.

The most important aspect of records maintenance is filing. Alegbeleye (1990), defined a filing system as the preparation and placement of documents into appropriate places so that they can be reached and used at the appropriate time. Patricia (1991), described it as the total of the procedures, tools and equipment which the organization's staff use to access its records. She cautioned however, that establishing a good and workable filing system does not come necessarily through the purchase of expensive equipment conversion to microform, or implementation of computer system, rather it comes from a proper collection of time and expertise to the design and co-ordination of logical system which meet establishment requirement. She concluded that filing and retrieval of establishment files is critical to the establishment's success at anytime and therefore, the sooner the establishment plans its files system, the more efficient it will be

Collinsion (1990) in a related survey observed as follows "Why do we as record managers contribute to use poorly designed filing system that 90 years old" Charles (1991), indicated that the decentralization method abandoned it for the decentralized method as the organization's increased in size and complexity. The survey showed that the decentralized method worked better because some records were better field in the department where they originated and were referenced more frequently

The survey also showed that where the decentralized method was adopted the following condition existed. (1) When one organizational that is concerned with the records. (2) When the centralized filing unit is located too far for adequate service (3)

When information from the files is constantly referenced by only one organization unit They recommended the decentralized method, particularly as the size of the firm increased.

Brandit, (1983) stated that, paper artificial housed in various collection deteriorate unless they are kept out of light altogether. The principal cause of their deteriorations is acid-catalyzed hydrolysis. Hydrolysis is encouraged by high temperatures, high relative humidity, acid within the paper, acid coming from without and high light levels with a high VU component. If we can lower the temperature, lower the rift and control acid, information as well as light levels, we will have taken a giant step toward halting hydrolysis and radiant micro organisms (mould and bacteria and invisible ultraviolet radiation) are under control must also be kept. Paper material in acid free storage containers.

Stewart (1961) stressed that, our sure way of causing chaos in the office is for administrators to have materials which should be put in file lying around because no one knows how to maintain and got them into the system. Musa (1991:25) stressed that the success of record manager in any organization is vital because of the fact that, there is an increasingly by organization on quick and reliable information, however, this can be achieved if records are adequately managed. He stressed that records maintenance also occupied an important position circle. It is similar because a good administrator has to maintain local government secretariats records for information research, and reference purpose.

Afolabi, (1984 : 9), stated that the security of the holdings of archives is the responsibility of the archivist and his staff. The archives collections need to be protected from the fluctuations in temperature and humidity from exposure to dust, insects, fire, leaking pipes and from theft to ensure adequate security, the archivist most be prepared to spend some money particularly if an electronic security device is to be installed in the archivist. He went further to state that, it is important that the archivist must be over-vigilant to preserve the records and collection of their institutions for future generation Basic information must be obtained from users of the archives by requiring that, they must

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be allowed to take brief cases, handbags and other containers into the archives the security of records.

Schellenberg (1975:161) stressed that records will not be submerged in the flood of modern public records. Quality of this materials is a matter of real concern The modern archivist must consider two factors that affect the preservation of the materials in his custody. These are "external" and "internal" agents of deterioration.

The external agents are those introduced by conditions of storage and use The internal are those within the materials themselves. The archivist must seek to protect his materials from both these destructive agencies. He must provide storage facility that will remove or reduce the effects of the external agencies. He must employ methods that will preserve their original or other form, the materials that are inherently perishable.

Emmanuel Dawha et al (1993:20) stressed that, all departments in Biu Municipal Council use cupboards and steel filing cabinets for the storage of their active records He noted that, Education and Finance Departments use one wooden shelves, and a fire proof safe respectively. The majority of departments keep their important records under lock and key. At the Council records are protected by various security systems such as 24 hours general service, use of security lights location of fire extinguisher at strategic points.

Regular dusting of the records is done as a protective measure against deterioration. Fire alarms and detectors are however not available. Documents in some are departments, carelessly dumped on cupboard tops. He noted that the establishment of a records centre with storage facilities such as cupboard, steel filing facilities, steel filing cabinets and if possible computer creation of alternative records centre in case the main centre is affected by unexpected disaster, such as fire, theft and other forms of destruction and Insurance Scheme against theft, fire and other forms of disaster.

According to World Encyclopaedia of Library and Information Science (1974 111) disaster, planning is an organized program of preparedness against man-made, natural or accidental disasters. To ensure against losses, organizations obtain Insurance on life and property. As with the retention of records, protection presents a serious challenge as it

regards the continuation of computer operations, for a considerable amount of information is now recorded on this medium.

More and more of the cumulative knowledge of government and business today is being reduced to machine sensible devices. The loss of a single magnetic tape could mean the loss of a complete collection of personnel records, receivable. The records program must include a system to protect the tapes and their related documentation. One of the most successful approaches to the protection of tapes has been the "protective cycle" approach.

2.12 RECORDS RETENTION

Records retention according to Stewart et al (1961:126) noted that retention is the decision to keep records depending on their usefulness, legal requirements and other facts which may be determined by the business organization. He noted that, the length of time that these records must or will be kept in archives, inactive or transfer files before they are destroyed ins the retention period. He suggested that records that are classified as vital should not be destroyed. They are usually not to be destroyed or a safe for protection from fire, theft and other disaster. Records that are classified as important may be kept for about six to seven years. Records classified as useful may be kept for perhaps one to three years.

Cook (1986:63) observed that, some records series have to be retained in the records centre for long or indefinite periods, but are not scheduled for eventual transfer to archive. These may include personnel records (which must be retained in some form up to and beyond the period of service of the persons concerned. For instance, up to sixty years and case files which may have an indefinite closure data depending on some external event not brought to the notice of the records management staff. It was also observed that, the existence of these may affect the records centre and will certainly affect the calculations involved in predicting the amount of record storage needed in the planning period ahead.

Ira Penn (1985:123) identified records retention and disposition control as the third tier of a comprehensive records management programme. Her study showed that there is a significant relationship between the use of a good retention and disposal programme and the ability of an organization to retain and dispose its records in an orderly

manner. The study of Pierre (1990) Kay (1990)and Schellenberg (1992) indicated that the use of a records retention and disposal problems, as the programme could facilitate appropriate and timely decisions on what records to destroy.

The study of Akeknowhow (1991) on the same issue confirmed this and observed that many countries particularly in Europe and the United States of America now have regulations which govern the type of records to be retained and also guidelines on retention and disposal process generally. Some of such guidelines include (1) destroy when replaceable materials exist. (2) retain if records are unique materials either by structure or content. The studies of Motion (1990) and Litchard (1991) indicated that these regulations have been adhered to and that they have helped to solve most retention and disposal problems.

Cover (1992) observed that, it is difficult to provide answers to some questions which can apply equally to all organizations from which individual organizations could select and as it applies to their retention is agreed upon there is need to carry out an in-depth analysis and appraisal o organization records. The studies of Kish (1990) confirmed the need for a critical analysis of the records series and values before decision on retention can be made.

2.13 RECORDS DISPOSAL

There are a number of ways in which records are disposed. According to Stewart et al.. (1981:132) state that while some records are destroyed by being fed through a specifically designed shredding machine which cuts them into narrow slips Other disposal methods are burning the records, selling them for scrap or simply throwing them away He noted that, the confidential nature and the quality of papers usually determines the manner of disposal. On the issue of disposal, Cook (1986:60) remarked that records management should set up a system for reviewing and for implementing the findings of the review He suggested that the reviewing should be done by records management staff, who should forward their recommendations on retention or disposal to the senior management of the originating department. Cook (1986:61) pointed that proposed a review which s illustrated in figure 1 below.

Figure 1: A Review Report Recommendations for disposal.

RECORDS CENTRE

TO DEPARTMENT OF ORIGIN

DISPOSAL OF RECORDS

The records listed below have now been received in accordance with the official retention Schedules. This class has been issued on request time since transfer. It is recommended that:

(a) they should be transferred to the Archives and retained permanently;

(b) they should be retained for a further period and reviewed again after ..... years

(c) they should now be destroyed.

(Strike out if inappropriate).

If you agree with these recommendations, you need take no action if we do not receive any comment by the end of next month, the achieve proposed will be carried out routinely.

_____ _____

Date Signature

Reference	Description	Dates	Location

Schellenberg (1965:28) noted that, records officer and other agency-officials are mainly responsible for judging the primary values of records. Agency officials keep records for their current use-administrative, Legal and Fiscal are therefore prone to judge their value only in retention to such user. They must preserve records until their value to the government has been exhausted, or nearly exhausted when that value has been exhausted, they must dispose of the records lost. They get under foot and hamper the

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conduct of current business. If an archival institution is available, agency officials should not keep records for Secondary uses within their agency, unless they are specifically charged, under law with this responsibility commenting on the qualification of records manager.

Oliver Wendel cited by Schellenberg (1965:30) observed as follows:

> "I think .... that most records officers are not, by education and experience equipped to make these broader value determinations. They cannot be expected to have imagination as to the potential values of records to scholars of the future unless they have themselves taken courses that deal with research method or that outline typical areas of research, unless they have some experience in research themselves....."

