RECORDS MANAGEMENT IN THE LEGISLATIVE ARM OF GOVERNMENT IN NORTH-WESTERN STATES OF NIGERIA

BY

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A THESIS SUBMITTED TO THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE, FACULTY OF EDUCATION, AHMADU BELLO UNIVERSITY, ZARIA IN PARTIAL FULFILLMENTS OF THE REQUIREMENTS FOR THE AWARD OF MASTERS DEGREE IN LIBRARY SCIENCE (MLS)

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DECLARATION

I declare that this dissertationentitled “Records Management in the State Legislative Arm of Government in the Northwestern States of Nigeria” has been carried out by me in the Department of Library and Information Science. The information derived from the literature has been duly acknowledged in the text and a list of references provided. No part of this dissertation was previously presented for another degree or diploma at this or any other institution.

……..

Signature **Date**

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CERTFICATION

This dissertationentitled “Records Management in the Legislative Arm of Government in North-Western States of Nigeria” by Hamza Mohammed meets the regulation governing the award of Masters in Library Science (MLS) of Ahmadu Bello University, Zaria and is approved for its contribution to knowledge and literary presentation.

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DEDICATION

This research work is dedicated to the following people:

My Parents (Mallam Muhammad Sani and Malama Bara'tu Muhammad) who, against all odds, financed my education to this level, May God reward them multifold for what they did to me Amin.

My wifeA'ishatu Ahmad Rufa'i who has been my source of inspiration and encouragement throughout the time of the study,she wanted me to come home only when I need food and rest, May God also rewards you for all you did to me.

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ABSTRACT

This research was conducted to investigate records management practicein the Legislative arm of governments of States in the Northwestern Nigeria. .A survey design was adoptedand the research instruments used were questionnaire, interview and observation. The population of the study comprised the seven State Houses of Assembly and their 236 immediate stake holders, who comprised 215 Legislative members, seven Clarks of the respective houses and 14 LegislativeLibrarians. The total population was taken as sample because of their differences. Thestudy sought answers to the types of records generated, their organization, retention, disposal, and the effect of the use of records on the performance of Legislators. The major findingsrevealed that those records had impacts on the performance of legislators, because they were used to facilitate decision making, verification/ clarification of matters and also as evidence in the courts or panels of investigation. The legislature and the executive arms of government were the major users of records, and that alphabetical order, subject order and the use of vertical files were the major methods used in organizing records. Similarly, the retrieval devices used include catalogues, finding aids, subject indexes are the retrieval devices used in thestate legislative houses of Northwestern States of Nigeria. Recommendations were proffered, which included generation and maintenance of records in electronic formats and qualified and trained records managers should be employed to work hand- in- hand with the librarians to help in the proper organization of records in the legislative arm of governments in the Northwestern States of Nigeria. It was also recommended that records in electronic formats be generated and maintained in the state legislative arm of governments.

CHAPTER ONE

INTRODUCTION

1.1 Background to the Study

Records are what organizations cannot do without. Reitz (2004) consideredrecords as a document in any form created or received by any agency or person, accumulated in the normal conduct of business or affairs, and retained as evidence of such activity. It is also an account of something, put down in writing, usually as a means of documenting facts for legal or historical purposes. According to Decree Number 30 (1992), records mean:

> *All papers, registers, printed matters, books , maps, plans, photographs, microfilm, cinematographic films, sound recordings or other documentary materials regardless of physical form or characteristics made or received by public or state offices, or by business houses of companies private bodies or individuals in pursuance of their legal obligations or in connection with transaction of their proper business, but does not include library or museum material made or acquired solely for reference or exhibition purposes, extra copies of record kept only for convenience of reference or stock of publication.*

Records are the basis for decision making, accountability and transparency.They are vital resources that document the institutions performances. They are important primary sources of information during investigations and prosecution and as an area of focus in corruption prevention. With a few exceptions, examinations carried out by various organizations and researchers point to poor records system as having largely contributed to corruption in public institutions (Oyedokun 2010). Records can either be a tangible object or digital information, for example data bases, office documents, e-mails, etc.

Wyorkson&Obasuyi (2010) defined records as “evidence of an event.” It is a document of an activity that will or has taken place. Records are documentary evidence about a person,

place or thing. Every piece of record contains information. A record,therefore, is a piece of recorded information. Similarly, ISO (2001) as cited in Oyedokun (2010) also defined record as information created, received and maintained as evidence by an organization or person, in pursuance of legal obligations or in the transaction of business or government activities.They are also unique and irreplaceable sources of information without which the distinctive human creative and adaptive characteristics cannot flow to the fullest extent possible.

Records management is an aspect of general administrative process which is concerned with achieving effectiveness and efficiency in the production, safeguarding, use and disposal of records during their entire life cycle. It is the field of management devoted to achieving accuracy and economyinthe systematic creation, retention, dissemination, observation, use and disposition of official records of a company, government agency, organization or institution (Adikwu, 2007).Also recordsmanagement entails all records keeping requirements and policies that allow an organization to establish and maintain control over information flow and administrative operations (State of Florida2009).Records management covers various formats: physical and electronic form, usually undertaken by a professionally trained records manager on the basis of a thorough records survey.This is so because records managements are usually better undertaken by professionally trained personnel as supported by Reitz (2004).

The primary concern of records management is the effective and economic management of public records and information in order to ensure that information is available when and where it is needed in an organized and efficient manner in an appropriate environment.It is

only through the operation of a well-run record management programme that an organization retains control of its corporate memory which allows the organization, whether public or private, to conduct business.

Records management means the planning, controlling, directing,organizing, training, promoting, and other managerial activities involved with respect to records creation, maintenance, use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. Records Management seek to manage and control records throughout their life cycle, from their creation and distribution, through their filing and use, and ultimately to their final disposition or permanent retention. The above definition also encompasses records in electronic format, which includes web pages, e-mails and manual records or print formats.

1.2 Statement of the Problem

In an ideal situation, a record is a valuable resource and an important asset for good and effective governance. Record is information created, received and maintained as evidence by an organization or person, in pursuance of legal obligations or in the transaction of business or government activities.

Records must beprotected because they provide evidence of action, events or decision. Relevant, precise and accurate records are needed in the state legislative arms of government to support their ongoing legislative processes. Without records management, no assessment can be made as to whether the honorable members actually carry out their

duties or actions; nor can it be ensured that these duties or actions and transactions meet the criteria of efficiency and legitimacy.

In spite of the importance of records management in any organization and legislative house in particular. a preliminary study by the researcher revealedthat a number of state legislative houses do not have record officersneither do they keep records in electronic formats in most of the state legislative houses, Also the researcher observed that inefficiencies and ineffectiveness in the management of records in the state legislative arm through which filing arrangement is difficult leading to the problem of inability to retrieve needed records within the Legislative arm of government in Northwestern Nigeria is causing unnecessary delay in retrieval of records. It is against this background that this study has been undertaken in order to find out how records are being managed in the State houses of assemblies. In line with this, Wamukoya and Mutula (2006) as cited in Moloi and Mutula (2007) noted that "chronic weaknesses in government record keeping can adversely affect private sector investments and contribute to the lowering of the general standard of service offered to businesses".

Presently, there is no systematic study on the managementof records in the state's legislative arm of government of northwestern Nigeria.

If records arenot accessible even though available, thiswould imply that the honorable members of the legislative houses arenot making proper use of these available records.

1.3 Research Questions

The research sought to answer the following questions:

1. What types of records are generated in the state Legislative Arm of Government in North-Western States of Nigeria?
2. How are records organized in the state Legislative Arm of Government in North Western States of Nigeria?
3. Howare recordsstored in the Legislative Arm of Government in of North-Western States of Nigeria?
4. Whattypes of records are used in the Legislative Arm of Government in of North-Western States of Nigeria?
5. Howrecordsare disposedin the Legislative Arms of Government in the North-western States of Nigeria?

1.4 Objectives of the Study

The research has the following objectives:

1. To identify the type of records that is generated in the State Legislative Arm of Government in North-Western States of Nigeria.
2. To determine how records areorganized in the Legislative Arm of Government in North-Western States of Nigeria.

3. To determine how records are stored in theLegislative Arm of Government in North-Western States of Nigeria.

4. To identify the types of records usedin the state Legislative Arm of Government in the north western States of Nigeria.

5. To find out how recordsare retained before disposal in the Legislative Arm of Government in the North-Western States ofNigeria.

1.5 Assumptions

1. It is assumed that records in the State Legislative Arms of Government of North-Western Nigeria are poorly managed.

2. It is also assumed that records are not properly organized in the State Legislative Arms of Government of North-Western Nigeria.

1.6 Scope of the study

This study coveredrecords management in the legislative armof governments in the North-Western states of Nigeria. The study does not include other legislative houses outside the North-western zone of Nigeriaand does not include the National Assembly. There are seven state houses of assembly studied. Theways in which they are managed are the concern of this research.

1.7 Significance of the Study

This study brought to light the way and manner records in the State Legislative Arm of governments are utilized. The relevance and needs for records in the activities oflegislators

are identified and highlighted.The research would assist policy makers and the government by suggesting ways of proper records management, particularly in the State legislative arm. The research suggested solutions to the problems associated with records management in the state's legislative houses. The benefits of effective records management are also identified and highlighted with particularreference to North-Western Zone. The findings of this study would provide an opportunity for individuals, the state governments, non-governmentalorganizations (NGO's) and other private concernsthat want to know how records are managed in the state's legislative arm of government.

1.8 Operational Definition of Terms Used in the Study

Active records: These are records in frequent use, regardless of their date of creation, required for current business relating to the administration or function of the organization. Such records are usually maintained inoffice space and equipment close to hand,also known as current records.

Archive: It refers tocollection of non-current and historically valuable records,rangingfrom papers and documents to photographs, films, videotapes, and sound recordings.

Bill: is referred to as a formal statement of a plannednew law that is presented and discussed by thehouse before beingvoted on.

Capture: A deliberate action which results in the registration of arecord intoa record keeping system.

Caucus: A group of legislators associated together in support of commoninterests (such as political party, race, or gender) who meet to discusspolicy and strategy and coordinate their legislative efforts.

Classification: The process of identifying the category or categories of business activities, the records they generate and grouping them, if applicable, intofiles to facilitate description, control, links and determinationof disposition and access status.

Document: Any recorded information or object which can be treated as a unit.Recordsare considered a subset of documents that have specific attributes.

Hansards: Parliamentaryreports; the official published reports of proceedings in the British or Canadian parliaments or similar legislative bodies in the British Common wealth.

Information Management: Theskillful exercise of control over the acquisition, organization, storage, security, retrieval, and disseminationof information resources essential to the successful operation of business, agency, organizations, or institutions.

Majority Leader: The legislator chosen by the majority party caucus to lead those members in the house.

Minority Leader: The legislator chosen by the minority party caucus to lead the party's members in a house.

Motion: A formal suggestion made, discussed and voted in on any sitting ofthe house.

Public Records: These are records that are received or created and kept by public institutions likegovernment agencies, departments andParastatalsetc.

Records Management:The systematic control over all the stages of records life cycle

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CHAPTER TWO

REVIEW OF RELATED LITERATURE

2.1 Introduction

This chapter reviews works and research reportsthat relate tothe theme of the study, in the area of recordsmanagement, uses and usersof records and the life cycle of records. The reviews focus on the following sub-topic

2.2 Concept of records

2.3 Records management and its importance

2.4 Type of records in the state Legislative Houses

2.5 Uses of records in the legislative houses

2.6 Availability of records and the information needs of the legislators

2.7Summary of the reviews

2.2 Concept of Records

Record is a vital document that keeps the activities or events that have taken place. Reitz (2004) defines record as a document in any form created or received by any organization or person, accumulated in the normal conduct of business or affairs and retained as evidenceof such an event. FMG(1992) described record as all papers, registers, printed matters, books, maps, films, soundings, recordings, or other documentary materials regardless of physical form or characteristics made or received by public or State, but does not include library or museum materials made or acquired solely for reference or exhibition purposes.

In another attempt Wyorkson and Obasuyi(2010) see record as source of information that can be used for decision making, planning, assessment of result. It is the end product of managerial and administrative activities of government. A record can either be a tangible

object or digital information. Almost all business transactions depend on the proper creation and maintenance of recorded information. An organization cannot ignore its records any more just as it cannot ignore the working conditions of its employees. Oketunji (2000) commented that "the world economic and social order is increasingly driven by knowledge and the rapid exchange of information.