They are for the most part, not of or in the "academic life they are presumably action men" and they are pressures, their approach is pragmatic which may be good in considering the condition to determine whether records should be transferred to archives are (1) the value of the document records must clearly have Secondary values that warrant their permanent retention (2) the currency of the records. Records must be non-current, as well as valuable, to be suitable for transfer to an archival institution "Currency" relates to the use of records in carrying on the government functions in connection with which they were accumulated. It is to be distinguished from the activity resulting from other uses, for example, the use of records by public or by other agencies (3) the physical condition of the records. The bodies of records transferred to an archival institutions should complete and logical units accompanied by any pertinent indexes. They should be in good order and should be devoid of valueless items that may have been interfiled with them (4) the condition of access to the records. He noted that, the word "record" is further defined in the Records Disposal Act to include materials that should be preserved" because of the informational value of data contained therein. "This information value is of archival materials called research value."

In the Act of 1934, which created the National Archives, Congress made the Archivist of the United States responsible for appraising record reported for disposal by Federal Agencies. In this Act, Congress retained for itself authority to authorize disposal, for this was a prerogative it had guarded jealously for over half century; but it made the Archivist responsible for recommending the disposal of Federal Records.

Maedke, Robek et al (1974:81) defined transfer method as distinguishing between an active and inactive records. Active records are kept while records disposal is a critical stage in records management. It is the end of the records life cycle. Daramola (1990) described disposal as a concept that shows in clear terms what finally happens to a record or group of records. It is the systematic destruction of records that no longer have any significant value both for the organization and for research purpose. Kay (1992) is however, of the opinion that no method is the best or the worst and advised that each establishment should adopt the method that best suits its uniqueness. What is important, he concluded is that the method adopted should be capable of allowing the organization to destroy its unwanted records effectively and timely.

2.14 RECORDS SCHEDULING

According to World Encyclopaedia of Library and Information Science (1974:111) Observed that if an organization has been successful in developing a record system that limits the needed amount of forms, reports, and the like the needed for operating purpose, them we must set guidelines for the period of time they must be kept. This element within records management is perhaps the one that is uniformly accepted as a needed control.

Records accumulated are easily identified while crowded files hamper daily archives. The question asked regarding records gathering is how long do you keep them" the most effective guidelines are record retention schedule. He stressed that the schedule is also a guide to the file user and specifying how long the records is to require an "active" source of information before it can be transferred to inactive area".

Maedke, Robek and others 1974:75) stressed that, the records schedule, authorization form as a summary card which contains the data gathered in the inventory, as well as data to assist in estimating the length of the retention period/data taken from the records inventory, work sheet include title, department, function and description.

2.15 ARRANGEMENT OF RECORDS

Adikwu (1984:19), designed an arrangement scheme for the Ahmadu Bello University archival materials. During the course of the work she discovered that though archival materials abound in the Ahmadu Bello University campuses, no concerted effort

was made to bring them together to provide the necessary archival services. The same is the case of four other universities she surveyed as Maedke, Robek (1974:350) observed that, an archive exists to be used. Efficient utilization of an archive requires that the records be arranged according to the principle of provenance and original order. In addition, storage, techniques, locating systems, and finding aids must be developed so that the records can be easily retrieved when needed. She provided a detailed arrangement scheme based on the university's administrative structure. This view is similar to local government secretariats in the two States being studied in that arrangement of records is an aspect of the present study. Morton (1975) advocated the principle of arrangement based on the concepts of provenance of "le respect povr les fonds" that is documents should be kept according to their sources of origin and sub-arranged according to series, which she referred to as a group of allied documents as an administrative entity by department.

Finch (1964) observed that any archives would consider two fundamental questions in arranging the materials. How and how to assume bibliographic control over the materials and the convenience of the archivist. The major points he stressed are provenance and chronology which are vital in orderly grouping of things and retrieval which are all vital to the study of records management in local government secretariats in the discharge of administrative.

Zabrosky (1981) observed that views organizing archival records and manuscripts in accordance with the accepted archival principle particularly provenance. Arrangement is a process of grouping unit in an inherent and meaningful relationship to one another. By sorting and categorizing the records, an archivist brings order and relationship with the and result being to reveal the essential meaning and the formational content of record. He therefore advocated the principle of provenience for archives. It is related to the study of local government secretariats because arrangement of their records will be examined.

2.16 EQUIPMENT

Maedke, Robek et al (1974:300) observed that, a thorough understanding of shelving and other equipment used in the records centre is essential to proper design. Records centres are designed and equipment requirements may vary. However, the most

common types of equipment used in the records centre are the open shelf and cardboard container.

They stressed that, shelf carton method has been extensively used by the vast majority of private and commercial records centers. It is considered efficient and economical because it is relatively inexpensive, affords excellent space utilization, does not ordinarily require the unpacking of records upon accessing, and simplifies disposal The system works well when the following conditions prevail:

1. the standard records centre carton can be used for most of the records,
2. the shelving is standardized;
3. the retrieval rate is low;
4. the records series is complete upon accessioning; and
5. inter-filing is minimal.

Maedke, Robek et al (1984:303) stated that, the shelving, which is normally steal. is constructed so that it will accommodate the standard records center carton with economy and fully utilize the available floor space. The shelves of a unit normally measures 30 inches in depth and 42 inches in length, and they will accommodate six standard-sized cartons, stacked in a single layer. Many organizations stock cartons two layers, and some three layers, to a shelve to conserve shelving materials.

He, however, noted that material must be weighed against the additional time and motion required for retrieval; accessions, and disposal. The 30 by 42 inches shelve is a standard manufactured size and is satisfactory. Although, a 32 by 42 inch size is usually better because two standard cartons with caplids measure approximately 32 inches when placed end to end. The use of this equipment enable the local government headquarters records office to achieve economy in space.

Maedke Robek and others, (1992:16) observed that many small organizations limit their records management activities to the storage and retrieval functions, the formally established and integrated records management programs of large organizations usually encompass many of the following elements:

1. A records management administrator
2. Forms management and control.
3. Reports management and control
4. Correspondence management and control
5. Records management procedures manual
6. Active files management and control (records centre)
7. Vital records management and control
8. Records inventory and appraisal
9. Records retention and disposition schedule
10. Micrographics management and control
11. Copy reproduction control
12. Directives management
13. Mail management
14. Archives management and control

Jenkinson (1966) points out that archives whether good or bad, must have to be arranged. The major principles advocated by the writer are provenance and chronology. The procedure among administrative set up of the investigations concerned. The history of the organization will lead to the division of the archives. He stated that the archives can be understood without the knowledge of the administration which produced them for the history and development of the institute and so there is the need to establish the original arrangement in order to comprehend the collection. Although his emphasis was on arrangement, this is found to be relevant to the study in that records arrangement is an aspect examined by this study.

Afolabi (1993:3) asserted that archives must possess conservation facilities such as reprographic facilities so that, old records can be photocopied. He asserted that an environment temperature of 67^0 to 70^0 fahren height and 50% relative humidity must be maintained. He also stated that, vermin and fungi can be eliminated through the use of

fumigation. Papers that show evidence of mildew dampness and mould spores should be tested with thymel vapour and dust can be wiped out through the use of vacuum cleaners. The archivist can also conduct simple repair from time to time. The article is relevant to this study in that maintenance of records is an issue examined in this study.

2.17 SUMMARY

Management concepts which basically embrace planning, records creation, staffing, records retention/disposal, appraisal/acquisition, records schedule, directing and controlling are all essential tools required by records manager's for achievement of goals and objectives for organizations such as local government secretariats. The nature of local government records gives an insight as the organization's activities and it assists researchers and administrators to know what each divisional/department created in terms of records. The records are also useful in the process of problem solving and decision making. In this are records proliferation, era, custodians of records in local government secretariats are required to be adequately trained and dynamic, aggressive (positively) to achieve a degree of ability and responsibility which befits their requirements such as proper management principles and techniques.

The proper placement of records management ensures a centralized office to provide the required administrative services. Records management should transact department line. Records management functions, if properly carried out will enhance cost, benefits and cost effectiveness in the local government secretariats in Kwara State. File room operations provides quick storage, retrieval of records, and location of lost records which have vital roles to play in the life of any record created for research, and administrative purposes. Maintenance of records increases the life span of records which invariably, preserve records for future use in terms of reference, administrative and decision making. Arrangement of records enhances orderliness, neatness and importantly, it saves time and energy required in sorting for a record and reduces hand on records that are not needed which may also lead to damage by touching it quite often.

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CHAPTER THREE

METHODOLOGY

3.1 INTRODUCTION

The purpose of this chapter is to describe the method adopted for conducting the research. It specifically describes the methods to be used, the population, samples, instruments, the procedure for data collection and procedure for analyzing data. It is organized according to the aforementioned headings.

3.2 RESEARCH METHOD ADOPTED

The survey research method was adopted for conduction the study. It is the most suitable research method for the study. All records created in the various departments namely. Health and Social Services Agriculture and Natural Resources, Personnel management, Finance, Education, Works and Housing departments. The survey research method adopted for this study involves gathering data from ten Local government headquarters in Kaduna and Kwara States.

3.3 POPULATION

The population of the study comprises all local government headquarters records offices in Kaduna and Kwara States. There are 18 local government headquarters in Kaduna State while there are 14 local government headquarters in Kwara State. The details of the local government and its headquarters are provided in Table 3.1 (Kaduna State and 3.2 (Kwara State) below.

TABLE 3.1 - KADUNA STATE

L.G.A.	L.G. HEADQUARTERS
Soba	Maigana
Sabon-Gari	Sabon Gari
Kaduna North	Doka
Kaduna South	Makera

TABLE 3.2 - KWARA STATE

L.G.A.	L.G. HEADQUARTERS
Asa	Afon
Baruten	Kosubosu
Edu	Lafiagi
Ekiti	Araromi Opin

Igabi	Turunku	Ifelodun	Share
Giwa	Giwa	Ilorin East	Oke-Oyi
Zaria	Zaria City	Ilorin West	Ilorin
Makarfi	Makarfi	Ilorin South	Fufu
Ikara	Ikara	Irepodun	Omu-Aran
Jama'a	Kafanchan	Kaiama	Kaiama
Chikun	Chikun	Moro	Bode Saadu
Kaura	Manchok	Offa	Offa
Kajuru	Kajuru	Oyun	Ilemona
Jaba	Kwoi	Oloru	Oloru
Zangon Kataf	Zonkwa		
Kachia	Kaachia		
Kubau	Anchoau		
Lere	Saminaka		

3.4 SAMPLE

Six Local Government headquarters from Kaduna State and four from Kwara State were sampled for the study using convenient sampling method. These were Giwa, Zaria, Kaduna North, Kaduna East, Kachia, and Jama'a in Kaduna State and Ilorin East, Ilorin West, Offa and Oyun local government headquarters in Kwara State. Their choice was based on the recommendation by Borg and Gall (1979) who stated that a minimum of 20 per cent of population can be used as sample size. In this study, the six local government headquarters used as sample in Kaduna State represents 33.3 percent in Kaduna State, while the four local government headquarters used as sample in Kwara represents 29 percent. These two percentages are well above the minimum percentage of 20 percent recommended by Borg and Gall.

The six from Kaduna and four from Kwara local government headquarters were considered good representation for generalization to the uncovered local government headquarters in the two states under study. Since they practice virtually the same. All the six respondence from Kaduna State and four from Kwara State completed the questionnaire in two States with each respondent representing one local government headquarters records office.

3.5 INSTRUMENT FOR COLLECTING DATA

The researcher used questionnaire as instrument for collecting data for the study. The questionnaire was carefully designed by the researcher after consulting books and resource persons on records management. The questionnaire was used to collect data in each Local Government headquarters in Kaduna and Kwara States. The questionnaire which is the main instrument for collecting data sought information on the following areas:

Section A: Basic information on the local government headquarters records office and records officer.

Section B: Records Management which comprises records creation, staffing, funding, planning, records appraisal/acquisition, records disposal/retention, equipment, and;

Section C: General opinion

3.6 VALIDITY OF QUESTIONNAIRE

The content validity of the questionnaire was ensured by basing the items in the questionnaire on the research questions and objectives. The supervisor then went through the draft questionnaire to establish its appropriateness. The researcher then made the necessary modifications before producing the final draft of the questionnaire.

3.7 RELIABILITY OF THE QUESTIONNAIRE

The reliability of the questionnaire was determined through a pilot study that was conducted in the records office, Sabon Gari Local Government and Asa Local Government. The responses to the questionnaire showed that the records officers understood the items

in the questionnaire as they were able to respond satisfactorily to all the items in the questionnaire.

3.8 PROCEDURE FOR COLLECTING DATA

One copy of the questionnaire was taken to each local government headquarters covered by this study for completion by the respective records officer. The questionnaire contains eighty-three items and organized into (A-I) groups.

All copies of the questionnaire were delivered by hand and a letter of introduction, introducing the title and the purpose of the study was also attached to each copy of the questionnaire to the records officers. Ten copies of the questionnaire were taken to the ten local government headquarters under study. All were completed and returned to the researcher within few days.

3.9 PROCEDURE FOR DATA ANALYSIS

The procedure involves the analysis of data collected from the instruments used in the study which is questionnaire. The analysis of data was based on the use of the following statistical methods.

a) Scoring questionnaire respondent using frequency counts

b) Conversion of figures to equivalent percentage which is more convenient and can easily show the difference in the opinions of the respondents chosen for the study.

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CHAPTER FOUR

ANALYSIS OF DATA AND INTERPRETATION OF FINDINGS

4.1 INTRODUCTION

The purpose of this chapter is to analyze the data gathered through questionnaire and interpret the findings obtained, from the analysis. The results of these findings formed the bases for discussion. It is organized according to the following sub-headings: presentation of data and answering research questions.

4.2 PRESENTATION OF DATA

The data gathered for this study are presented in this section. They represent data gathered from records of staff in six (6) Local Government Headquarters in Kaduna State and four (4) Local Government Headquarters in Kwara State.

4.2.1 Basic Information

The basic information gathered on the ten local government headquarters covered by this study is reported in this section.

TABLE 4.1 DISTRIBUTION OF DEPARTMENTS IN THE TEN LOCAL GOVERNMENT HEADQUARTERS IN KADUNA AND KWARA STATES

	LOCAL GOVERNMENT HEADQUARTERS									
DEPTS	GIWA	KACHIA	KAD. NORTH	KAD. SOUTH	JAMA'A	ZARIA	ILORIN EAST	ILORIN WEST	OFFA	OYUN
Education	/	/	/	/	/	/	/	/	/	/
Works	/	/	/	/	/	/	/	/	/	/
Agriculture	/	/	/	/	/	/	/	/	/	/
Personnel Management	/	/	/	/	/	/	/	/	/	/
Women Commiission	/	/	/	/	/	/	/	/	/	/
Housing and Land	/	/	/	/	/	/	/	/	/	/
Health	/	/	/	/	/	/	/	/	/	/
Social Welfare	/	/	/	/	/	/	/	/	/	/

Table 1 above shows the departments in each of the ten local government headquarters studied. It reveals that all the ten have the following departments: Education, Works, Agriculture, finance, Personnel Management, Women commission, Housing and Land, Health and Social Welfare. Records are generated in each of these departments. These records are kept in the Registry or Records Office where the appropriate records management principles and practices are applied on them.

TABLE 4.2: AVAILABILITY OF RECORDS OFFICE IN THE LOCAL GOVERNMENT HEADQUARTERS IN KADUNA AND KWARA STATES.

Local Government Headquarters	Availability of Records Office	
	Yes	No
A. Kaduna State		
1. Giwa	/	
2. Kachia	/	
3. Kaduna North	/	
4. Kaduna South	/	
5. Jama'a		
4. Zaria	/	
B. Kwara State	/	
1. Ilorin East	/	
2. Ilorin West	/	
3. Offa	/	
4. Oyun	/	

Table 2 above reveals the availability of records office in the local government headquarters in Kaduna and Kwara States. The table shows that records office is found in the ten local government headquarters. This study is based on the records office (Registry) in the six

local government headquarters in Kaduna and four local government headquarters in Kwara States.

TABLE 4.3: AVAILABILITY OF RECORDS OFFICERS IN THE TEN LOCAL GOVERNMENT HEADQUARTERS IN KADUNA STATE.

Local Government Headquarters		Availability of Records Office	
		Yes	No
A.	Kaduna State		
	1. Giwa	/	
	2. Kachia	/	
	3. Kaduna North	/	
	4. Kaduna South	/	
	5. Jama'a		
	6. Zaria	/	
B.	Kwara State	/	
	1. Ilorin East	/	
	2. Ilorin West	/	
	3. Offa		
	4. Oyun		

Table 3 above shows the availability of records officers in the local government headquarters in Kaduna and Kwara States. It shows that records officer is found in the ten local government headquarters. This study is based on the reports, views of the records officers in the local government headquarters in Kaduna and Kwara States.

TABLE 4.4: DISTRIBUTION OF HIGHEST QUALIFICATION OF RECORDS OFFICERS IN THE LOCAL GOVERNMENT HEADQUARTERS IN KADUNA AND KWARA STATES

	LOCAL GOVERNMENT HEADQUARTERS										
Dept.	Giwa	Kachia	Kad. North	Kad. South	Jama'a	Zaria	Ilorin East	Ilorin West	Offa	Oyun	N
Primary											0
'0' Level											0
Diploma	/	/	/		/	/	/	/		/	8
Degree				/					/		2
Total	1	1	1	1	1	1	1	1	1	1	10

The distribution of the qualification of records officers in the local government headquarters in Kaduna and Kwara States studied are reported in table 4 above. The table clearly reveals that 8 or 80% of records officers are holders of Diploma certificates although not in records management. They were followed by degree holders with 2 or 20% of records officers.