2.3 Records Management and Its Importance

PlaceandPop ham (1966) defined records Management as planned control of all types of records in a company from their creation (birth) to final disposition (death). They further defined it as the application of scientific control to creating, processing, filing, maintaining, protecting, and disposing of an organization'srecords. Robertson (2005) alsodefined records management as "The practice of maintaining the records of an organization from the time they are created to their eventual disposal". Johnson&Kallaus(2002) as cited in Ahmed & Bitrus(2010) defined records management as the activities dealing with the creation of these records, their maintenance for active use, in temporary storage and their destruction or permanent storage. Records management actually starts from initiation, release, custody, preservation from the active to inactive stage and the disposal of records. The ISO standard for records management (2001) defines records management as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. Records management is also the method of identifying, collecting, preservingrecords, and disseminating of such information professionally (Adikwu 2009). The scope of records management is to cover all paper, electronic, and audiovisual records

created by organizations at headquarters, in field offices, institutes and centers, and any other organizations (UNESCO 2008).

According to International Standard ISO15489 (2001) records management includes the following activities:

1. Setting policies and standards.
2. Assigning responsibilities and standards.
3. Establishing and promulgating procedures and guidelines.
4. Providing a range of services relating to the management and use of records.
5. Designing, implementing and administering specialized information systems for managing records and
6. Integrating records management into business system and process.

Kanter (1987) as cited in Ayeni (2000) defined records management "as the scientific and systematic control of recorded information, the control which is over its creation, maintenance, utilization, storage, retrieval, and disposition" Substantial improvement in administrative order and discipline is only achievable through greater efficiency and economy which can be achieved through a conscious and consistent records management.

Life Cycle of Records

A basic concept in Records Management is the records life cycle. The life of a record goes through phases starting from when it is created or received by the Agency, through to its use, maintenance and temporary storage before finally being destroyed or archived permanently. Infokits (2007) further buttressed that the principal reason for applying the lifecycle concept to records management is to ensure that the records being created and held by the institution are being managed and maintained in such a way that they :-

1. Meet all international business needs
2. Enable the content of the record to be accessed, used and re-used in a controlled and efficient manner.
3. Enable the defense of right and interest of the institution and its stake holders.
4. Is compliant with all regulatory and statutory requirements.
5. Is capable of providing evidence of a transaction or business process which is admissible in a court of law
6. Is kept and maintained / stored in the most economical way consistent with its objectives.
7. Is disposed in a way which is auditable, and meets all environmental and other requirements.

Records are therefore divided into two forms i.e. electronic and paper record.The first phase of the Records Life Cycle involves records being created, collected or received through the daily transactions of the Business Unit, School, Preschool or regional office and can include printed reports, emails or even phone messages, documents that detail the functions, policies, decisions or procedures of the agency.Another aspect of or the next phase of the life cycle is the maintenance and use of the record. This includes filing, retrieving, use, duplication, printing, dissemination and release or exchange of the information in the record. At the disposition phase, records are assessed to determine their retention value using General Disposal Schedules or Records Disposal Schedules. This leads to either the preservation or destruction of the record.

When a record has been determined to be of permanent value to the agency and/or community then it is transferred to permanent archiving and preservation.The concept of a

life cycle is at the core of most records management programs. The activities of records management programs are developed upon this concept, which has several phases that explain the stages or status of records from creation through use and maintenance to ultimate disposal. However, it has been argued that the life cycle concept only fits successfully into paper-based records management. The concept is said to be inadequate when applied to electronic records, where records are unlikely to reach a definite inactive point but are instead migrated into new formats following developments in technology. Electronic records are always needed to be transacted, migrated and converted by hardware and software in order to be readable by their creators and users. A comparison of the way in which the life cycle concept has been modified over the years to accommodate the different characteristics of electronic records will demonstrate that the concept is inappropriate for technology-generated records. If a record still has ongoing value to the agency it will be temporarily stored or destroyed permanently.

Electronic Record

Electronic records are informational or data files that are created and stored in digitized form through the use of computer and application software.They are stored on various magnetic and optical storage devices, The format of an electronic document does not change the fact that it is a record, but is electronic form and its dependence on machines for creation and reference do change the way this record must be stored and managed.

Library of Virginia (2010) defined electronic records as “a record created, generated, sent, communicated, received, or stored by electronic means. In general, the definition can be applied to all electronic record systems, whether in microcomputers, mini computers, or

main frame computers, regardless of storage media, in networked or standalone systems, such as memory typewriters, calculators and embedded systems. Example includes records stored on a server, or magnetic media, such as tapes, disk packs, compact disks, or optical disks. Library of Virginia (2010) further explained that saving records electronically requires that an organization is able to find, open, and read all files over the life time of the record. Although electronic records pose their own unique challenges, digital public records must be scheduled, maintained, and disposed of in the same way or manner as paper records.Gbaje (2007) enumerated the advantages of electronic or digital materials over the non-digital/ paper records as follows:

1. Digital or electronic records are not localized, with ICT a digital record can be used from anywhere, without any geographical restrictions.
2. Several people can use the same electronic records at the same time.
3. Electronic records can be stored, arranged, indexed and retrieved easily.
4.Electronic records are easily copied.
5.Records stored digitally are very flexible.
6.Collection of records stored in electronic form are less bulky than paper versions, the trend is far ever greater in compactness.

2.4 Types of Records in the State Legislative Houses

Legislative records are arranged by bill number and meeting dates, and occasionally, by subject. They are not arranged by statute. The principal documents used in conducting legislature are the staff analysis or committee reports prepared on individual bills by the legislative staff. They often provide information on the intent behind proposed legislation, though they vary greatly in detail and length. In addition to paper records, they maintain

cassette and/or reel-to- reel recordings of committee meetings and floor discussion. These tapes record the discussion and debate on particular bills. There is no transcription available of these discussions (State of Florida 2004).

Records in the State legislative arm of Governments are as old as the Legislative houses themselves. According to State of Florida (2004) and my preliminary survey showed that in Florida modern legislative committee records began to be preserved in 1969, following the passage of the new constitution and creation of permanent committee staff consequently, no modern committee records exist for the years before 1969, and staff analysis and tapes are not available. From 1969 through the mid-1970s, legislative records are not as complete or as well organized as for more recent years, but. Researchers looking for legislative records from 1969-1973 in particular may find that there is little or no information on specific bills from these years.

2.5 Uses of Records in the Legislative House

Records generated from daily activities or services assist the management in the planning process. Ahmed and Bitrus (2010) listed the values of records as:

1. Administrative value –This is where the management depends on records for day-to-day decision making and administration. For governance to be effective and efficient, those at the helm of affairs of government must defend on accurate information to take any timely and concrete decisions that will be useful and beneficial to both the government and the governed.
2. Evidential value: Records are often required as a proof when a decision is challenged in the court of law. Records are tendered to judges as evidences. This is where there

are claims of financial crimes or forgery. An example is the National Assembly's investigation of the fuel subsidy financial scandal (from1999-2011).

3. Research values: Records are referred to for the purpose of research as primary and secondary sources of data; they are useful sources a researcher can make an authoritative references and citation to.
4. Historical values: People tend to seek for information on the developments that have taken place within an organization. At this time, a record becomes useful as a source of historic information.

Adikwu (2007) noted also that the importance of record as a tool in planning the process of any institution cannot be over emphasized. Records serve as a basis for review, study and evaluation of all happenings in an organization. It serves as a communication link between an organization and its clients. The written record then becomes a permanent document and if accurate and complete become useful both to the institution and its clients in any future transactions. The necessity for keeping records is well known; it is for the benefit of the institution and individuals that are linked with it. It is also useful for the furtherance of research and for the analysis of activities performed and for planning.

Gunnlaugsdottir (2002) described records as "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in transaction of business". A document, on the other hand, is "recorded information or object which can be treated as a unit". Records are created and carefully processed and analyzed so as to:

(a) Serve as a corporate memory in respect of its significant events or activities.

(b) Provide factual data as basis for timely and cost-effective decision making, and

(c) Furnish the right information to the right person or persons at the right time for the right and useful length of time, and the lowest possible cost.On this premise, records have come to be recognized in the views of Ajewole (2000) as:

1. Forming part of the corporate activity.
2. Evidence of corporate operations.
3. Natural outgrowth of corporate actions.
4. Serving as function and forming part of the audit trail of activities; and
5. Being immutable.

2.6Availability of Records for the Information Needs of Legislators

Bucland (1975) analyses frustration felt by users who fail to find the information sources they want in the library-situation. He outlines four relationships between the user and availability of sources which are:

- The greater the popularity, the lower the immediateavailability
- The longer the loan period, the lower the immediate availability, the shorter the loan period thehigher the availability.
- The greater the popularity, the shorter the loan period has to be and the less the popularity, the longer the loan period can be.
- Increasing the number of copies available, like shortening the length of loan period increasing the immediate availability.

Bain (1996) noted that the key to an effective legislature is knowledge and information that permit it to make informed decision on specific issues and to play active roles in the policy making process of the state.

Ajayi and Akinniyi (2004) found frustration among information seekers due to non-availability of sources.Folorunsho and Haruna (2005) studied the relationship between work activities of legislators and their information needs.They found out those legislators need information to enhance their performance. Each member of the house has a unique background and solely represents an electoral constituency, which may differ demographically. Others may have social, political or parliamentary needs. Their needs are thus sometimes quite distinct from their collective needs as members of identifiable political parties at any one time or the other; members may have multiple information needs at varying depth and quality, according to specific issues.

Mohammed(2006) further elaborated that legislators are busy group of people engaged in all sorts of legislative functions and activities within and outside their legislative and constituencies aimed at serving the country better so as to ensure that it is strategically located and sustained. This presupposes that they need every bit of information identified to be relevant for the success of their works in their palms or finger tips. In effect thereforethe need for the provision of records and any information material to the legislators become necessary. If possible records in the legislative houses should be digitized and made available to the legislators online 24hours seven days.

Abubakar(2000/2001)in his analysis of information needs of Nigerian Legislators: found out that majority of the legislators prefer to source their information from foreign media,This is because the electorate used to air their grievances through the foreign media since local media are government controlled media and mostly censored when is it to be aired. He also discovered that Nigerian legislators always consult the constitution before proposition, passing and defending a motion. It becomes easier for legislators to use the

constitution since it is translated into major three local languages such as Hausa, Yoruba and Igbo. It can also be argued that any issue that is not supported and passed by the house can easily be challenged in the court of law as supported by Jamo (2001:36) that it is constitutionally wrong for a motion to be passed without supporting it by the relevant section of the law.

2.7 Summary of the Review

Records, according to the FMGN,decreeNumber 30(1992)refers to all papers, registers, books, photographs, sound recordings and other documentary materials regardless of their physical form or characteristics. It is a document in any form created or received by any agency or person, accumulated in the normal conduct of business. Records are "evidence of an event." it is a document of an activity that will or has taken place. On its part, records management is a planned control of all types of records in an organization from their creation (birth) to final disposition (death). International organizations championed the campaign for proper records management by organizing seminars and international conferences tosensitize governments on proper records management practices that could enable them,particularly the legislative arms, in taking decisions (Ayeni2000, ISO15489-1, 2001, Abubakar 2001 and Folorunsho 2005).

Any discussion about the relevance and usefulness of records management in the states houses of assembly has to be centered on the link between legislators and effective and efficient legislation; this is with cognizance of the role records play on decision making. In essence, it is beyond the mere presence of the records in the legislative houses, they should be accessible to the legislators, general public, the political advisers and any important personality who may be interested in any information.

The federal military government of Nigeria under General Ibrahim Badamasi Babangida regime promulgated a Decree number 30 in 1992.This decree defined what is record, how, who identify and select them.The processes to follow This implies that the public, including the legislators are free to access and use archived materials in the National Archives where the decree allows (FMG Decree no 30, 1992).

In light of the above literature reviewed it showed that managing records is very vital in any given organization because it enhances accessibility, speed in decision making and investigation. But, there are differences in perception, understanding and practices of records management in the State legislative arm, and that is why some State legislative arm of governments in the Northwestern Nigeria are not keeping records in electronic formats,and are managed by non-professionals as it is identified by the researcher in a preliminary survey carried out

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CHAPTER THREE

Research Methodology

3.1 Introduction

This chapter discusses theresearch design, population, sample and sampling procedure for conducting this study,the procedures for data gathering and analysis.