It can be inferred from the table that the majority of the records officers were holders of diploma certificate. The two local government headquarters that employed degree holders, namely, Kaduna South and Offa attach high value to records management.

TABLE 4.5: DISTRIBUTION OF STAFF ACCORDING TO YEARS OF EXPERIENCE IN RECORDS OFFICE.

	LOCAL GOVERNMENT HEADQUARTERS									
Number of Years	Giwa	Kachia	Kad North	Kad. South	Jama'a	Zaria	Ilorin East	Ilorin West	Offa	Oyun
1 - 5				/			/	/		/
6 - 10		/	/		/	/			/	
11 and above	/									

The distribution of staff according to years of experience in records office in Kaduna and Kwara States are reported in Table 4.5. The table reveals that four offices fall within the range

1-5 years, five (5) fall within the range of 6-10 years while one (1) falls within the range of (11) years and above.

4.2.2 Records Management

The data collected on records management on the ten local government headquarters are reproted in this section.

TABLE 4.6 RECORDS CREATION IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
All records created in-coming out-going are acquired by records staff.	5	83.3	1	16.7	0	0	0	0
All records created are provided file	5	83.3	1	16.7	0	0	0	0
Files are not adequate for all records created	1	16.7	0	0	4	66.6	1	16.7
Boxes are adequate to accommodate records created	1	16.7	2	33.3	0	0	3	50
Shelves are adequate to accommodate records created	2	33.3	0	0	0	0	4	66.6
Space for accommodating records not adequate in the records office.	4.....66.6		0	0	2	33.3	0	0

Table 4.6 shows the distribution of responses on records creation. It reveals that the majority of the respondents 6 (or 100%) agreed with the statement that all records created are acquired by records staff, and all records created are provided file. The majority of respondents 5 (or 83.3%) disagreed with the statement that files are not adequate for all records created. This indicates that files are adequate for records creation. The opinion of the respondents were divided on the statement that boxes were adequate to accommodate records created as 3 (or 50%) agreed with the statement and 3 (or 50%) disagreed with the statement. The majority of the respondents 4 (or 66.6%) disagreed with the statement. The majority of the respondent 4 (or 66.6%) agreed with the statement that space for accommodating records are not adequate in the records office. This finding implies that the local government headquarters faced accommodation problems.

TABLE 4.7 STAFFING IN KADUNA STATE

FUNCTIONS	Strongly Freq	Agree %	Agree Freq	%	Strongly Freq	Disagree %	Disagree Freq	%
The records centre is adequately staffed	2	33.3	3	50	1	16.7	0	0
The records centre staff attend workshops/in-service training on records management	0	0	2	33.3	4	83.3	0	0
Some records staff have certificate records management	3	50	2	33.3	0	0	1	16.7
Some records staff have diploma.	4	83.3	2	33.3	0	0	0	0
Some have degree or master's in records management	0	0	1	16.7	2	33.3	3	50
There is a charge out and follow up system used by records staff	3	50	2	33.3	0	0	1	16.7

Table 4.7 shows the distribution of responses on staffing. It reveals that the majority of the respondents 5 (83.3%) agreed with the statement that records centre is adequately staffed. The majority of respondents 4 (66.6%) disagreed with the statement that records centre staff attend workshops/in-service training on records management. This indicates that records centre staff do not attend workshops/in-service. The majority 5 (83.3%) agreed that some records staff have certificate in records management and 16.7 (1%) disagreed with the statement. 6 (100%) agreed with statement that some records staff have diploma, the majority of respondents 5 (83.3) disagreed with the statement that some have degree or masters in records management. The majority 5 (88.3%) agreed with the statement that, there is a charge-out and follow-up system used by records staff. This findings implies that the local government headquarters faced charge out and follow up problems.

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TABLE 4.8 FUNDING IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
The records officers is adequately funded	1	16.7	1	16.7	1	16.7	3	50
There is no separate budget allocation to the records office	2	33.3	2	33.3	1	16.7	1	16.7

The distribution of responses on funding is shown in Table 4.8. It reveals that the majority of respondents 4 (66.6%) agreed with the statement that the records office is adequately funded. The majority of the respondents 4 (66.6%) disagreed with the statement that there is a separate budget allocation to the records office. This implies that the local government headquarters faced separate allocation to records office.

TABLE 4.9 PLANNING IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
The local government plans for the staffing requirement	2	33.3	3	50	0	0	1	16.7
The local government plans for the equipment of the records office	2	33.3	4	66.6	0	0	0	0
The local government plans a records programme for the records office.	2	33.3	2	33.3	0	0	2	33.3
The records office plans its own records programme	5	83.3	1	16.7	0	0	0	0

The distribution of responses on planning is shown in Table 4.9. It reveals that the majority of the respondents 5 (83.3%) agreed with the statement that the local government plans for the staffing requirement. The majority 6 (100%) agreed with the statement that the local government plans for the equipment of the records office. The majority 5 (83.3%) disagreed with the statement that the local government plans a records programme for the records office. The majority 6 (100%) agreed with the statement that the records office plans its own records

programme. This implies that the local government headquarters faced inadequate equipment for use in maintenance of records. Generally records offices in local government headquarters in Kaduna State adequately plans records management programme.

TABLE 4.10 RECORDS APPRAISAL/ACQUISITION IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
Records in each department of the local government headquarters are examined and evaluated before transferring to records office	3	50	3	50	0	0	0	0
Records transfer to records office is done on a daily basis	3	50	2	33.3	0	0	1	16.7
Transfer of records to records office is initiated by each department	3	50	2	33.3	0	0	1	16.7
Transfer of records to records office initiated by records staff	2	33.3	4	83.3	0	0	0	0
Copies of records created by each department are automatically sent to the records office	2	33.3	3	50	1	16.7	0	0
Records transferred to records office are those with administrative value	3	1.67	1	16.7	2	33.3	0	0
The provision for transfer of records is adequate.	4	83.3	0	0	1	16.7	1	16.7

This Table 4.10 shows that the majority 6 (100%) respondents agreed with the statement that records in each department of the local government headquarters are examined and evaluated before transferring to records office. The majority 5 (83.3%) respondent agreed with the statement that records transfer to records office is done on a daily basis. Transfer of records to records office is initiated by each department, the majority 5 (83.3%) agreed with the statement that copies of records created by each department are automatically sent to the records office. Generally, records officers agreed that records appraisal/acquisition in records offices in Kaduna State are adequately done.

TABLE 4.11 RECORDS CONTROL IN KADUNA STATE

FUNCTIONS	Strongly Agree Freq	%	Agree Freq.	%	Strongly Disagree Freq.	%	Disagree Freq.	%
Records control is done using a register	6	100	0	0	0	0	0	0
Access to record containing secret information is restricted to few persons	6	100	0	0	0	0	0	0
The register describes the classes of records e.g. education. health	5	83.3	1	16.7	0	0	0	0
Records control is done using file index	5	83.3	1	16.7	0	0	0	0
The register describes the finding aid which gives access to the individual document forming part of it.	3	50	3	50	0	0	0	0
A transfer list is used when transferring records from each department to records office	3	50	3	50	0	0	0	0
The records office staff prepare this list.	6	100	0	0	0	0	0	0
The creating department staff prepares this list.	1	16.7	2	33.3	0	0	2	33.3
Standard indexing rules are used	1	16.7	1	16.7	4	66.6	0	0
Records are properly coded.	3	50	2	33.3	1	16.7	0	0
Adequate cross-references are used	4	66.6	2	33.3	0	0	0	0

The above Table 4.11 shows the distribution of responses on records control. It reveals that the majority 6 (100%) agreed with the statement that records control is done using a register. Access to records containing secret information is restricted to few persons. Some 3 (50% respondents agreed with the statement that the creating department staff prepares this list while 3 (50%) disagreed. Some 5 (83.3%) disagreed with the statement that standard indexing rules are

used This finding implies that there is no standard indexing rules in use. Generally, records control appears adequately done in the six records offices in Kaduna.

TABLE 4.12 RECORDS MAINTENANCE IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq	%	Freq.	%
Records office is regularly cleared	5	83.3	0	0	0	0	1	16.7
Records office has ceiling or table fan	6	100	0	0	0	0	0	0
Records are adequately protected from sun-rays	0	0	0	0	2	33.3	4	66.6
Records is air conditioned	2	33.3	4	66.6	0	0	0	0
Records office is adequately secured against theft	3	50	3	50	0	0	0	0
Records office is protected from flooding	4	66.6	1	16.7	0	0	0	0
Worn-out records are photocopied	2	33.3	4	66.6	0	0	0	0
Records are protected against dampness	2	33.3	4	66.6	0	0	0	0
Important records are provided extra security.	6	100	0	0	0	0	0	0
Records are adequately protected from fire attack	4	66.6	1	16.7	0	0	0	0
Records office is regularly inspected to ensure orderliness.	3	50	2	33.3	0	0	0	0
When papers need posturing within a folder, staples are used	2	33.3	4	66.6	0	0	0	0
When papers need fastering within a folder paper clips are used	1	16.7	4	66.6	1	16.7	0	0
Records are stored in the best way before storing	6	100	0	0	0	0	0	0
Method in which originating department access their records office is satisfactory.	4	66.6	2.	33.3	0	0	0	0

Table 12 shows the distribution of responses on records maintenance. Apart from the statement that records are adequately protected from sun-rays in which all the four respondents (or 100%) disagreed, the majority of the respondents agreed with all other statements which indicate that records are adequately maintained in the records offices in Kaduna State.

TABLE 4.13 RECORDS DISPOSAL/RETENTION IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
A retention schedule (analytical list of records series) exists.	3	50	3	50	0	0	0	0
The local government has a policy on records disposal/retention.	3	50	0	0	2	33.3	1	16.7
A policy exist for records disposal/retention	1	16.7	4	66.6	0	0	1	16.7
A form exists for records retention schedule	2	33.3	3	50	0	0	1	16.7
The policy on records disposal/ retention is satisfactory	1	16.7	4	66.6	0	0	0	0
The period that records should be retained is satisfactory	5	83.3	1	16.7	0	0	0	0
Records are appraise (evaluated) before disposal/ retention	3	50	0	0	1	16.7	2	33.3
Records office and equipment that created the records jointly decide on disposal/retention.	3	50	2	33.3	0	0	1	16.7
Records office staff decide on records disposal/retention.	1	16.7	1	16.7	4	66.6	0	0
Staff of the department that created records decide on records disposal/retention.	1	16.7	4	66.6	0	0	1	16.7
The provision for disposal retention of records is satisfactory.	1	16.7	4	66.6	0	0	1	16.7

This table 4.13 shows the distribution of responses on disposal/retention. It reveals that the majority of the respondents 6 (100%) agreed with the statement that retention schedule

analytical list of records series exists. Opinion was divided as to the statement that the local government has a policy on records disposal/retention, 3 (50%) agreed while (50%) disagreed. The majority 5 (83.3%) respectively agreed with the statement that a policy exist for records disposal/retention. A form exists for records retentions schedule. The majority of respondents 5 (83.3%) disagreed with the statement that records office staff decide on records disposal/retention. This implies that records officers do not decide on records disposal/retention.

TABLE 4.14 EQUIPMENT IN KADUNA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
Filing cabinets are adequate.	1	16.7	2	33.3	2	33.3	1	16.7
Shelves are adequate.	1	16.7	4	66.6	0	0	1	16.7
Available equipment for typing adequate.	1	16.7	1	16.7	4	66.6	1	16.7

Table 4.14 shows the distribution of responses on the adequacy of equipment in records offices in Kaduna State. The majority of the respondents 5 (or 83.3) agreed that shelves are adequate. The majority of respondents 5 (or 83.3%) disagreed with the statement that available equipment for typing are adequate. However, whereas three records officers (or 50%) stated that filing cabinets are adequate, three (or 50%) state that filing cabinets are not adequate.

TABLE 4.15 RECORDS CREATION IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
All records created in-coming out-going are recorded by records staff.	3	75	0	0	0	0	1	25
All records created are provided file	4	100	0	0	0	0	0	0
Files are not adequate for all records created	1	25	1	25	0	0	1	25
Boxes are adequate to accommodate records created	1	25	1	25	1	25	1	25
Shelves are adequate to accommodate records created	2	50	1	25	0	0	1	25
Space for accommodating records are adequate in the records office.	1	25	2	50	1	25	0	0

Table 4.15 shows the distribution of responses of respondents on records creation in Kwara State local government headquarters. It reveals that the majority 3 (75%) agreed with the statement that all records created (incoming and outgoing) are recorded by records officers/staff. All 4 (100%) agreed with the statement that all records created are provided files. 2 (50%) agreed with the statement that files are not adequate for all records created while 2 (50%) disagreed with that same statement, it means that opinions are divided. Opinions are also divided on the statement that boxes are adequate to accommodate records created and shelves are adequate to accommodate records created. Some 3 (75%) disagreed with the statement that spaces for accommodating records are adequate in the records office. This finding implies that space for accommodating records in the records centre is a problem.

TABLE 4.16 STAFFING IN KWARA STATE

FUNCTIONS	Strongly Agree Freq	%	Agree Freq.	%	Strongly Disagree Freq.	%	Disagree Freq.	%
The records centre is adequately staff.	1	25	2	50	1	25	0	0
The records centre staff attend workshops/in-service training on records management	2	50	1	25	0	0	1	25
Some records staff have certificates in records management.	0	0	3	75	1	25	0	0
Some records staff have diploma	0	0	3	75	1	25	0	0
Some have degree or master's in records management	0	0	1	25	1	25	2	50
There is a charge out and follow up system used by records staff.	2	50	2	50	0	0	0	0

Table 4.16 shows the distribution of responses of respondents on records staffing in Kwara States. It reveals that 3 (75%) majority agreed with the statement that is adequately staff majority 3 (75%) respectively agreed with the statement that the records centre staff attend workshops/in-service training. Some have certificate in records management, some records staff

have diploma. 3 (75%) majority disagreed with the statement that some have degree and master's in records management. This finding implies that highly qualify personnel is a problem.

TABLE 4.17 FUNDING IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
The records office is adequately funded.	2	50	0	0	1	25	1	25
There is no separate budget allocation to the records office	2	50	2	50	0	0	0	0

Table 4.17 shows the distribution of responses of respondents on funding in the records offices in Kwara State. It reveals that opinions were divided 2 (50%) agreed while 2 (50%) disagreed with the statement that records office is adequately funded. This finding implies that funding in the records centre is a problem.

TABLE 4.18 PLANNING IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
The local government plans for the staffing requirement of the records office.	1	25	3	75	0	0	0	0
The local government plans for the equipments of the records office	1	25	2	50	0	0	1	25
The local government plans a records programme for the records office.	1	25	2	25	0	0	1	25
The records office plans its own records programme.	1	25	2	25	1	25	0	0

Table 4.18 shows the distribution of responses on records planning in Kwara State. The table reveals that the majority of the respondents agreed that the records planning programme in the local government headquarters are adequate.

TABLE 4.19 RECORDS APPRAISAL/ACQUISITION IN KWARA STATE

FUNCTIONS	Strongly Agree Freq	%	Agree Freq.	%	Strongly Disagree Freq.	%	Disagree Freq.	%
Records in each department of the local government headquarters are examined and evaluated before transferring to records office	2	50	2	50	0	0	0	0
Records transfer to records office is done on a daily basis	1	25	1	25	2	50	0	0
Transfer of records to records office is initiated by each department	2	50	2	50	0	0	0	0
Transfer of records to records office initiated by records staff	2	50	1	25	1	25	0	0
Copies of records created by each department are automatically sent to the records office	1	25	2	50	0	0	1	25
Records transferred to records office are those with administrative value	3	75	1	25	0	0	0	0
The provision for transfer of records is adequate.	1	25	2	50	1	25	0	0

Table 4.19 shows the distribution of responses on records appraisal/acquisition in the four records offices studied in Kwara State. It reveals that all four records offices (or 100%) adequately appraised/acquired records except the issue of transfer of records to records office being done on daily basis in which two records officers agreed with the statement while two disagreed. Generally, records are adequately appraised and acquired.

TABLE 4.20 RECORDS CONTROL IN KWARA STATE

FUNCTIONS	Strongly Freq	Agree %	Agree Freq.	%	Strongly Freq.	Disagree %	Disagree Freq.	%
Records control is done using a register	3	75	1	25	0	0	0	0
Access to record containing secret information is restricted to few persons	4	100	0	0	0	0	0	0
The register describes the classes of records e.g. education. health	4	100	0	0	0	0	0	0
Records control is done using file index	2	50	2	50	0	0	0	0
The register describes the finding aid which gives access to the individual document forming part of it.	2	50	1	25	0	0	1	25
A transfer list is used when transferring records from each department to records office	2	50	2	50	0	0	0	0
The records office staff prepare this list.	4	100	0	0	0	0	0	0
The creating department staff prepares this list.	2	50	0	0	1	25	1	25
Standard indexing rules are used	1	25	3	75	0	0	0	0
Records are properly coded.	2	50	1	25	0	0	0	0
Adequate cross-references are used	0	0	3	75	0	0	1	25

Table 20 shows the distribution of responses on records control in records offices in the four local government headquarters studied in Kwara State. It reveals that all the four records officers (or 100%) agreed that records control is done using a register, access to record containing secret information is restricted to few persons, the register describes the classes of records, records control is done using file index, a transfer list is used when transferring records from each department to records office, the records office staff prepare the list, standard indexing rules are used, and records are properly coded. The majority of the respondents 3 (or 75%) also

agreed that records control is done using a register, the creating department staff prepares this list and adequate cross-references are used. These findings imply that records are adequately controlled.