3.2 Research Method Adopted for the Study

The design for this study is a survey research. It has been observed that one of the basic considerations thatinform the choice of a particular design that should be used is the purpose of a study. Ngu (2005) observed that a survey research is a systematic collection of data from a given population or samples of population through interviews or questionnaire. He stressed that survey research deals with studies of fractions or parts of large or widely spread group of people. It is a sample survey if the fraction under close examination or study is deemed to be a representative of the total population and for general consideration Osuala(2005) has similarly observed that by using surveyapproach the research could appropriately study representative samples make inferences and generalization. It is against this background that the researcher intends to use a survey research design in carrying out this study.

The survey research method was adopted for this study.The reason for the choice of this method is because of its suitability for this type of research with large population.Anikweze(2009) defined survey research as that which involves detailed and critical examination of a topic or a situation with a view to finding out what is and how it is. Olayiwola(2007) further explained that it involves the use of appropriate instruments for

collection of relevant and adequate data, careful analysis and interpretation of data and skillful reporting of the data and the use of sample and sampling techniques.

3.3Population of the Study

The population of this study comprised sevenStateHouses of Assembly, two hundred and fifteen (215) members of thestate's legislative houses of assembly in North-western States of Nigeria, fourteen (14) Legislative Librarians, and seven (7) Clerks of the various houses in the North Western States of Nigeria. The total population size isthe subject from the State Houses of Assemblywhich comprised two sets of respondents – custodians of records and the creators of Bills consisting of legislators,Clerks of the House and librarians is two hundred and thirty six (236). The distribution of the subjects by state is given in Table 3.1 below.

Table 3.1 Distribution of Population by State

States	Librarians	Legislative Clerks	Legislators	**Total**
Kaduna	2	1	34	**37**
Kano	2	1	40	**43**
Katsina	2	1	34	**37**
Kebbi	2	1	24	**27**
Jigawa	2	1	30	**33**
Sokoto	2	1	30	**33**
Zamfara	2	1	23	**26**
Total	**14**	**7**	**215**	**236**

3.4Sample and Sampling Techniques

In selecting the sample size of this study, the whole population of the study was used. This is in accordance with Best &Kahn (2007) who were of the opinion that if the sample size of the study is not much or very small the total population under the study can be used as a sample size for the study.

Similarly, Asika (1991) has suggested that when the sample size for the study is very small, the whole population under the study can be used as a sample sizefor the study.

It is therefore against this background that the researcher usedthe whole population of the study as a sample of the study. Therefore the sample size of the study is 236 (Two hundred and thirty six).

3.5 Instrument for Data Collection

A questionnaire entitled"Records Management in State Legislative Houses of Assembly of North-Western Nigeria" was used. The questionnaire was designed in such a wayas to solicit answers from respondents. In relation to the above, Best & Kahn (2007) further elaborated that the questionnaire is used when factual information is desired, and it has the following advantages:the person administering the instrument has an opportunity to establish rapport, explain the purpose of the study, and explain the meaning of items that might not be clear. The questionnairewasdivided into four sections:the first section sought to collect bio-data; thesecond section wasanother set of multiple choice questions aimed at finding out the type /forms of records and the facilities used in managing them;the third sectionis also inmultiple choice questionsaimed at finding out howlongrecordsare retained in the state legislative houses before destruction; the last section is a combination of multiple choices and open ended questions meant to establish the methods of records

collection, description, arrangement, storage and accessfor the respondents to tick correct answers and write statements where occasion demands. The other instruments used were the interview and observation. This enabled the researcher to be more educated on the subject of study.

3.6 Validity of the Instruments

Validity is the degree to which a measuring instrument measures what it is designed to measure. It also refers to the degree to which evidence and theory support the interpretation of test scores entailed by proposed uses of tests (JCSEPT(1999:9). The questionnaire used for the collection of data was subjected to thorough scrutiny by experts who also assisted in evaluatingand modifyingitbefore administration. The modification was to ensure that the instrument was capable of eliciting the required information from the respondents. Instrument was subjected to face validation. This is a kind ofvalidation in which the draft instrument is made available to experts to check and make necessary observations, corrections and amendments for the researcher to strengthen the instrument. Thus, the two supervisors and two other academic staff of Ahmadu Bello University, Zaria did the face validation of the questionnaire. Kerlinger& Lee (2000) remarked that validation by others is an effective method of face validation of research instrument.

3.7 Reliability of the Instrument

The reliability of the instrument was established by conducting a pilot study for three days in Kwara State legislative arm, which was located in Ilorin. To ensure the reliability of the research instrument, a pre-test was conducted using research assistants. Pelham (1995) stated that small sample is adequate for pilot study to determine the practicability of the

research instrument while Olvera (2001) had the view that pilot testing is usually done on a much smaller scale but under similar conditions.

3.8 Procedure for Data Collection

With the aid of research assistants, the researcher administeredthe questionnaire to the respondents. Questionnaire was distributed in the right proportion to appropriate and targeted respondents.This enables the researcher to distribute the questionnaire and also collect the completed questionnaire at an agreed interval days. This also helped to check and minimize cases of unreturned questionnaire.

3.9 Procedure for Data Analysis

Data collected for this study through the questionnaire were analyzed, discussed both in frequencies, percentages and tables by using the non-parametric statistical methods,Percentage distribution was employed to describe the data collected, analyzed and weredescribed using tables and charts.

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CHAPTER FOUR

DATA PRESENTATION, ANALYSIS AND DISCUSSION

4.1 Introduction

This chapter presents the analysis, discussion and interpretation of the data collected for the study using the instruments discussed in chapter three. The analyses were presented alongside tabular presentation of the data. The chapter consists of the following subheadings:-

- Response Rate
- Demographic Analysis of the Respondent
- Data Analysis

4.2Response Rate

Table 4.1 Response Rate of Legislators, Librarians and Clerks of the Houses of Assembly

Area	**Librarians**	**Legislative Clerks**	**Legislators**	**Total**	**%**
Kaduna	2	1	27	30	12.7
Kano	2	1	26	29	12.3
Katsina	2	1	28	31	13.1
Kebbi	1	1	18	20	8.5
Jigawa	1	1	22	24	10.2
Sokoto	1	1	20	22	9.3
Zamfara	2	1	17	20	8.5
Grand Total	11	07	158	176	74.6

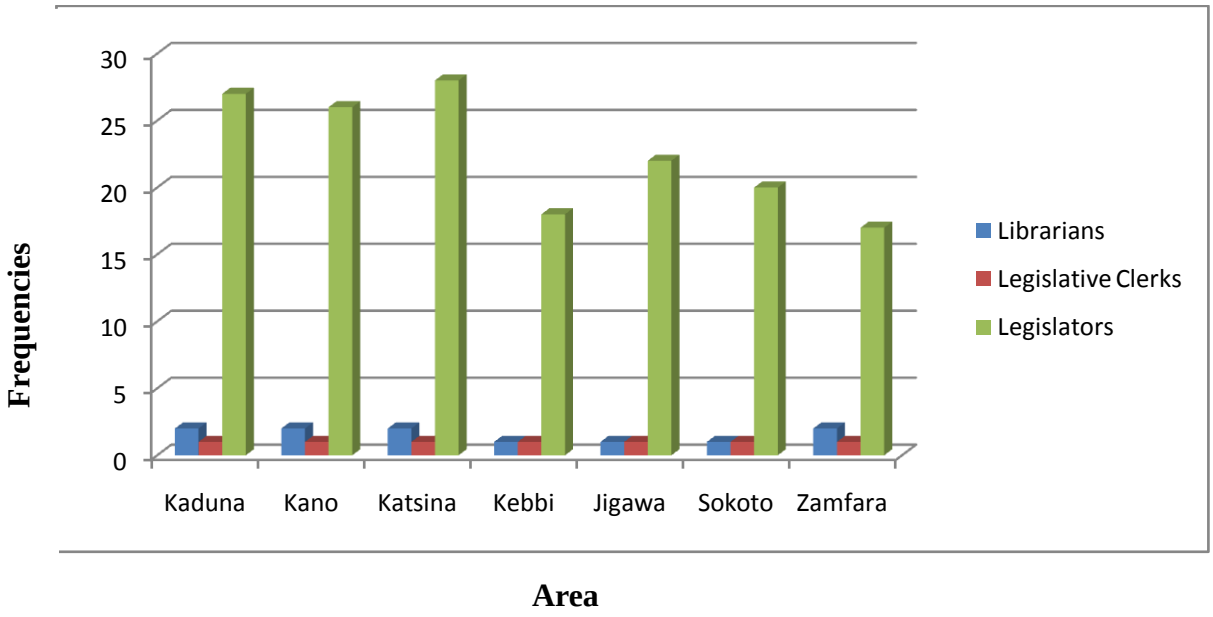


Figure 4.1: Response Rate According to States

Table 4.1 and Figure 4.1has shown that out of the total 236 questionnaires distributed to the respondents,176 (75.6%) were returned duly completed and found fit for data analysis . This response is basically a significant amount or numbersof the questionnaire received or returned

4.3 Demographic Analysis of Respondents

This section presents the demographic characteristics of the respondents. These include gender, academic qualifications and departments of the respondents.

4.4Gender

A question was raised to identify the gender of the respondents. The distribution of the respondent by their gender is presented in table 4.2.

Table 4.2Gender of Respondents

Gender	Frequency	Percentage
Male	161	91.5%
Female	15	8.5%
TOTAL	**176**	**100%**

The respondents in the study constitute both male and female members of the state's legislative arm of government. The inclusion of gender as a variable in this study is very crucial to make the study free from gender insensitivity.

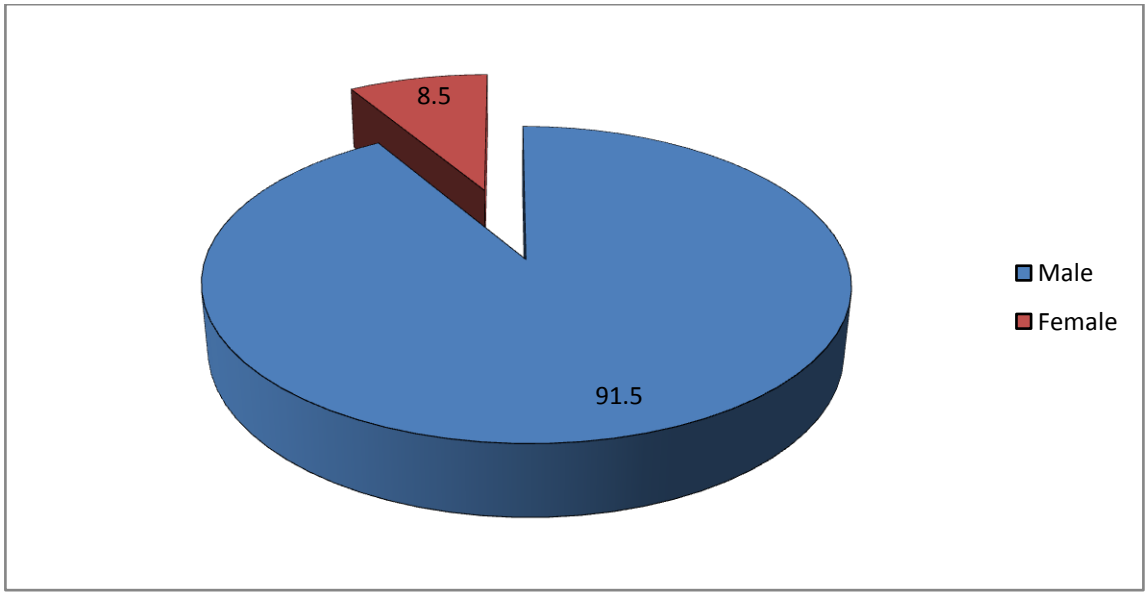


Figure 4.2: Gender of the Respondents

The distribution shows that there were 161(91.5%) males and 15(8.5%) females. This clearly shows that there were more males than females. It therefore shows a clear dominance of men over their female counterparts; this also confirms the dominance of male over females in Nigerian politics and civil service.

4.5 Qualification:

Attempt was also made to find out the academic qualification of the respondents. Table 4.3and Figure 4.3 provide the relevant details.

Table 4.3 Qualifications of the Respondents

Certificates	**Frequency**	**Percentage**
SSCE/GCE/NECO	55	31.03%
Diploma	45	25.07%
NCE	46	26.00 %
First degree	15	8.5%
OTHERS	15	8.5%
TOTAL	**176**	**100%**

KEY

GCE: General Certificate of Education.

NECO: National Examination Council.

NCE: National Certificate in Education.