TABLE 4.21 RECORDS MAINTENANCE IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
Records office is regularly cleared	2	50	1	25	1	25	0	0
Records office has ceiling or table fan	2	50	1	25	0	0	0	0
Records are adequately protected from sun-rays	2	50	1	25	1	25	0	0
Records is air conditioned	0	0	2	50	1	25	1	25
Records office is adequately secured against theft	3	75	0	0	1	25	0	0
Records office is protected from flooding	3	75	1	25	0	0	0	0
Worn-out records are photocopied	1	25	2	50	1	25	0	0
Records are protected against dampness	4	100	0	0	0	0	0	0
Important records are provided extra security	3	75	1	25	0	0	0	0
Records are adequately protected from fire attack	3	75	0	0	1	25	0	0
Records office is regularly inspected to ensure orderliness.	1	25	2	50	1	25	0	0
When papers need posturing within a folder. staples are used	1	25	2	50	1	25	0	0
When papers need fastering within a folder paper clips are used	1	25	1	25	0	0	1	25
Records are stored in the best way before storing	3	75	1	25	0	0	0	0
Method in which originating department access their records office is satisfactory.	3	75	1	25	0	0	0	0

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Table 4.21 shows the distribution of responses on records maintenance in records offices in Kwara State. It reveals that all statements which indicate that records are adequately maintained. However, whereas two records officers have airconditioners, two records offices have no airconditioner.

TABLE 4.22 RECORDS DISPOSAL/RETENTION IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
A retention schedule (analytical list of records series) exists.	2	50	1	25	1	25	0	0
The local government has a policy on records disposal/retention.	3	75	1	25	0	0	0	0
A policy exist for records disposal/retention	1	25	1	25	1	25	1	25
A form exists for records retention schedule	2	50	1	25	0	0	1	25
The policy on records disposal/ retention is satisfactory	2	50	1	25	1	25	0	0
The period that records should be retained is satisfactory	2	50	1	25	1	25	0	0
Records are appraise (evaluated) before disposal/ retention	2	50	1	25	1	25	0	0
Records office and equipment that created the records jointly decide on disposal/retention.	2	50	2	50	0	0	0	0
Records office staff decide on records disposal/retention.	0	0	0	0	3	75	1	25
Staff of the department that created records decide on records disposal/retention.	0	0	0	0	3	75	1	25
The provision for disposal retention of records is adequate.	1	25	3	75	0	0	0	0

Table 4.22 shows the distribution of responses on records disposal and retention in Kwara state. It reveals that all four respondents (or 100%) agreed with the following statements: the

local government has policy on records disposal/retention, records office and department that created the records jointly decide on disposal/retention, and the provision for disposal/retention of records is adequate. It also reveals that the majority of respondents 3 (or 75%) agreed with the following statements: a retention schedule exists, the local government has a policy on records disposal/retention, a form exists for records retention schedule, the policy on records disposal/retention is satisfactory, the period that records should be retained is satisfactory, records are appraised before disposal/retention, and the provision for disposal/retention of records is adequate. However, all the respondents (or 100%) disagreed with the following statements: records office staff decide on records disposal/retention and staff of the department that create records decide on records disposal/retention. This latter finding implies that records disposal/retention is jointly decided by both the records office staff and the staff of the department that created records.

TABLE 4.23 EQUIPMENT IN KWARA STATE

FUNCTIONS	Strongly Agree		Agree		Strongly Disagree		Disagree	
	Freq	%	Freq.	%	Freq.	%	Freq.	%
Filing cabinets are adequate.	1	25	2	50	1	25	0	0
Shelves are adequate.	1	25	3	75	0	0	0	0
Available equipment for typing adequate.	1	25	2	50	1	25	0	0

Table 4.23 shows the distribution of responses on the equipment for handling records. It reveals that the majority of the respondents 3 (or 75%) agreed that filing cabinets, shelves, and available equipment for typing were adequate. These findings indicate that equipment for handling records in the local government records offices in Kwara state are fairly satisfactory although there are areas that need improvement.

4.3 ANSWERING RESEARCH QUESTIONS

4.3.1 Research Question 1

What kinds of records are created and held in the local government headquarters under study?

TABLE 4.24 KINDS OF RECORDS CREATED IN THE TEN LOCAL GOVERNMENT HEADQUARTERS

KINDS OF RECORDS	FREQUENCY	PERCENTAGE
1. PERSONNEL MANAGEMENT Correspondence records (in and out), personnel and secret records, promotion, recruitment, appointment records, records on information unit, planning records, minutes of meetings, dismissal, retirement records, pension records, visitors records.	10	100
2. FINANCE (Treasury - Expenditure and Revenue records, salaries records, records on payment to contractors, market receipts payment, shops payment, rented land receipts payment, expenses on the running of the local government activities, correspondence, minutes of meetings)	10	100
3. AGRICULTURE (Records of purchases of machines, seedlings, repairs, records of feeds for livestock, correspondence i.e. from Federal or State Ministry of Agriculture)	7	70
4. EDUCATION AND WOMEN COMMISSION (Records on policies, records on schools in each local government, records of staff, records on women commission, records of practicals on Home Economics section/training of students on cooking, laundry, and home management, minutes of meetings).	10	100
5. HOUSING AND WORKS (Records of local roads, records of structures owned by local government, records of water supplies, records of maintenance of infrastructures, land records, housing records, correspondence from individual, groups, State or Federal, minutes of meeting).	10	100

6. SPORTS AND HEALTH (Records of sports materials, purchased records, gift received, records of players, records of health staff and patients, records of equipment available, records of drugs, correspondence, minute of meetings).	10	100

The table shows that records are created on the following in all ten local government headquarters: Personnel Management, Finance, Agriculture, Education and Women Commission, Housing and Works, and Sports and Health. However, 7 (or70%) local government headquarters created records on agriculture. While 8 (or 80%) local government headquarters created records on sports and health. The reason for this is that in the case of the former, three local government headquarters do not create records on agriculture, while in the latter case, there are no records on sports and health in two local government headquarters.

4.3.2 Research Question 2

What kinds of staff man the records offices in the local government headquarters?

TABLE 4.25 DISTRIBUTION OF THE QUALIFICATION OF RECORDS OFFICERS IN THE LOCAL GOVERNMENT HEADQUARTERS

QUALIFICATION	FREQUENCY	PERCENTAGE
Primary	0	0
'O' Level	0	0
Diploma	8	80
Degree	2	20
Total	10	100

The distribution of the qualification of records officers in the ten local government headquarters is presented in Table 4.25. The table shows that 10 (or 80.3%) records officers are holders of Diploma certificates. Most of them had Diploma on records management. Some 2 (or 19.7%) records officers were degree holders although not in records management.

It can be inferred from the table that the majority of the records officers were holder of Diploma certificate.

TABLE 4.26 DISTRIBUTION OF STAFF ACCORDING TO YEARS OF EXPERIENCE IN RECORDS OFFICE

NUMBER OF YEARS	FREQUENCY	PERCENTAGE
1-5	4	40
6-10	5	50
11 and above	1	10

Table 4.26 shows the distribution of staff according to years of experience in records office. It is clear from the table that the majority of the staff 5 (or 50%) had six to ten years working experience in records office followed by 4 (or 40%) staff who had 1 to 5 years working experience in records office. Only 1 (or 10%) staff had 11 or more years working experience in records office.

On the whole the staff who manage the records office are mainly diploma holders, whose diploma is not in records management and whose years of working experience in records office range from 1 to 10 years. Based on the findings above it is inferred that the records officers do not possess the relevant qualification to enable them work in a records office.

4.3.3 Research Question 3

How adequate is the funding of the records offices in the local government headquarters under study?

TABLE 4.27 DISTRIBUTION OF THE RESPONSES ON ADEQUACY OF FUND PROVIDED TO RECORDS OFFICES

States	Adequate Freq.	%	Inadequate Freq.	%
Kaduna State	6	50	6	50
Kwara State	4	50	4	50

Table 4.27 shows the distribution of the responses on adequacy of funding to the records offices. The distribution shows that in Kaduna State, the respondents were divided in their opinions concerning adequacy of funding, for 6 (or 50%) stated that funding was adequate while 6 (or 50%) stated inadequate. In Kwara State, the situation is the same as Kaduna State as four (or 50%) stated

adequate while 4 (or 50%) stated inadequate funding. These findings indicate that the opinion of the records officers were divided on the issue.

4.3.4 Research Question 4

How adequate is the planning of records programme?

TABLE 4.28 DISTRIBUTION OF RESPONSES ON ADEQUACY ON PLANNING RECORDS PROGRAMME

States	Adequate Planning		Inadequate Planning	
	Frequency	%	Frequency	%
Kaduna State	21	87.5	3	12.5
Kwara State	10	62.5	6	37.5

Table 2.28 shows that distribution of responses on adequacy in planning records programme. It shows that in Kaduna State 21 (or87.5%) respondents stated that the records programme was adequately planned while 3 (or 12.5%) stated that it was not adequately planned. It can be inferred that the majority of the respondents stated that records programme was adequately planned. However, in Kwara State, 16 (or 62.5%) respondents stated adequate planning of records programme while 6 (or 37.5%) respondents stated that records programme were inadequately planned. This finding infers that records programme is adequately planned.

On the whole records programme appears to be adequately planned in the sampled local government headquarters in the two states.

4.3.5 Research Question 5

How adequate are the records in the local government headquarters appraised?

TABLE 4.29 DISTRIBUTION OF RESPONSES ON ADEQUACY IN APPRAISAL OF RECORDS

States	Adequate Appraisal		Inadequate Appraisal	
	Frequency	%	Frequency	%
Kaduna State	35	83.3	7	16.1
Kwara State	20	71.4	8	28.6

Table 4.29 shows the distribution of responses on adequacy of records. It shows that in Kaduna State 35 (or 83.3%) respondents stated that the records were adequately appraised while 7 (or 16.7%) respondents stated that they were inadequately appraised. This finding indicates that the majority of the respondents were of the opinion that records were adequately appraised. In Kwara State 20 (or 71.4%) respondents stated that records were adequately appraised while 8 (or 28.6%) respondents stated that they were inadequately appraised. This finding suggests that in both Kaduna and Kwara States records are adequately appraised. This is a healthy situation in archival records management.

4.3.6 Research Question 6

How adequate are the records control method?

TABLE 4.30 DISTRIBUTION OF RESPONSES ON ADEQUACY IN CONTROL OF RECORDS

States	Adequate Control		Inadequate Control	
	Frequency	%	Frequency	%
Kaduna State	62	88.6	8	11.4
Kwara State	43	95.6	2	4.4

Table 4.30 shows the distribution of responses on adequacy in control of records. It shows that 62(or 88.6%) respondents in Kaduna States stated that records control was adequate while 8 (or 11.4%) indicated inadequacy of records control. This finding suggests that the majority of the respondents were of the opinion that records control was adequately practised in the local government headquarters. In Kwara State 43 (or 95.6%) respondents were of the opinion that records control was adequately carried out while 2 (or 4.4%) respondents were of the opinion that it was not adequately practised. This finding implies that in the two states of Kaduna and Kwara, records control was adequately practised. This is also a healthy situation in records management practice.

4.3.7. Research Question 7:

How adequate are the records maintained?

TABLE 4.31 DISTRIBUTION OF RESPONSES ON ADEQUACY OF RECORDS MAINTENANCE

States	Adequate Records Maintenance	%	Inadequate Records Maintenance	%
Kaduna State	80	88.9	10	11.1
Kwara State	50	83.3	10	16.7

Table 4.31 shows the distribution of responses on adequacy in the maintenance of records. It shows that 80 (or 88.9%) respondents indicated that records were adequately maintained while 10 (or 11.1%) indicated inadequacy in records maintenance. It can be inferred from this finding that based on the majority of responses, records were adequately maintained in the local government headquarters in Kaduna State. In Kwara State 50 (or 83.3%) respondents stated that records were adequately maintained while 10 (or 6.7%) indicated that records were inadequately maintained. It can be inferred from the findings that records were adequately maintained in Kwara State. Based on these findings obtained in Kaduna and Kwara State, it can be inferred that records are adequately maintained. It is a healthy and dynamic situation in records management.

4.3.8 Research Question 8

How adequate are the records retained and disposed of?

TABLE 4.32 DISTRIBUTION OF RESPONSES ON ADEQUACY IN RETENTION AND DISPOSAL OF RECORDS

States	Adequate Retention/Disposal Frequency	%	Inadequate Retention/Disposal Frequency	%
Kaduna State	64	93	20	31.6
Kwara State	28	67.5	16	29.9

Table 4.32 shows the distribution of responses on adequacy in retention and disposal of records. It shows that 64 (or 93%) respondents in Kaduna State stated that records retention/disposal was adequate while 20 (or 31.6%) indicated inadequacy of records retention/disposal. This finding suggests that the majority of the respondents were of the opinion that records retention/disposal was adequately practised in the local government headquarters.

In Kwara State, 28 (or 67.5%) respondents were of the opinion that records retention/disposal was adequately carried out while 16 (29.9%) respondents were of the opinion that it was not adequately practiced. These findings imply that in the two states of Kaduna and Kwara, records retention/disposal was adequately practiced. This is also a healthy situation in records management practice.

4.3.9 Research Question 9

How adequate are the equipment used in handling records?

TABLE 4.33 DISTRIBUTION OF RESPONSES ON ADEQUACY OF EQUIPMENT USED IN HANDLING RECORDS IN KADUNA AND KWARA STATE

	Kaduna State				Kwara State			
	Adequate		Inadequate		Adequate		Inadequate	
	Frequency	%	Frequency	%	Frequency	%	Frequency	%
Filing Cabinets	3	50	3	50	3	75	1	25
Shelves	5	83.3	1	16.7	4	100	0	0
Typewriters	2	28.6	5	71.4	3	75	1	25

Table 4.33 shows the distribution of responses on the adequacy of equipment used in handling records in Kaduna and Kwara states Local government headquarters records offices. The table shows that in Kaduna state, opinion is divided among the local government records offices on the adequacy of filing cabinet. Some 3 or (50%) stated adequate while 3 (or 50%) stated inadequate. However, in Kwara State, the majority of the respondents represented by 3 (or 75%) stated that filing cabinets were adequate while 1 (or 25%) respondent stated inadequate. This finding indicates that records offices in Kwara State found filing equipment for handling records adequate. Concerning shelves, 5 (or 83.3%) respondents in Kaduna State stated that they were adequate while 1 (or 16.7%) respondent indicated inadequate. This shows that the majority of the respondents in Kaduna State were of the opinion that the shelves were adequate.

In Kwara State, all the four (or 100%) respondents were of the opinion that the shelves were adequate. These findings clearly suggest that shelves for handling records in the local government headquarters of the two states were adequate. Finally, with regards to typewriters, 2 (or 28.6%) respondents in Kaduna State indicated that the typewriters were adequate while 5 (or 11.4%)

respondents stated that they were adequate. This shows that typewriters in these states local government headquarters records offices are inadequate. In Kwara State 3 (or 75%) respondents stated that the typewriters were adequate while 1 (or 25%) respondent reported that the typewriters were inadequate. It can be inferred from this finding that the majority of the respondents were of the opinion that typewriters for handling records were adequate. It therefore, follows that whereas typewriters were reported adequate in Kwara State local government records offices, they were inadequate in those of Kaduna State. Inadequacy of equipment hampers adequate handling of records.

CHAPTER FIVE

SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

5.1 INTRODUCTION

The purpose of this chapter is to summarize the findings obtained from the study, conclude and made recommendations. This chapter is organized according to the following sub-headings: *Summary of findings, Conclusion and Recommendations*.

5.2 SUMMARY OF FINDINGS

The study found the following kinds of records created in all the ten local government headquarters: Personnel Management, Finance, Agriculture, Education, Health, Works, Housing, Women Commission.

The majority of the staff were holders of Diploma certificate, although not in records management. The majority of the staff also had tem years of working experience or less. Based on the qualification of records officers, they do not possess the relevant qualifications to enable them work in a records office.

The opinion of hte respondents showed that they were divided on the adequacy of funding the records officers. Whereas one half of the respondents in both States stated that funding of the records office was adequate, the other one half in both states indicated inadequacy of finding.

On the adequacy of planning the records programme, the responses from the two states showed that majority of the records officers were of the opinion that records planning programme was adequate.

Concerning records appraisal, the findings of the study revealed that records were adequately appraised in the two states. The findings of the study further revealed that in both states records were adequately maintained. It is also a healthy situation in records management.

Concerning records retention and disposal in the two states, records retentio disposal practice was found by the majority of respondents as adequate. This is also a healthy situation in the management of records.

Finally, concerning the available equipment for handling records, the majority of the respondents were of the opinion that: (1) typewriters for handling records were adequate in Kwara State, they were inadequate in Kaduna State. (2) shelves for storing records were found by the majority of respondents in the two states to be adequate (3) the opinions of the respondents in Kaduna State were divided on the adequacy of the filing cabinet for half the number of respondents stated adequate. On the other hand, in Kwara State, the majority of the respondents stated that filing cabinets were adequate.

5.3 CONCLUSION

Based on the findings obtained in this study. It is concluded that, the mangement of records in records offices of the local government headquarters to some extent is being carried out in accordance with the principles of records management. However, the adequate management of records in Kaduna and Kwara States wer hampered by:

1. Inadequate file, boxes, shelves and typewriters
2. Inadequate staff in terms of professionals in records management
3. Absence of separate budget allocation for the records offices.
4. Absence of planning of records management programmes.
5. Inadequate records appraisal.
6. Inadequate records control
7. Inadequate maintenance of records
8. Inadequate records retention/disposal
9. Inadequate equipment for storing records in some local government headquarters records offices.

5.4 RECOMMENDATIONS

Based on the findings obtained in this study and the conclusion drawn, the following recommendations are put forward:

1. In order to ensure effective management of records in local government headquarters records office, the following should be implemented:
   (a) provision of adequate files, boxes, shelves and space.

(b) adequate staff who are qualified to manage records

(c) adequate financial allocation to the records office .