SSCE: Senior Secondary Certificate Examination.

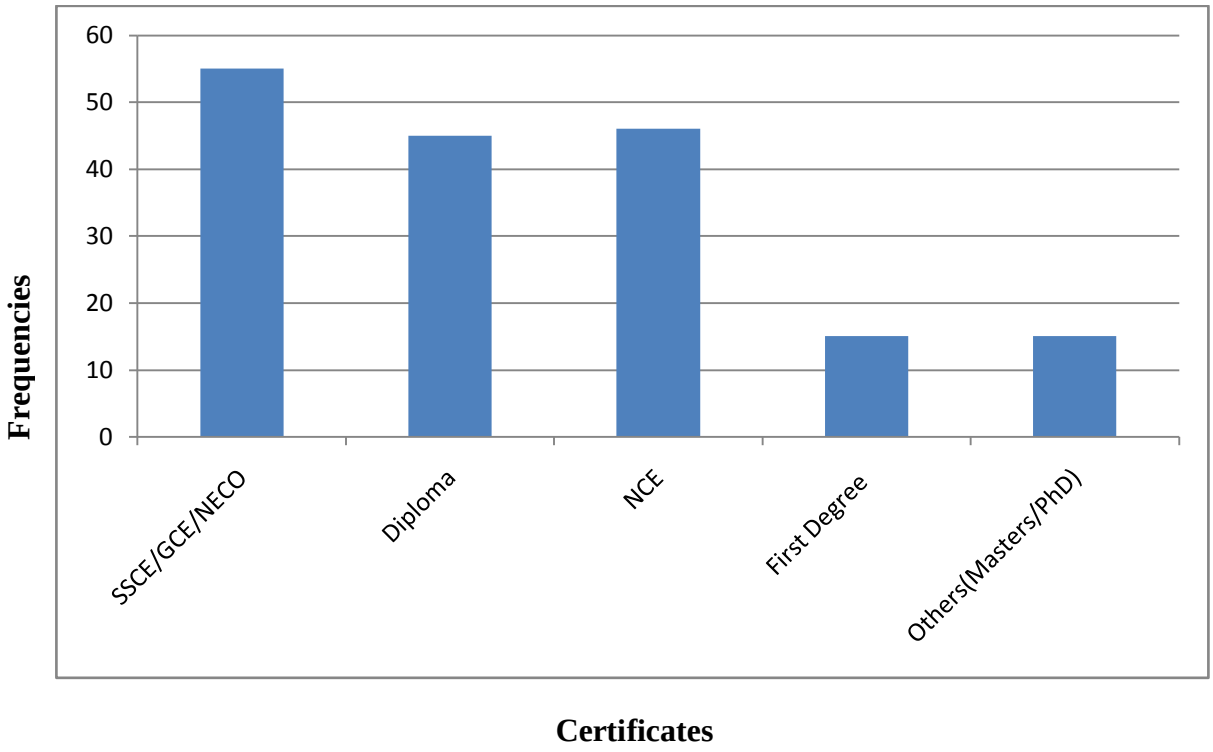


Figure 4.3: Academic Qualification

From Table 4.3 and Figure 4.3, holders of NCE and Diploma formed the majority of the respondents with 91(51.7%) The implication here is that primary school leavers might be forced to go for further studies or will not be employed in the labour market.

Attempt was made also to determine the department which each respondent belonged. This is to enable the researcher ascertain the department which is more responsible with records activities in the state legislative arm. Table 4.4 and figure 4.4 provide the relevant details.

Table 4.4 Status of the Respondents

Respondents	Frequency	Percentage
Librarians	11	6.25%
Legislative Clerks	7	3.98%
Legislators	158	89.77
GRAND TOTAL	**176**	**100.00%**

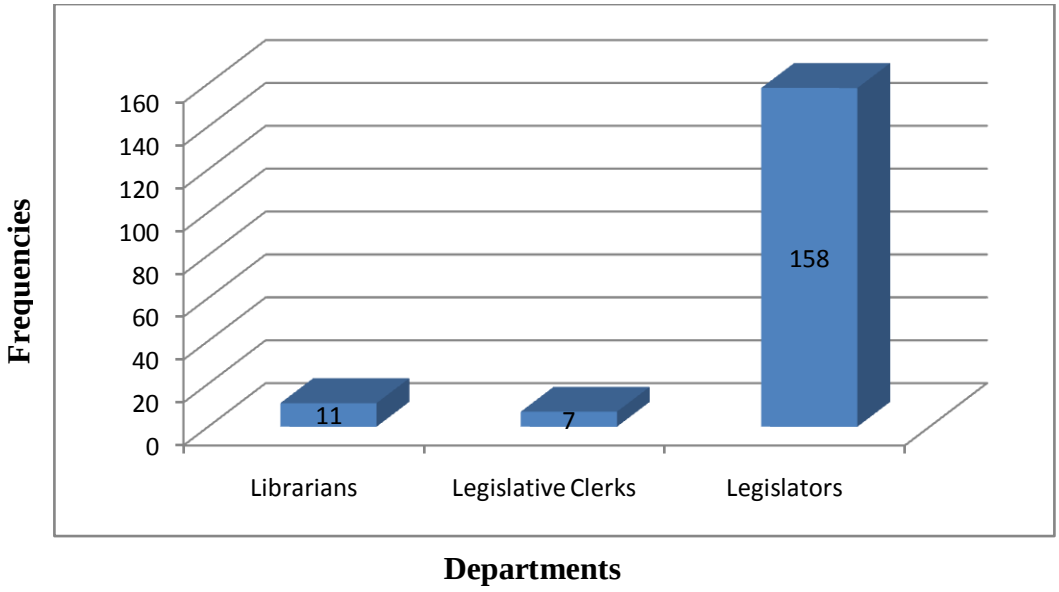


Figure 4.4: Departments of Respondents

For analysis purpose, the percentage figures of various respondents have been converted to one decimal place. Hence, the highest number of respondents 158(89.8%) were the legislators, followed by the librarians who constitute only 11(6.4%), while the legislative clerks tend to be the least respondents represented by only7(4.0%).

4.6 Types of Records Generated in the State Legislative Houses

The first research question that was asked in this study tried to find out the types of records generated in the State legislative Houses of the Northwestern Nigeria. Table4.5 below shows their responses;

Table 4.5 Types of Records Generated in the State Legislative Houses

Type of records	Librarians		Legislative Clerks		Legislators		Total	
	F	%	F	%	F	%	F	%
Votes	2	1.2%	0	0.0%	19	10.8%	21	11.9%
Budget proposals	1	0.6%	1	0.6%	17	9.7%	19	10.8%
Bills	2	1.2%	1	0.6%	18	10.2%	21	11.9%
Hansards	0	0.0%	0	0.0%	10	5.7%	10	5.7%
Annual Financial records	2	1.2%	0	0.0%	0	0.0%	2	1.1%
Number of Sittings	0	0.0%	1	0.6%	14	8.0%	15	8.5%
Resolutions	0	0.0%	1	0.6%	12	6.8%	13	7.4%
Proceedings	0	0.0%	1	0.6%	13	7.4%	14	8.0%
Minutes	0	0.0%	0	0.0%	13	7.4%	13	7.4%
Reports	2	1.2%	0	0.0%	13	7.4%	15	8.5%
Staff Records	2	1.2%	1	0.6%	14	8.0%	17	9.7%
Motions	0	0.0%	1	0.6%	15	8.5%	16	9.1%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

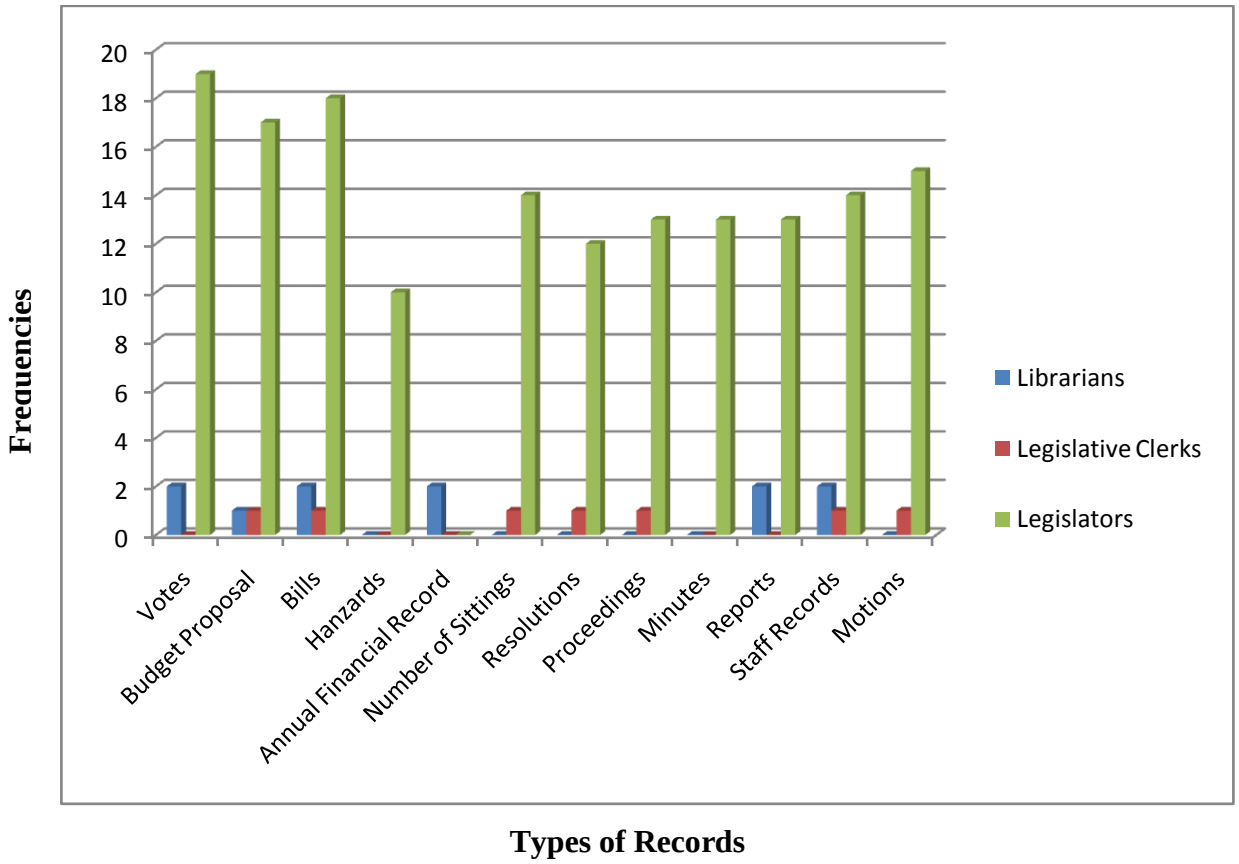


Figure 4.5: Types of Records Generated

The findings revealed that, there were a number of records being generated in the state's legislative arm of government. Prominent among which are Budget proposals,proceedings, number of sittings, reports, staff records and annual financial records. The implication here in table 4.5 and figures 4.5 above shows that records are actually available and are kept for usage. Here the library does not generate any record, but records are in their custody.

4.7kinds of Records Generated in the State Legislative Houses of Northwestern Nigeria

Table 4.6: Kinds of Records Generated

Kinds of records	Librarians		Legislative Clerks		Legislators		TOTAL	
	F	%	F	%	F	%	F	%
Financial records	4	2.3%	2	1.1%	36	20.5%	42	23.9%
Staff Records	0	0.0%	1	0.6%	52	29.6%	53	30.1%
Bills	3	1.7%	3	1.7%	38	21.6%	44	25.0%
Budgetary Records	4	2.3%	1	0.6%	32	18.2%	37	21.0%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

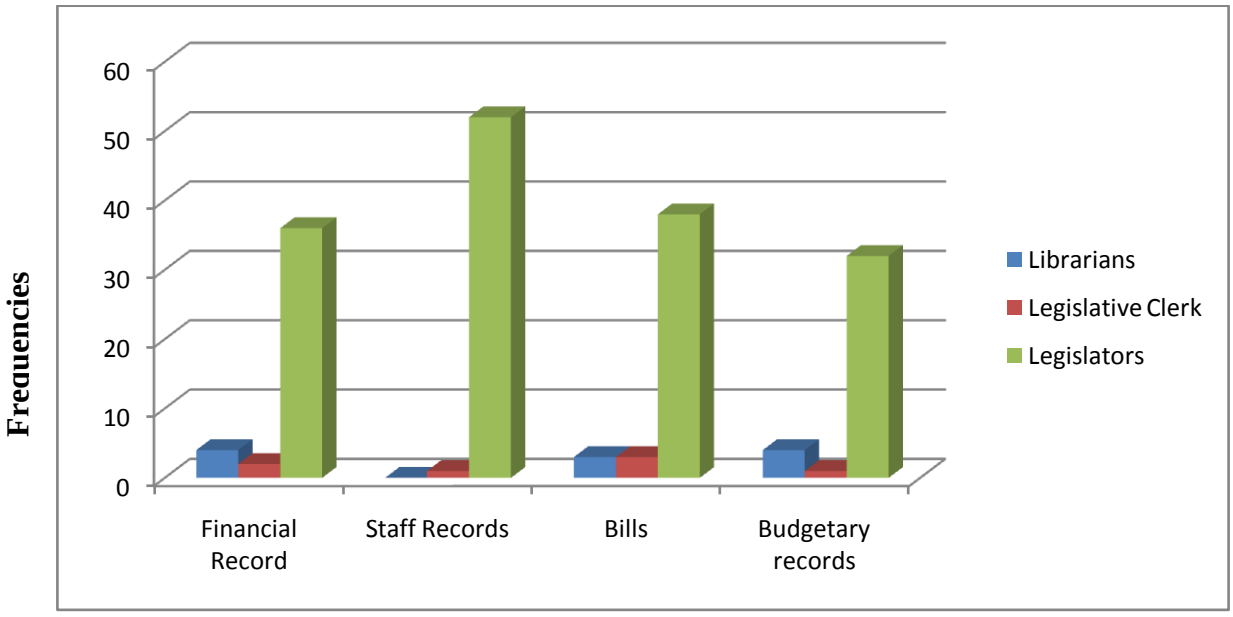


Figure 4.6: Kind of Records

Table 4.6 and figure 4.6 above shows the kind of records generated in the state legislative Houses in northwestern Nigeria. An observation of the table indicated that financial reports, staff records, Bills and Budgetary records are the basic kinds of records that are generated in legislative arm of Government in North Western Nigeria. This confirmed the views of Infokit(2007) that records are maintained and managed after generation in order to:

1- Meet all international business needs

2- Enable the defense of rights and interest of the institution and its stake holders

3- Be capable of providing evidence of a transaction or business process which is admissible in a court of law.

Also in ISO (2001) as cited in Oyedokun (2010) defined records as information generated, created, received and maintained as evidence by an organization or person, in pursuance of legal obligations or in the transaction of business or government activities. From the analysis, it was concluded that financial records, staff records, Bills and Budgetary records are the kinds of records generated in the legislative houses of North Western states of Nigeria.

From the table 4.6 above, it can be seen that records generation in states legislative arm of government is the responsibility of all the stake holders.

4.8Sources of Records in the State Legislative House of Governments

This research question was raised to identify the sources of records in the state legislative arms of governments. To achieve this, list of sources was provided for the respondents to tick as many options as possible. Below is table 4.7 showing the sources of records in the legislative arm of government in NorthwesternStatesof Nigeria.

Table 4.7SourcesofRecords in the State Legislative Houses

Sources of Records	Librarians		Legislative Clerks		Legislators		TOTAL	
	F	%	F	%	F	%	F	%
Legislative Meetings	2	1.2%	1	0.6%	21	11.9%	24	13.7%
Motions	1	0.6%	1	0.6%	28	15.9%	30	17.1%
Bills both private and Legislative	1	0.6%	1	0.6%	20	11.4%	22	12.5%
Legislative committees	1	0.6%	1	0.6%	13	7.4%	15	8.5%
Executive arm of government	2	1.2%	1	0.6%	24	13.6%	27	15.3%
The public	0	0.0%	1	0.6%	30	17.1%	31	17.6%
Independent electoral commission	4	2.3%	1	0.6%	22	12.5%	27	15.3%
TOTAL	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

From table 4.7 above it is very clear that the general public and the motions from the legislators are the major sources of records in the state's legislative arm of government. The implication here is that it is clearly seen that most of the records in the state's legislative are produced by the legislators. Also the findings here show that the major sources of records are the legislators themselves. This is in accordance with Reitz (2004) who considered records as a document in any form created or received by any agency or person, accumulated in the normal conduct of business or affairs, and retained as evidence

of such activity. It is also an account of something, put down in writing, usually as a means of documenting facts for legal or historical purposes.

4.9 Custodians of the Records in the State Legislative Houses

A follow up question was made in order to find out in whose custody is the available records in the state's legislative arm of government. The details of the respondents' views are shown in table 4.8 below.

Table4.8Custodians of the Records in the State Legislative Houses

Custodians of records	**Frequency**	**Percentage**
Librarians	11	6.25%
Legislative Clerks	7	3.98%
Legislators	158	89.77%
TOTAL	**176**	**100.0%**

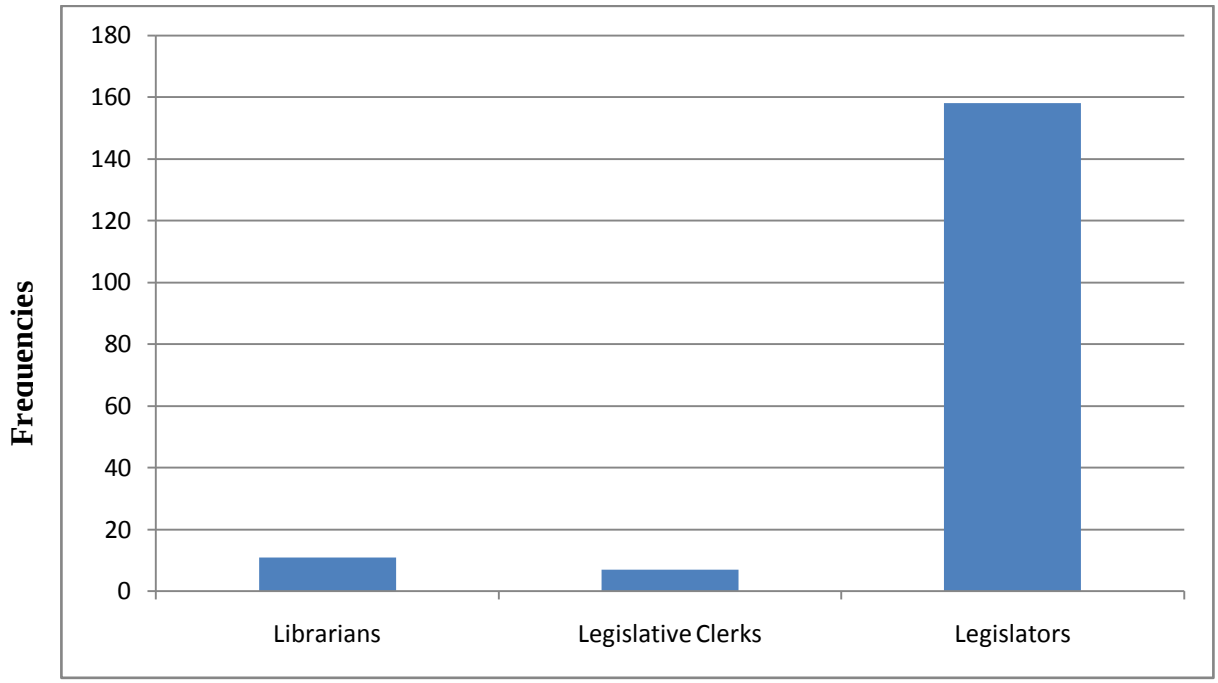


Figure 4.7: Custodians of the Available Records in the State's Legislative House of Assembly

Table 4.8and figure 4.7above indicate that librarians are the major custodians of records. The implication of this is that records in the State legislative arm are properly maintained in the custody of librarians and some professionally trained from the Legislative Clerks Department. Reitz (2004) advocated that records management is usually better taken by professionally trained personnel. The finding here show that records in the state legislative arm of government were handled by professionals.

4.10 :Organization of records in the state houses of northwestern Nigeria

This research question attempted to identify the methods used in the State legislative houses in the North western Nigeria to organize their records. To achieve this, lists of methods/ styles were outlined for the respondents to tick as many as possible. In the state

legislative arm of government; below is the table 4.9which indicates the methods of records organization in the legislature arms of government in North West Zone of Nigeria.

Table 4.9 :Methods of Records Organization

Methods of Records Organization	**Librarians**		**Legislative Clerks**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
By Classification	1	0.573%	0	0.0%	16	9.1%	17	9.7%
By Alphabetical order	1	0.573%	1	0.573%	0	0.0%	2	1.1%
By Subject index	1	0.573%	1	0.573%	0	0.0%	2	1.1%
By shelving	1	0.573%	0	0.0%	0	0.0%	1	0.6%
Title Arrangement	1	0.573%	0	0.0%	18	10.2%	19	10.8%
Kept in Cupboards	1	0.573%	1	0.573%	11	6.3%	13	7.4%
In a Store	0	0%	1	0.573%	17	9.7%	18	10.2%
In Horizontal files	1	0.573%	0	0.0%	26	14.8%	27	15.3%
In Computer files	1	0.573%	1	0.573%	12	6.8%	14	8.0%
In Database	1	0.573%	0	0.0%	19	10.8%	20	11.4%
Word – by word Arrangement	1	0.573%	1	0.573%	18	10.2%	20	11.4%
Numerical order	1	0.573%	1	0.573%	21	11.9%	23	13.0%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

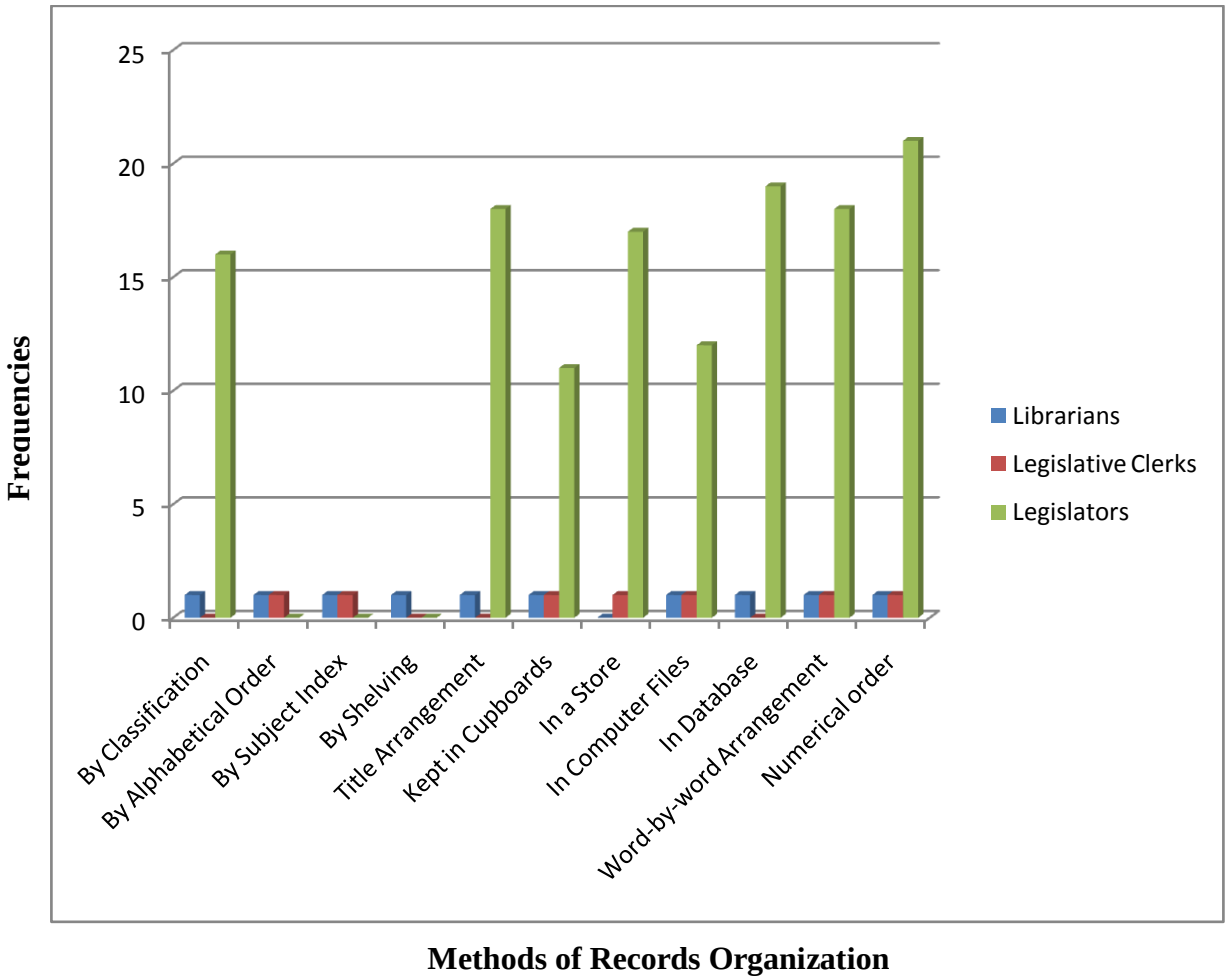


Figure 4.8: Organization of Records in the State Houses of Assembly

Table 4.9 and figure 4.8 above shows the different methods in organizing the available records in the state legislative arms. Close observation of the above table shows that shelving, alphabetical, title arrangements, computer files were the methods/styles of records organization used in the state legislative arms of government in the north western Nigeria. This finding was achieved due to the fact that legislative arm has a library and libraries are the custodians of records and information organization. The implication of this finding is that the experience of librarians is tapped and utilized when organizing records in the legislative arms. The implication also of this finding is that the records are

systematically organized in such a way that access and use of records in state legislative arms is enhanced.