(d) Planning of records management programmes

(e) ıadequate records appraisal and acquisition

(f) ıadequate records control

(g) ıadequate maintenance of records

(h) adequate records disposal/retention

(i) adequate equipment for storing records.

2. Staff should be sent for further training in order to acquire formal qualification in records management. This will enable them improve their skill on records management.

3. The introduction of computer for storing records in order to enhance quick retrieval.

4. Further studies should be conducted on records offices of other local government headquarters in Nigeria. The findings of such studies could be compared to those of the present study in order to determine similarities and difference in findings.

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APPENDIX I

AHMADU BELLO UNIVERSITY, ZARIA - NIGERIA

DEPARTMENT OF LIBRARY AND INFORMATION SCIENC

(OFFICE OF THE HEAD OF DEPARTMENT)

...e Administrator: **Major Gen. Mamman Kontagora (Rtd).**
...ead of Department: **Dr. Zakari Mohammed** BLS Glad. Cert. Ed MLS (ABU), Ph.D. (MOSCOW) MNIM

...ur Ref:.....

...ur Ref: LS/8/1.....

Telephone: 069/59426; 5
Telegrams: UNIBELLO Z

Date: 16th Dec. 19

TO WHOM IT MAY CONCERN

ALIYU, Bola Mulikat (Mrs)

The bearer of this letter Mrs. Bola Mulikat Aliyu is a Master of Library and Information Science student (MLS) in the department of Library and Information Science, Ahmadu Bello University, Zaria. She is working on a research project on "Records Management in Kaduna and Kwara States Local Government Headquarters in partial fulfilment for the Master of Library Science.

I would be grateful if you can allow her use your Kwara State Local Government secretariat for her research.

L. I. Abba
For: Head of Department.

APPENDIX II

QUESTIONNAIRE

INSTRUCTION

Kindly tick the appropriate response to each of the following statement.

SECTION A:

BASIC INFORMATION:

1. What is the name of the local government headquarters? .....
2. What post is occupied by you? .....
3. What are the various departments? .....
4. What are the holdings of each department (for instance, Education Department, Records on Primary, Secondary, Teachers Colleges, etc.)?

   Education, Finance, Worker Housing

   .....

   Health and Social Services. Agriculture and Natural Resources:.....
5. Does your Secretariat have a records Unit with its system (a) Yes ( ) (b) No ( )
6. If yes, when was the records unit established? .....
7. Is the Unit headed by a professional Archivist or records Manager (a) Yes ( ) (b) No ( )
8. If no, state the profession of the staff in charge:.....
9. What is the qualification of the Staff in-charge of records?.....
10. How many year(s) has the staff served in the record's office' .....

SECTION B:

RECORDS MANAGEMENT:

Please kindly tick the appropriate column in response to the following statements:

S/No	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	All records created (in-coming) and outgoing) are created by record state				
2.	All records created are provided file				
3.	Files are not adequate for all records created				
4.	Boxes are adequate to accommodate records created.				
5.	Shelves are adequate to accommodate records created.				
6.	Space for accommodating records are adequate in the records office.				

SECTION C:

STAFFING:

S/No.	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	The records centre is adequately staffed.				
2.	The record centre staff attend workshops/ inter-service training on records management.				
3.	Some record staff have certificate in records management.				
4.	Some records staff have diploma.				
5.	Some have degree or Master's in records management.				
6.	There is a charge out and follow up system used by records staff.				
7.	Space for accommodating records are adequate in the records created.				

SECTION D:

FUNDING:

S/No	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	The records office is adequately funded.				
2.	There is no separate budget allocation to the records office.				

SECTION E:

PLANNING:

S/No.	Records creation.	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	The local government plans for the staff requirement.				
2.	The local government plans for the requirements of the records office.				
3.	The local government plans a records programme for the records office.				
4.	The records office plans its own records programme.				

SECTION F:

ARCHIVAL RECORDS APPRAISAL/ACQUISITION:

S/No	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	Records in each department of the local government Secretariat are examined and evaluated before transferring to records office.				
2.	Records transfer to records office is done on a daily basis.				
3.	Transfer of records to records office is initiated by each department.				
4.	Transfer of records to records office is initiated by records office staff.				
5.	Copies of records created by each department are automatically sent to the records office.				
6.	Records transferred to records office are those with administrative value.				
7.	The provision for transfer of records is adequate.				

SECTION G:

RECORDS CONTROL:

S/No	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	Records control is done using a register.				
2.	Access to record containing secret information is restricted to few persons.				
3.	The register describes the classes of records; e.g. education, water supplies.				
4.	Records control is done using file index.				
5.	The register describes the finding aid which gives access to the individual documents forming part of it.				
6.	A transfer list is used when transferring records each department to records office.				
7.	The records office staff prepare this list.				
8.	The creating department staff prepares this list.				
9.	Standard indexing rules are used.				
10.	Records are properly coded.				
11.	Adequate cross-references are used.				

SECTION II:

RECORDS MAINTENANCE:

S/No.	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	Records office is regularly cleaned-ster.				
2.	Records office has ceiling or table fan.				
3.	Records office is air conditioned.				
4.	Records are adequately protected from sun-rays.				
5.	Records office is adequately secured against theft.				
6.	Records office is protected from flooding.				
7.	Worn-out records are photocopies.				
8.	Records are protected against dampness.				
9.	Important records are provided extra security.				
10.	Records are adequately from fire attack.				
11.	Records office is regularly inspected to ensure orderliness.				
12.	When papers need fastering within a folder, staples are used.				
13.	When papers need fastering with a folder *paper clips are used.*				
14.	Records are sorted in the best way before sorting.				
15.	Method in which originating department access their records in the record office is satisfactory.				

SECTION J:

EQUIPMENT:

S/NO	Records Creation	Strongly Agree (1)	Agree (2)	Strongly disagree (3)	Disagree (4)
1.	Filing cabinets are adequate.				
2.	Shelves are adequate.				
3.	Available equipment for typing adequate.				

SECTION M:

GENERAL OPINION:

1. Please express your opinion on records management in the local government records office.

.....

.....

2. Recommend ways of improving records management in the records office.

.....

.....

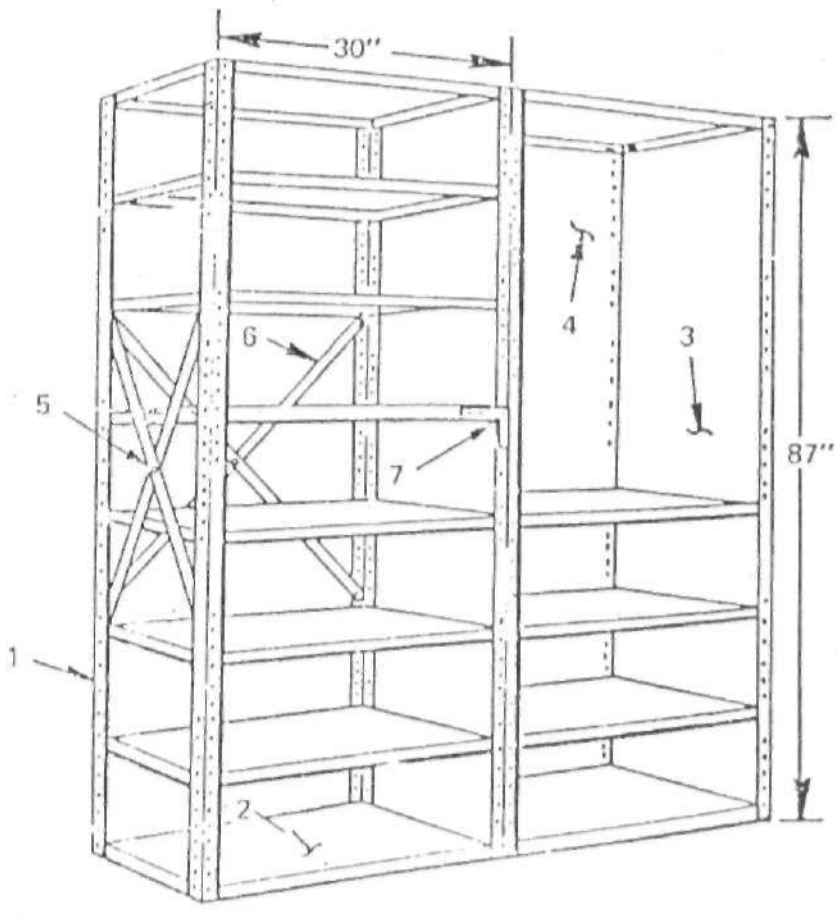
APPENDIX II

Figure 1: Records Centre Shelves illustrates macdkes suggested records centre shelves while figure 2 shows the suggested records centre carton with shoe box type lid.

Records Centre Shelves 55A

Fig. 1 < Equipment

13 PLANNING THE RECORDS CENTER 305



Double-unit arrangement

PARTS

1. Upright or "Angle Post"
2. Shelf
3. End Panel or "Partition"

4. Back Panel
5. End Sway Braces
6. Back Sway Brace
7. Angle Gusset

Figure 2: Standard Records Centre Carton with shoe box type lid.