4.11 :Types of Records used in Legislative Arms of Government

The fourth research question in this study sought to know the reasons why records in the state legislative houses of Northwestern Nigeria were used. The questionnaire was based on the likert five scale of ranking with the option strongly agreed, agreed, undecided, disagree and strongly disagree. For the purpose of ease of analysis however, all the five columns were collapsed together and reduced to just three.

Table 4.10 Reasons for Using Records in Legislative Houses of Governments

Reasons why records are used	**Librarians**		**Legislative Clark**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
To facilitate decision making	1	0.573%	2	1.1	41	23.3%	44	25.0%
For verification/clarification information	1	0.573%	1	0.573%	09	5.1%	11	6.2%
As evidence in the court	1	0.573%	1	0.573%	30	17.1%	32	18.2%
For research purposes	2	1.1%	0	0.573%	37	21.0%	39	22.2%
For easy assets sharing	2	1.1%	1	0.573%	14	8.0%	17	9.7%
For auditing purposes	2	1.1%	1	0.573%	27	15.3%	30	17.0%
For consultations	2	1.1%	1	0.573%	0	0.0%	3	1.7%
Total	**11**	**6.3**	**7**	**4.0**	**158**	**89.8%**	**176**	**100.0%**

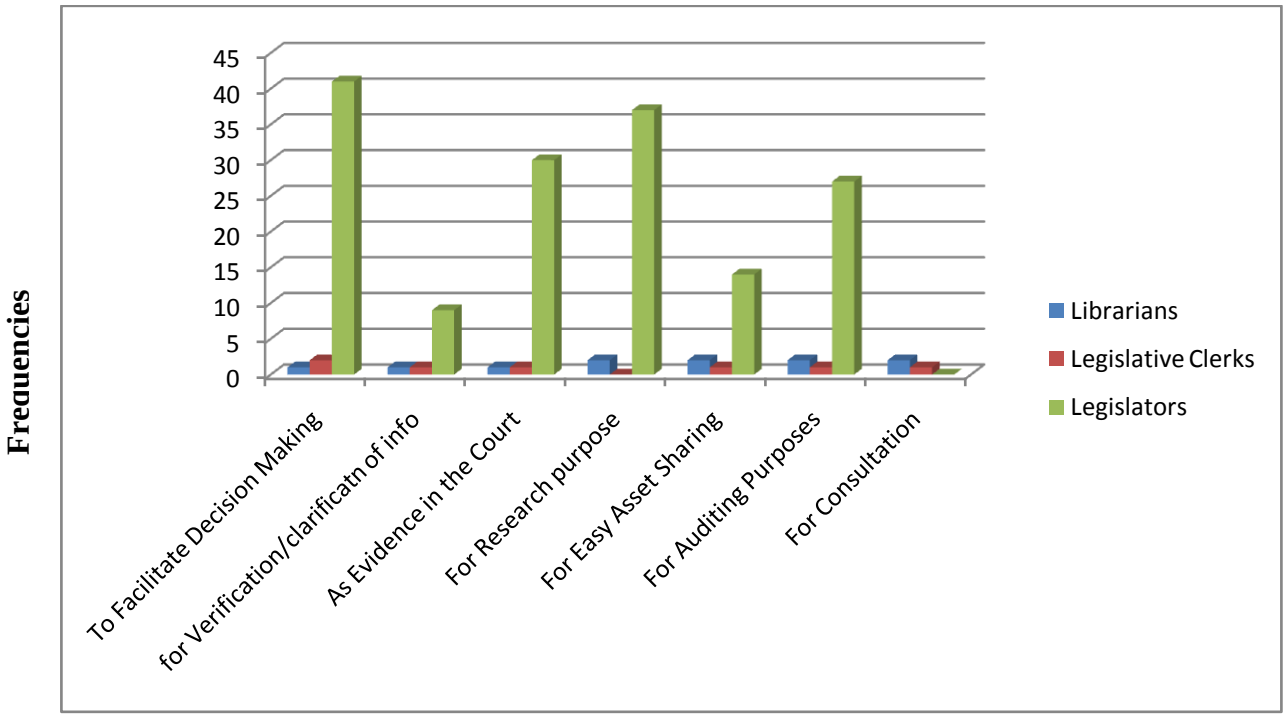


Figure 4.9: Reasons for Using Recordsin the State Houses of Assembly

The findings show that records In the state legislative houses of North western Nigeria are basically used to facilitate decision making which has 44(25.0%) it is also used for verification/clarification of information with 11 responses (6.3%) The responses further shows that 39 (22.2%) accepted that records in the state legislative houses are used for research. The implication here is that legislative records are not made public or easily accessible to any researcher. This was confirmed by Florida (2004) that from 1969- 70's legislative records are not as complete or well organized. Researchers looking for legislative records from 1969 -1973 in particular may find that there is little or no information on specific bills from these years. Therefore, if Florida can encounter this

problem, a developing country like Nigeria may encounter problem more complex than this.

4.12 :Methods of Disposal of Records in the State Legislative Houses

This research attempted to identify how records in the state's legislative arm of governments in Northwestern Nigeria are disposed after use. Table 4.12 below showed the views of respondents on the above subject.

Table 4.11: Disposal of Records in State Legislative House

Methods of Disposal	**Librarians**		**Legislative Clerk**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
Records sent to the library	5	2.9%	1	0.6%	0	0.0%	6	3.4%
Records sent to the Archives	2	1.1%	2	1.1%	51	31.9%	55	31.3%
Records Destroyed by fire/burnt	2	1.1%	3	1.7%	29	16.5%	34	19.3%
Relegation	2	1.1%	1	0.6%	78	44.3%	81	46.0%
Total	**11**	**6.2%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

Above table 4.11 shows the respondents' views on the ways in which records in the legislative houses are disposed.An observation of the table shows that records are sent to the archives, destroyed by fire and or relegated for further re-usage. The table showsthe respondents'views that records are relegated sent to Archives and destroyed by fire respectively.

4.13 Methods Used in Storing Records in the State Legislative Houses of Northwestern Nigeria.

This question was asked to identify the methods of records storage used in the State's legislative arm of government in the Northwestern Nigeria. To do this a list of options was outlined for the respondents to tick as many as applicable. Below is table 4.14 showing the method of storing records.

Table 4.12: Methods of Storing Records

Storage Method	**Librarians**		**Legislative Clark**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
Filing cabinet	3	1.7%	3	1.7%	73	41.5%	79	44.9%
Computer Files	2	1.1%	1	0.6%	16	9.1%	19	10.8%
Shelves	3	1.7%	2	1.1%	28	15.9%	33	18.8%
Cassettes	3	1.7%	1	0.6%	23	13.1%	27	15.3%
Databases	0	0.0%	0	0.0%	18	10.2%	18	10.2%
Total	**11**	**6.3%**	**7**	**4.0**	**158**	**89.8%**	**176**	**100.0%**

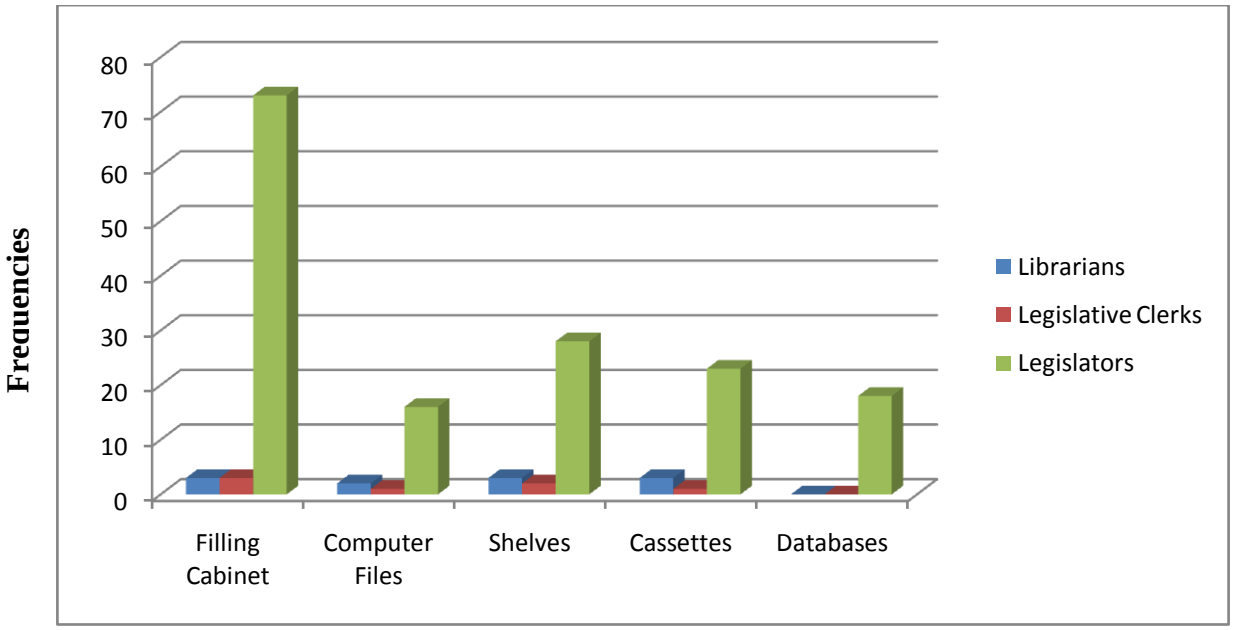


Figure 4.10: Method of Storing Records in the StateLegislative Arm of Governments

Table 4.14 and Figure 4.10 above showed the methods used in storing records in the state legislative arms of government in the Northwestern Nigeria. It was discovered that the use of file cabinet, Shelves, cassette and databases were the methods used in storing records in the state legislative arms of government in Northwestern Nigeria. This finding does not come as a surprise because these methods are usually practiced in any organization to store their records after generation. But the only observation is that most of the legislators do not use computers because of lack of ICT knowledge and ICT skills.

A follow up question was asked to find out how records ware accessed by outsiders. The inclusion of record access among the variable was based on the fact that records are only considered useful if they are accessible. This was confirmed by Ajayi and

Akinniyi(2004);they described how frustrated information seekers are due to lack of accessibility of records.

4.14 :Types of Retrieval Devices Used in Accessing Records in the State Legislative Arm of Governments

The research question was raised to identify the type of retrieval devices used in the state legislative arm of government in the northwestern Nigeria. To do this, a list of retrieval devices was outlined for the respondents to tick as many applicable as Table 4.15 shows below

Table 4.13:Types of Retrieval Devices Used in Accessing Records in the State Legislative House

Retrieval Device	**Librarians**		**Legislative Clark**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
Subject index	3	1.7	3	1.7%	38	21.6%	44	25.0%
Catalogue	3	1.7	1	0.6%	41	23.3%	45	25.6%
Computer	2	1.1	3	1.7%	55	31.3%	60	34.1%
Human Interactions	3	1.7	0	0.0%	24	13.6%	27	15.3%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

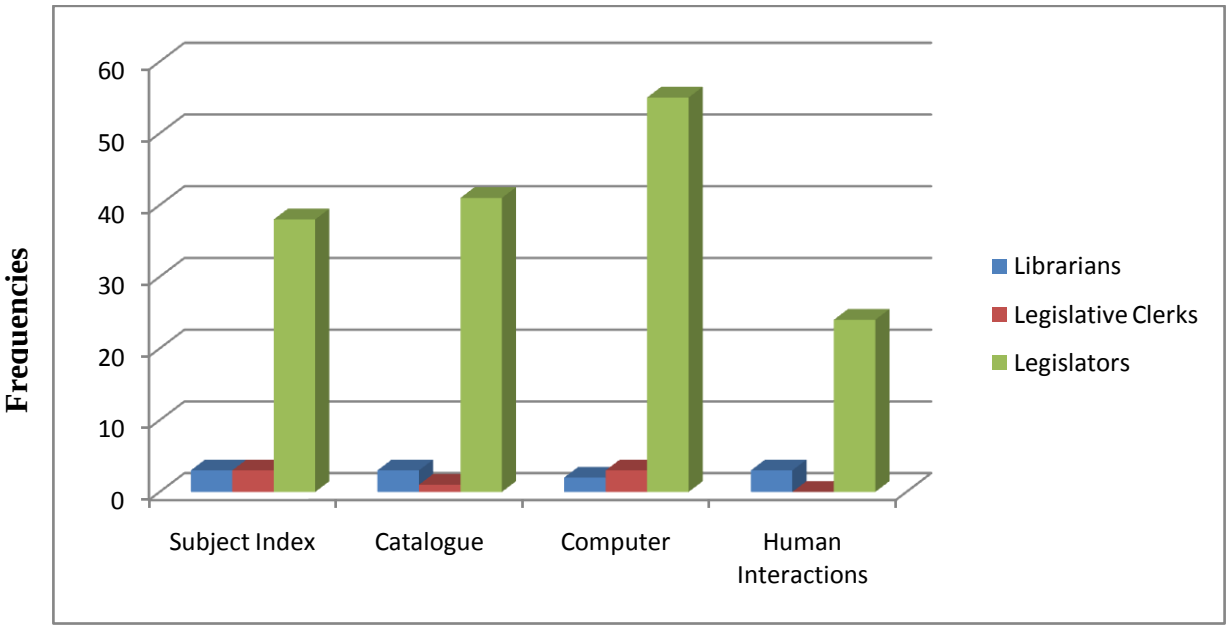


Figure 4.11: Types of Retrieval Devices in the State legislative Arm of Governments

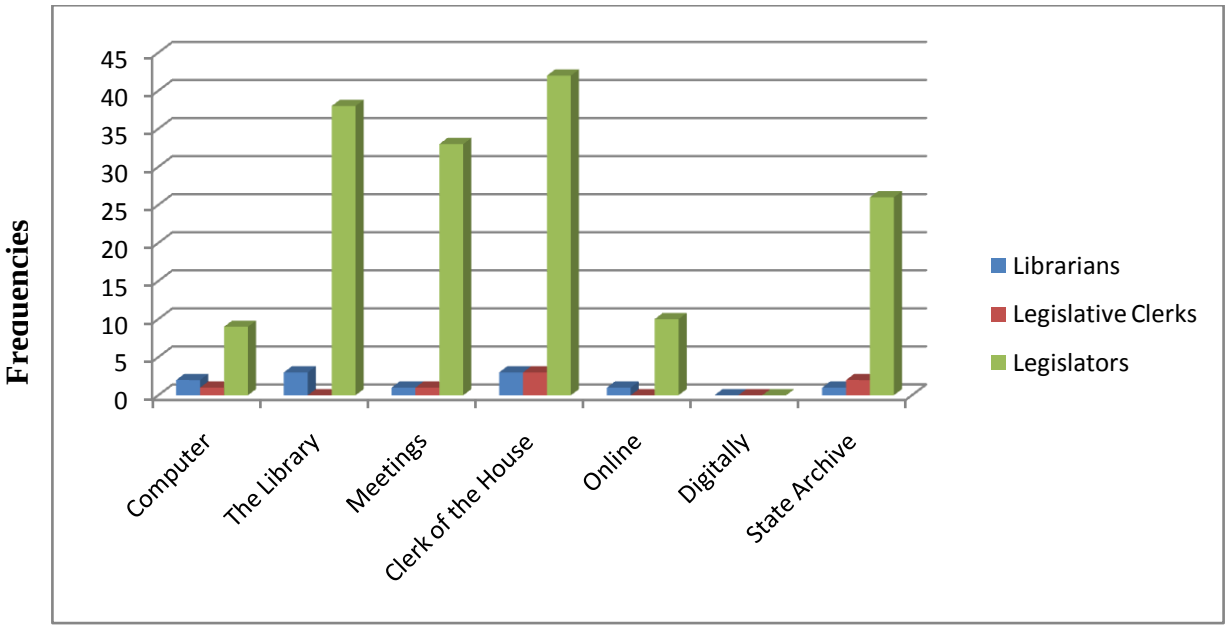
Table 4.15 and Figure 4.11 above indicated that Computer60(34.1%) are the major sources of records retrieval followed by catalogues this is in the case of libraries 45(25.6%) subject index 44(25.0%) and lastly human interaction 27(15.3%) were the retrieval devices mostly used for accessing data in the state's legislative arm of government in the Northwestern Nigeria. The finding shows that Computers are mostly used in finding information;the implication is that records in the state legislative arm of government were handled Computers in most a times.

4.15:Methods of Accessing Records by Outsiders in the State Legislative Arm of Government

Question was also asked in order to find out what methods are used in the state legislative arms of government by outsiders while accessing records/information. Table 4.16 below shows the respondent's views.

Table 4.14: Methods of Accessing Records by Outsiders in the State Legislative Arms of Government

Methods of access	Librarians		Legislative Clerk		Legislators		TOTAL	
	F	%	F	%	F	%	F	%
Computer	2	1.1	1	0.6%	09	5.1	12	6.8%
The Library	3	1.7	0	0.0%	38	21.6	41	23.3%
Meetings	1	0.6	1	0.6%	33	18.8	35	19.9%
Clark of the House	3	1.7	3	1.7%	42	23.9	48	27.3%
Online	1	0.6	0	0.0%	10	5.7	11	6.3%
State Archive	1	0.6	2	1.1%	26	14.8	29	16.4%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**



Methods of Accessing Records

Figure 4.12: Methods of Accessing Records in the State House of Assemblies

Table 4.16 and figure 4.12 above shows the methods used for accessing record in the state's legislative arm of government in Northwestern Nigeria, the clerks of the house and the library representing 48(27.3%) and 41(23.3%) respectively. A closer observation shows that only 11(6.3%) of the respondents access their records online, this shows the low level of ICT awareness in the state legislative arm.

4.16: Users of Records in the State Legislative Houses

One other objective of this study is to find out who use the records generated in the state legislative arms of government. The table below shows the views of the respondents on users of records in state legislative arms.

Table 4.15:Users of Records in the State Legislative Houses

Users of Records	**Librarians**		**Legislative Clerk**		**Legislators**		**TOTAL**	
	F	%	F	%	F	%	F	%
All the Legislatives	2	1.1%	1	0.6%	25	14.2%	28	15.9%
The Judiciary	1	0.6%	2	1.1%	41	23.4%	44	25.1%
The Researchers	2	1.1%	1	0.6%	34	19.3%	37	21.0%
The Executive	2	1.1%	2	1.1%	20	11.4%	24	13.6%
All senior advocates of Nigeria	2	1.1%	1	0.6%	18	10.2%	21	11.9%
Media practitioners	2	1.1%	0	0.0%	20	11.4%	22	12.5%
Total	**11**	**6.3%**	**7**	**4.0%**	**158**	**89.8%**	**176**	**100.0%**

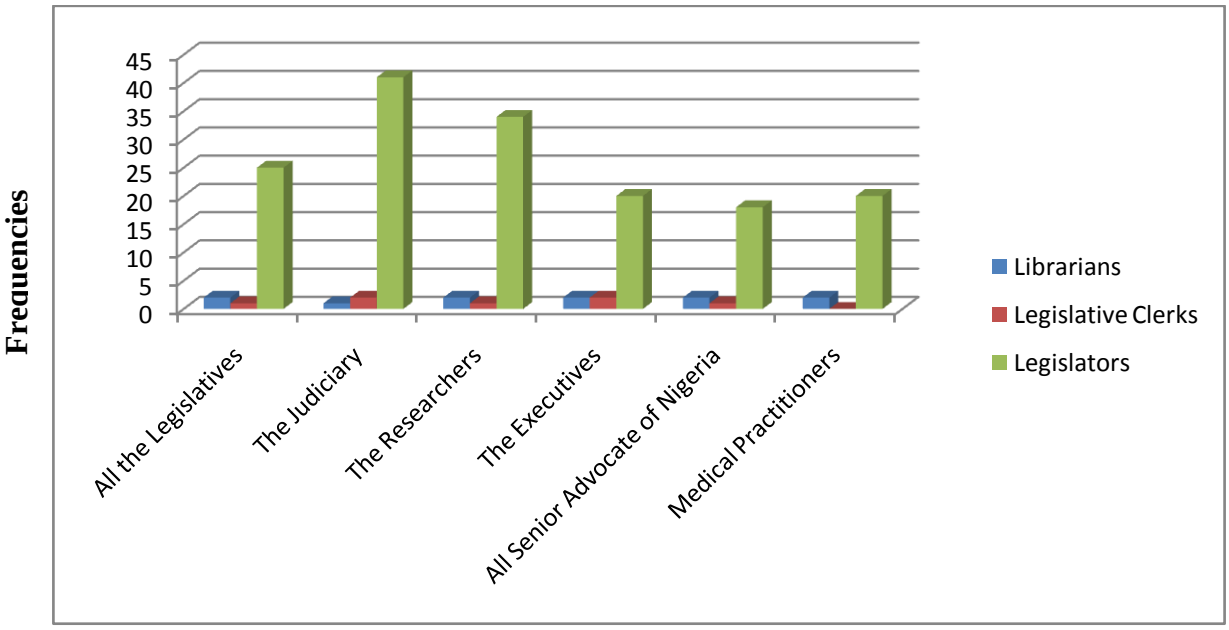


Figure 4.13: Users of Records in the State Houses of Assembly

From the table 4.17 and figure 4.13shown above the senior advocates of Nigeria has a low frequency count of 21(11.9%). The implication here is that, even though the senior advocates of Nigeria use records of the state legislatives, it is not as the legislators themselves. This finding also confirmed the views of Jamo(2001) where he said it is constitutionally wrong for a motion to be passed without supporting it with the relevant sections of law. The rest are the executives 24 (13.6%), researchers 37(21.0%), Legislatives28(15.9%). The finding revealed that legislators use records in the legislative houses most frequently than any other user

4.17 Impact of Records on the Performance of Legislators

A table is designed to obtain the views of respondents on whether records have any impact on the performance of the legislators.Table 4.16 and Figure 18had shown their views.

Table 4.16: Impact of Records on the Performance of Legislators

Impact of records	Frequency	Percentage
High Impact	56	31.81%
Impact	74	42.05%
Less impact	46	26.114%
No impact	0	0.0%
Total	**176**	**100%**

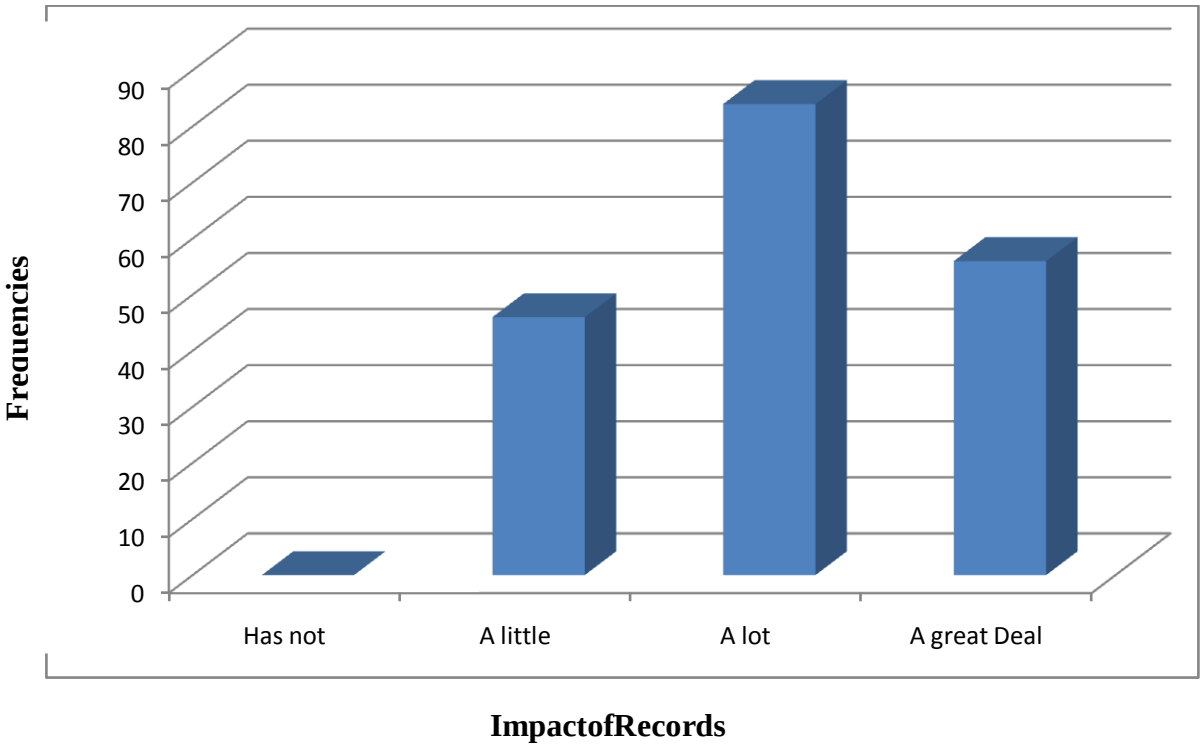


Figure 4.14: Impact of Records on the Performance of Legislators

The table 4.18 and figure 4.14 above shows that there is greater deal of records' impact on the performance of legislators on their job. This confirms the views of Infokits (2007) that records have the impact of meeting all international business needs.

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CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1 Introduction

This chapter presents the summary of the study, summary of the findings, conclusion, recommendations, and suggestions for further study.

5.2 Summary of the Study

This study was carried out to identify the way and manner records in the state legislative arm of Governments in Northwestern Nigeria are managed. To do this, five research questions were formulated and answered. Review ofrelevantliterature was also carried out. It was established that legislators play a major role in records generation, usage and management.

A Survey research method was used for this study. A total of 236 respondents were used as sample of the study, which included the legislators, the Clerks of the Houses of Assembly and the Legislative librarians inlegislatures of the Statesunder study. Out of the 236 number of sampled respondents,186 returned duly completed questionnaires that were usedfor Analysis. Observation and interviews were the other instruments for data collection. The researcher, with the aid of research assistants, administered the questionnaires. The data collected for this research were presented and analyzed using frequency distribution tables, percentages and histograms.

5.3 Summary of the Findings

Based on the data collected and analyzed for this study, the following findings were made.

1. The findings reveal that votes, budget proposals, motions, resolutions, bills, Hansards, reports, financial records and staff records were generated in the state legislative arms of government in the Northwestern zone of Nigeria.
2. The research further revealed that alphabetical order, subject order and the use of vertical files were the major methods used in organizing records.Similarly,the retrieval devices used include catalogues, finding aids, subject indexesin the state's legislative arm of government of Northwestern Nigeria
3. The findings also revealed that records were kept with the custodians of records in the Legislative arms i.e. The Legislative Librarians and Legislative Clarks.Accordingly, Book shelves, audio and video cassettes were the major methods of records storage. In the same vein the major sources of Records were the legislators themselves, this is because every of their activity and actions were recorded and kept or preserved as record.
4. The findings further revealed that those records had impact on the performance of legislators, because they were used to facilitate decision making, verification/ clarification of matters and also as evidence in the courts or panels of investigation;the legislature and the executive arms of governments were the major users of records in the state legislative houses of Northwestern states of Nigeria..
5. The findings of the research revealed that legislative records were retained in the libraries and some available stores within the premises of the Legislative arms in Northwestern Nigeria.Records in the legislative arm of governments were disposed by fire and also by gift to some parastatal and their libraries in the State. It was also

discovered that records from the legislative arms were sent to the library and later sent to the archives for further retention and usage.

5.3 Conclusion

Based on the findings of this study, it is concluded that the legislative arm of governmentsin the Northwestern states of Nigeria have realized the usefulnessof records in the state legislative. However, the legislatures do not, to a large extent, exploit the advantage brought about by the advent of information and communication technologies in records management. This situation left the legislative arm with no other alternatives than to rely on the traditional practices in the management of their records. In effect, therefore, the incessant loss of records in the organization could be attributed to the reluctance of the government particularly the legislative armin Northwestern Nigeria to create a conducive environment for records management, thereby guaranteeing speedy legislative processes. The findings also revealed that records in the state legislative armswere disposed or destroyed by fire or often donated to some parastatal as gift.These records had impact on the performance of legislators because they facilitate decision making, verification/ clarification of matters and also as evidence in the courts or panel of investigation. It is hoped that necessary steps would be taken to improve Records Management in the legislative arms of government in the Northwestern states of Nigeria.

5.4 Recommendations

From the findings of this study, the following recommendations are made:

1. That records in electronic formats e.g. e-mails,e-reports, databases and interactive web pages be generated and maintained in the legislative arm of governments of Northwestern states of Nigeria
2. Qualified and trained records managers should be employed to work hand in hand with the librarians to help in the proper organization of records in the legislative armof governmentsin the northwestern states of Nigeria.
3. Proper records storage facilities such as cabinet drawers, vertical files and computers should be provided, and if possible records should be digitized in order for it to be accessed on line 24/7 by the legislators in the legislative arm of governments in Northwestern states in Nigeria.
4. Records generated in the state legislative arm of governments should be well organized andbe made accessible to the legislators to assist them in their legislative processes and decision making 24/7.
5. Training and retraining inform of seminars, workshops, refresher courses and in-service training should be organized for the library staff and record managers to equip them with the current trends in records management.

5.5 Suggestions for Further Research

The purpose of this study was to investigate the Records Management practiced in the State Legislative Arm of governments in Nigeria and particularly the Northwestern zone. The Researcher hereby recommends the following for further research:

1. Role of Records Management in the performance of legislative and Executive Arms of Governments.
2. Records Management in State Judiciaries.

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APPENDIX 1

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Ahmadu Bello University,
Zaria.
Date.4th April, 2013

Dear respondent,

Request Letter to Fill a Questionnaire

I am a postgraduate student of the above Department and University. I am conducting a research on ***"RecordsManagements in the Legislative Arms of Governments in the North-Western States of Nigeria.***

Attached herewith is a questionnaire intended to collect data for the study. I will appreciate if you could fill the questionnaire. Information supplied will be treated strictly confidential, and shall be used for the purpose of this study only.

Thank you
Yours faithfully,

Hamza Mohammed

Appendix II

Questionnaire on

Records Management in the State Legislative Arm of Government in North-Western States of Nigeria

Guideline: Kindly tick (√) where applicable that suits your opinion or status

SECTION A: BIO-DATA

1) Location of legislative house:

   (a) Kano [ ] (b) Kaduna[ ] (c) Kebbi[ ]

   (d)Katsina [] (e) Sokoto [ ] (f) Zamfara [ ] (g) Jigawa [ ]

2) Gender: Male [ ] Female [ ]

3) Qualifications:

(a) FSLC [ ]

(b) SSCE/GCE/NECO [ ]

(d) Diploma/NCE [ ]

(e) Degrees [ ]

4) Indicate your department

   (a) Library ☐

   (b) Legislative Matters Department ☐

   (c) Legislative Records Department ☐

   (d)Administrative staff ☐

   (e) Legal matters ☐

   (e) Other (specify)……

5) Years of service or experience

(a) 0-5 years[ ]

(b) 6-10years[ ]

(c) 11-15years [ ]

(d) 16-20years [ ]

(e) Above 20 years [ ]

Section B: Types ofrecords generatedand made available in the State Legislative Housesof North Western Nigeria

Instructions: Please tick your response to items in this section

Rating is on a 1-5 scale, 1= Not Available, 2= Fairly Available, 3=Available, 4= Very much Available, 5= Undecided

(6) Which of the following types of records are available in your State Legislative House?

ITEM STATEMENT		**1**	**2**	**3**	**4**	**5**
1	Votes					
2	Budget proposals					
3	Bills					
4	Hansards					
5	Annual financial records					
6	Number of sittings					
7	Resolutions					
8	Proceedings					
9	Minutes					
10	Reports					
11	Staff Records					
12	Motions					

(7)What kind of Records is generated in your State Legislative house?

ITEM STATEMENT		1	2	3	4	5
1	Financial Records					
2	Staff Records					
3	Bills					
4	Budgetary Records					

Others (please specify)……

(8)What are the major sources of these records in the state legislative houses?

ITEM STATEMENT		1	2	3	4	5
1	Legislative Meetings					
2	Motions					
3	Bills both private and Legislative					
4	Legislative Committees					
5	Executive arm of Government					
6	The public					
7	Independent Electoral Commission					

SECTION: C Records organization

(9) Who is responsible for the custody of the available records in the State Legislative house of assembly?

(a) Library Staff [ ]

(b) Clerical Staff [ ]

(c) Messengers [ ]

(d) Professionally trained records Managers [ ]

(e) Others (Please specify)…….

Please indicate the level of your perception in the following by choosing the corresponding options.

Strongly Agree = SA

Agree = A

Undecided = UD

Disagree = D

Strongly Disagree = SD

(10)How are the records in the State legislative house organized?

ITEM STATEMENT		**SA**	**A**	**UD**	**D**	**SD**
1	By classification					
2	By Alphabetical order					
3	By Subject Index					
4	By shelving					
5	Title arrangement					
6	Kept in cupboards					
7	In a store					
8	In horizontal files					
9	In computer files					
10	In Databases					
11	Word-by-Word arrangement					
12	Numerical Order					

SECTION: D:Records utilization/Usage

Please indicate the level of your perception in the following by choosing the corresponding options.

Strongly Agree = SA

Agree = A

Undecided = UD

Disagree = D

Strongly Disagree = SD

(11) Why are records in the legislative Houses of governments used?

ITEM STATEMENT		**SA**	**A**	**UD**	**D**	**SD**
1	To facilitate decision making					
2	For verification/ clarification of information					
3	As evidence in the court					
4	For research purposes					
5	For easy assets sharing					
6	For auditing purposes					
7	For consultations					

5) Others please specify……

……

(12) Who uses the available records in the state legislative house?

ITEM STATEMENT		SA	A	UD	D	SD
1	The Legislators only					
2	The Executives only					
3	The judiciary only					
4	The general public					

5) Others please specify……

SECTION E: Records disposal

Please indicate the level of your perception in the following by choosing the corresponding options.

Strongly Agree = SA

Agree = A

Undecided = UD

Disagree = D

Strongly Disagree = SD

(13) How are records disposed in your state legislative house?

ITEM STATEMENT		SA	A	UD	D	SD
1	Are sent to the library					
2	Are sent to the Archives					
3	Destroyed by fire					
4	Relegation					

5) Others please specify……

(14) In what format are the records stored

ITEM STATEMENT		SA	A	UD	D	SD
1	Hard copy					
2	Soft copy					
3	Both Hard and Soft copy					
4	Undecided					

SECTION F: Opinion of respondents on Preservation/Storage of records inNorth-WesternState Legislative Houses

15) How are the records stored?

ITEM STATEMENT		SA	A	UD	D	SD
1	Filing Cabinet					
2	Computer files					
3	Shelves					
4	Cassettes					
5	Data bases					

Section G: Access

(16) What types of Retrieval devicesare used in accessing the records in the State Legislative houses?

ITEM STATEMENT		SA	A	UD	D	SD
1	Subject Index					
2	Catalogues					
3	Finding aids					
4	Human beings					
5	Undecided					

(17) How are records accessed by outsiders in the state legislative?

ITEM STATEMENT		SA	A	UD	D	SD
1	Computer					
2	The Library					
3	Meetings					
4	Clark of the House					
5	Online					
6	Digitally					
7	State archive					

Others (please specify) …….

(18) Who are the users of records in the State legislative houses?

ITEM STATEMENT		SA	A	UD	D	SD
1	All the legislators					
2	The judiciary					
3	The researchers					
4	The Executives					
5	All senior advocates of Nigeria					
6	Media practitioners					

Others (please specify) …….

(19)The roles of records on the performance of Legislators

(a)Has not ☐ (b) A little ☐ (c) A lot ☐ (d) A great deal ☐